

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS November 26, 2019 – BOARD AGENDA

## Aitkin Public Library

- 9:00 1) J. Mark Wedel, County Board Vice Chair
- A) Call to Order
  - B) Pledge of Allegiance
  - C) Board of Commissioners Meeting Procedure
  - D) Approval of Agenda
- 9:02 E) Health & Human Services (see separate HHS agenda)
- 9:50 Break
- 10:00 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File November 12, 2019 to November 25, 2019
  - B) Approve November 12, 2019 County Board Minutes
  - C) Approve Electronic Funds Transfers
  - D) Approve Commissioner Warrants
  - E) Approve Auditor Warrants – Anderson Brothers
  - F) Approve Auditor Warrants – Contegrity
  - G) Approve Auditor Manual Warrants – 11-14-19
  - H) Approve Disbursement Journal – Elan 10-31-19
  - I) Approve Auditor Warrants – Sales Tax Payment
  - J) Approve Auditor Warrants – October Settlement
  - K) Adopt Resolution: MN Department of Agriculture Invasive Species Grant
  - L) Adopt Resolution: 2020 All Terrain Vehicle Trail Funding
  - M) Approve Fire Protection Contract with City of Palisade
  - N) Adopt Resolution: LG220 Application for Exempt Permit – Up North Riders ATV Club
  - O) Approve Application for License to Sell Tobacco Products, with Contingency
  - P) Approve 2020 Countywide Fee Schedule
  - Q) Approve Affidavit for Duplicate of Lost Warrant – Treasurer's Office
  - R) Adopt Resolution: Mail Balloting
- 10:05 3) Jessica Seibert, County Administrator
- A) Rick Bruesewitz, DNR Aitkin Area Fisheries Manager
    - 1. Adopt Resolution: Proposed State Conservation Acquisition

**B) County Administrator Updates**

- 10:25 4) Mike Dangers, County Assessor**  
**A) Approve Pictometry Aerial Photography**
- 10:40 5) Ross Wagner, Economic Development & Forest Industry Coordinator**  
**A) Approve Blandin Iron Range Community Broadband Grants**  
**B) Approve Membership to ARDC Brownfield Coalition and Letter of Support**
- 10:55 6) John Welle, County Engineer**  
**A) Adopt Resolution: Award Contract No. 20198**  
**B) Approve AIA Agreement – Aitkin County Hwy Dept. Office  
Addition/Renovation**  
**C) 2019 Construction Project Update**  
**D) 2020 Construction Project Update**  
**E) Adopt Resolution: Bridge Priority**
- 11:55 7) Committee Updates**
- 12:25 Adjourn**

# AITKIN COUNTY BOARD

28  
November 12, 2019

The Aitkin County Board of Commissioners met this 12<sup>th</sup> day of November, 2019 at 9:07 a.m., at Aitkin City Hall, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

**CALL TO ORDER**

Motion by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting yes to approve the November 12, 2019 amended agenda. Agenda Item 7.5 – Pictometry Aerial Photography was added, and Agenda Item 7B) Approve AIA Agreement – Aitkin County Highway Department Office, was changed to discussion only.

**APPROVED  
AGENDA**

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: October 22, 2019 to November 11, 2019; B) Approve County Board Minutes: October 22, 2019; C) Approve Electronic Funds Transfers: \$4,412,112.44; D) Approve Commissioner Warrants: General Fund \$83,268.42, Road & Bridge \$80,418.01, Health & Human Services \$16,254.09, Trust \$3,792.27, Forest Development \$26,185.77, Taxes & Penalties \$268.00, Capital Project \$9,123.43, Long Lake Conservation Center \$8,510.28, Parks \$11,828.24 for a total of \$239,648.51; E) Approve Auditor Warrants – Anderson Brothers Payment: Road & Bridge \$1,513,752.99; F) Approve Auditor Warrants – October School Advances: Agency \$1,501,304.46; G) Approve Auditor Warrants – 10/24/19: General Fund \$1,834.23; H) Approve Auditor Warrants – 10/31/19: Road & Bridge \$45,718.89; I) Approve October Manual Warrants: General Fund \$8,729.59, Road & Bridge \$18,654.84, State \$982,034.46, Taxes & Penalties \$6,645.00, Capital Project \$91,299.63, Long Lake Conservation Center \$36.13, Parks \$130.00 for a total of \$1,107,529.65; J) Approve Manual Warrants – Elan: General Fund \$2,722.15, Road & Bridge \$120.00, Health & Human Services \$2,104.84, Trust \$123.77, Forest Development \$23.98, Long Lake Conservation Center \$1,983.12; Parks \$90.52 for a total of \$7,168.38; K) Approve Participation in Class Action Opioid Case; L) Approve Aitkin County SWCD Lease; M) Approve 2020 Newspaper Bid Specifications; N) Approve Medical Examiner Agreement 2020; O) Adopt Resolution: Accept Donation to STS; P) Adopt Resolution: Accept Donation to STS; Q) Adopt Resolution: Snowmobile Safety Enforcement Grant 2020-2021

**CONSENT  
AGENDA**

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Accept Donation to STS:

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

**RESOLUTION  
20191112-087  
ACCEPT  
DONATION TO  
STS**

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

McGregor Area Lions Club	\$1,500.00
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**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

McGregor Area Lions Club	STS
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**WHEREAS**, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

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

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Accept Donation to STS:

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

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

Disabled American Veterans Aitkin County Chapter No. 11	\$500.00
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**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

Disabled American Veterans Aitkin County Chapter No. 11	STS
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**WHEREAS**, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

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

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Snowmobile Safety Enforcement Grant 2020-2021:

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the Fiscal Years 2020-2021 Snowmobile Safety Enforcement Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$12,500.00, amount being \$6,250.00 for each year of the biennium, for the term of July 1, 2019 through June 30, 2021.

The Board honored the following Aitkin County Veteran employees:

<b>Veteran</b>	<b>Branch Served</b>
Babcock, David	US Army
Bochow, Aaron	US Army
Burton, Ashley	Army National Guard
Courier, Don	US Army
Curtis, Dee	Army National Guard
Derksen, Larry	Army National Guard

**RESOLUTION  
20191112-088  
ACCEPT  
DONATION TO  
STS**

**RESOLUTION  
20191112-089  
SNOWMOBILE  
SAFETY  
ENFORCEMENT  
GRANT  
2020-2021**

**HONORING  
AITKIN COUNTY  
VETERAN  
EMPLOYEES**



Flier, Randy	US Army
Guida, Dan	US Army and Air Force Reserves
Harms, Penny	US Army and Army National Guard
Hicks, Jim	US Navy
Hines, Dustin	US Army Reserves
Hughley, Josh	Army National Guard, US Army
Johnson, Carter	US Army
Kazmerzak, Paul	US Army
Koonce, Crystal	US Army
Lundquist, Allen	US Army
Lystad, Kayla	Army National Guard
Malloy, Scott	Army National Guard
Novotny, John	US Air Force
Oftedahl, Jedediah	US Navy and US Navy Reserves
Olson, "Butch"	US Coast Guard
Speed, Shawn	US Air Force, MN Air National Guard
Sutch, Chris	US Air Force
Tierney, Tim	Army National Guard
Turnock Kevin	Army National Guard
Wilke, Gary	US Army

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve Teamsters Non-licensed Essential Unit MOA: MSRS HCSP, as presented.

**TEAMSTERS  
NON-LICENSED  
ESSENTIAL UNIT  
MOA: MSRS  
HCSP**

Motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – JPA MN Internet Crimes Against Children Task Force:

**WHEREAS**, the County of Aitkin on behalf of its County Attorney desires to enter into Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize applicable state and federal laws to investigate and prosecute crimes committed against children and the criminal exploitation on children that is committed and/or facilitated by or through the use of computers.

**RESOLUTION  
20191112-090  
JPA MN  
INTERNET  
CRIMES  
AGAINST  
CHILDREN TASK  
FORCE**

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

1. That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Aitkin on behalf of its County Attorney are hereby approved. A copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.
2. That the County Administrator Jessica Seibert, or his or her successor, is designated the Authorized Representative for the County Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

3. That Anne Marcotte, Chair of the Board of Commissioners of the County of Aitkin, and Jessica Seibert, the County Board Clerk, are authorized to sign the State of Minnesota Joint Powers Agreement.

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve request from Sheriff's Office to accept quote for fencing from Century Fence for secure outdoor vehicle storage, as presented.

**OUTDOOR  
VEHICLE  
FENCING**

Kathy Beatty, Frank Merry, and Bob Marcum gave the Board an update on ANGELS. No action was taken.

**ANGELS  
UPDATE**

Jessica Seibert, County Administrator reported and updated the Board on the following:

- 2019 Third Quarter Budget
- Aitkin County Fund Balance
- Government Center
- MACA Meeting

**COUNTY  
ADMINISTRATOR  
REPORTS AND  
UPDATES**

John Welle, County Engineer discussed the following items with the Board:

- Contract No. 20198 which includes S.A.P. 001-625-001, grading and aggregate base on 3.3 miles of CSAH 25 in Wagner Township. No action was taken.
- AIA Agreement with Widseth Smith Nolting & Associates for Aitkin County Highway Department Office Expansion/Renovation. This was remanded to the Facilities Committee and will be brought before the Board at a future Board meeting.

**HIGHWAY DEPT.**

**CONTRACT  
NO. 20198**

**AIA AGREEMENT  
WITH WSN**

Motion by Commissioner Westerlund, seconded by Commissioner Pratt to approve the purchase of Pictometry as presented, using Recorder's Compliance Fund, and to authorize Mike Dangers to sign the contract on behalf of Aitkin County. Roll call vote. Motion failed (2-3 Niemi/Wedel/Marcotte). Motion by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting yes to remand to the Budget Committee and bring back to the Board at a future meeting.

**PICTOMETRY  
AERIAL  
PHOTOGRAPHY**

Break: 11:35 a.m. to 11:44 a.m.

**BREAK**

The Board discussed: ARDC, NEMOJT, Snake River, McGregor Airport, MHB, BSLA, McGregor City Council, Tamarack City Council, Historical Society, Facilities, Budget, Community Corrections, Dangerous Dog Hearing, Aitkin Airport, Mille Lacs Advisory, Mille Lacs Watershed, DAC, Extension, Grand Opening/Ribbon Cutting, NCLUCB and Enbridge.

**BOARD  
DISCUSSION**

Motion by Commissioner Wedel seconded by Commissioner Pratt and carried, all members present voting yes to adjourn the meeting at 12:31 p.m. until Tuesday, November 26, 2019 at the Aitkin Public Library.

**ADJOURN**

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Anne Marcotte, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert, County Administrator



# Board of County Commissioners Agenda Request

2C  
Agenda Item #

**Requested Meeting Date:** 11/26/2019

**Title of Item:** Electronic funds transfers

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <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*
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<b>Submitted by:</b> Lori Grams	<b>Department:</b> County Treasurer
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b>
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**Summary of Issue:**  
Electronic funds transfers thru 11/18/19

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

**Recommended Action/Motion:**

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

ELECTRONIC FUNDS TRANSFER

Thru November 18, 2019 Board Meeting November 26, 2019

Date	Amount	Reason
11/1/19	5533.8	Auditor Warrants
11/6/19	\$2,146.40	Manual Abstract
11/8/19	\$2,001.84	Auditor Warrants
11/8/19	\$16,940.00	Commissioner Warrants
11/8/19	\$540,912.76	Payroll Abstract
11/8/19	\$732,152.63	Auditor Warrants
11/12/19	\$72,180.00	Manual Abstract
11/13/19	\$2,871.72	Auditor Warrants
11/14/19	\$8,052.37	Manual Abstract
11/15/19	\$1,490.33	Auditor Warrants
11/15/19	\$56,278.67	Commissioner Warrants
11/15/19	\$1,969.89	Auditor Warrants

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\$1,442,530.41



LAH1  
11/13/19 12:58PM

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

11-15-19

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D

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

Save Report Options?: N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
11/13/19 12:58PM  
1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		110.25	Synopsis 10/8/19	736033	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		110.25	1 Transactions			
15240	AT&T Mobility 01-001-000-0000-6250		65.96	Cell phone	287259994975	Telephone	N
15240	AT&T Mobility		65.96	1 Transactions			
14289	Pratt/Bill 01-001-000-0000-6340		45.55	District 1 meals		Meals (Overnight)	N
	01-001-000-0000-6330		692.52	October Mileage	1194@.58	Transportation & Travel & Parking	N
14289	Pratt/Bill		738.07	2 Transactions			
1	DEPT Total:		914.28	Commissioners	3 Vendors	4 Transactions	
12	DEPT			Court Administration			
11634	Gammello & Pearson PLLC 01-012-000-0000-6232		180.00	Atty fees 01- PR- 19- 520	70692	Attorney Services	Y
	01-012-000-0000-6232		2,655.00	Atty fees 01- JV- 19- 630	70693	Attorney Services	Y
	01-012-000-0000-6232		74.24	Atty Expense 01- JV- 19- 630	70693	Attorney Services	N
	01-012-000-0000-6232		615.00	Atty fees 01- PR- 19- 795	70694	Attorney Services	Y
	01-012-000-0000-6232		157.80	Atty Expense 01- PR- 19- 795	70694	Attorney Services	N
11634	Gammello & Pearson PLLC		3,682.04	5 Transactions			
1976	Haberkorn Law Offices,Ltd 01-012-000-0000-6232		3,452.50	Sept Atty fees		Attorney Services	Y
1976	Haberkorn Law Offices,Ltd		3,452.50	1 Transactions			
14906	Jones Law Office 01-012-000-0000-6232		82.50	01- PR- 17- 186	1940447	Attorney Services	N
14906	Jones Law Office		82.50	1 Transactions			
12	DEPT Total:		7,217.04	Court Administration	3 Vendors	7 Transactions	
40	DEPT			Auditor			
86235	The Office Shop Inc 01-040-000-0000-6405		10.54	Appointment book	1071073-0	Office & Computer Supplies	N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
11/13/19 12:58PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
01-040-000-0000-6405		Storage boxes	1071673-0	Office & Computer Supplies	N
01-040-000-0000-6405		Stamp, labels	307927-0	Office & Computer Supplies	N
<b>86235 The Office Shop Inc</b>					
			3 Transactions		
<b>40 DEPT Total:</b>		<b>65.90 Auditor</b>	<b>1 Vendors</b>	<b>3 Transactions</b>	
<b>41 DEPT</b>		<b>Internal Audit</b>			
12780 CliftonLarsonAllen, LLP					
01-041-000-0000-6231		Final Audit bill YE 12/31/18	2281213	Services, Labor, Etc	Y
01-041-000-0000-6231		Additional Services	2281213	Services, Labor, Etc	Y
<b>12780 CliftonLarsonAllen, LLP</b>					
			2 Transactions		
<b>41 DEPT Total:</b>		<b>4,550.00 Internal Audit</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>42 DEPT</b>		<b>Treasurer</b>			
86235 The Office Shop Inc					
01-042-000-0000-6405		Phone rest	1071625-0	Office & Computer Supplies	N
01-042-000-0000-6405		Hanging folders	307937-0	Office & Computer Supplies	N
<b>86235 The Office Shop Inc</b>					
			2 Transactions		
10930 Tidholm Productions					
01-042-000-0000-6405		Envelopes	0959 8633	Office & Computer Supplies	Y
01-042-000-0000-6405		Envelopes	0960 8634	Office & Computer Supplies	Y
<b>10930 Tidholm Productions</b>					
			2 Transactions		
<b>42 DEPT Total:</b>		<b>771.15 Treasurer</b>	<b>2 Vendors</b>	<b>4 Transactions</b>	
<b>43 DEPT</b>		<b>Assessor</b>			
10452 AT&T Mobility					
01-043-000-0000-6250		Monthly wireless	287250162187	Telephone	N
<b>10452 AT&amp;T Mobility</b>					
			1 Transactions		
2340 Hyytinen Hardware Hank					
01-043-000-0000-6405		Keys	1550834	Office, Film & Computer Supplies	N
<b>2340 Hyytinen Hardware Hank</b>					
			1 Transactions		
9686 MAAP					
01-043-000-0000-6208		Registration fees	Cathy Olson	Training/Education	N



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
11/13/19 12:58PM  
1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9686	MAAP			35.00				
					1 Transactions			
86235	The Office Shop Inc							
	01-043-000-0000-6405			18.56	Pens	1070845-0	Office, Film & Computer Supplies	N
86235	The Office Shop Inc			18.56				
					1 Transactions			
43	DEPT Total:			425.92	Assessor	4 Vendors	4 Transactions	
44	DEPT				Central Services			
86235	The Office Shop Inc							
	01-044-000-0000-6231			524.20	Copy charges	307691-0	Services, Labor, Contracts	N
86235	The Office Shop Inc			524.20				
					1 Transactions			
44	DEPT Total:			524.20	Central Services	1 Vendors	1 Transactions	
45	DEPT				Motor Pool			
50	Aitkin Body Shop, Inc							
	01-045-000-0000-6302			398.24	New windshield #65	11695	Car Maintenance	N
50	Aitkin Body Shop, Inc			398.24				
					1 Transactions			
45	DEPT Total:			398.24	Motor Pool	1 Vendors	1 Transactions	
49	DEPT				Information Technologies			
10452	AT&T Mobility							
	01-049-000-0000-6231			38.75	Nov Data Plan	287279507473	Programming, Services, Contracts	N
10452	AT&T Mobility			38.75				
					1 Transactions			
86235	The Office Shop Inc							
	01-049-000-0000-6405			9.99	AA batteries	307863-0	Office Supplies (Non Computer)	N
86235	The Office Shop Inc			9.99				
					1 Transactions			
49	DEPT Total:			48.74	Information Technologies	2 Vendors	2 Transactions	
52	DEPT				Administration			
15240	AT&T Mobility							
	01-052-000-0000-6250			48.94	Cell phone	287259994975	Telephone	N

LAH1  
 11/13/19 12:58PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
15240 AT&T Mobility		48.94				
			1 Transactions			
86235 The Office Shop Inc						
01-052-000-0000-6405		2.40	White tags	307938-0	Office & Computer Supplies	N
86235 The Office Shop Inc		2.40				
			1 Transactions			
10930 Tidholm Productions						
01-052-000-0000-6405		9.95	Journal with pen (guest book)	0000 8666	Office & Computer Supplies	Y
10930 Tidholm Productions		9.95				
			1 Transactions			
52 DEPT Total:		61.29	Administration	3 Vendors	3 Transactions	
53 DEPT			Human Resources			
15240 AT&T Mobility						
01-053-000-0000-6250		65.66	Cell phone	287259994975	Telephone	N
15240 AT&T Mobility		65.66				
			1 Transactions			
53 DEPT Total:		65.66	Human Resources	1 Vendors	1 Transactions	
60 DEPT			Elections			
1601 Election Systems & Software Inc						
01-060-000-0000-6406		387.86	AutoMARK cards/setup	1104750	Ballots & Programming	N
1601 Election Systems & Software Inc		387.86				
			1 Transactions			
60 DEPT Total:		387.86	Elections	1 Vendors	1 Transactions	
90 DEPT			Attorney			
9489 Redwood Toxicology Laboratory, Inc						
01-090-000-0000-6213		91.28	Testing for pretrial defendant	12289120199	Drug & Forfeiture Ms387.213	6
9489 Redwood Toxicology Laboratory, Inc		91.28				
			1 Transactions			
90 DEPT Total:		91.28	Attorney	1 Vendors	1 Transactions	
100 DEPT			Recorder			
2386 Information Systems Corp						
01-100-196-0000-6231		2,840.00	Maint agreement Microfilm/KIP	10697	Services, Labor, Contracts- Recorder's	N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
11/13/19 12:58PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
2386	Information Systems Corp					
		2,840.00		1 Transactions		
86235	The Office Shop Inc					
	01-100-000-0000-6405	193.40	Office supplies	1071122-0	Office & Computer Supplies	N
86235	The Office Shop Inc	193.40		1 Transactions		
100	DEPT Total:	3,033.40	Recorder	2 Vendors	2 Transactions	
110	DEPT		Courthouse Maintenance			
15240	AT&T Mobility					
	01-110-000-0000-6250	68.18	Cell phone	287259994975	Phone	N
15240	AT&T Mobility	68.18		1 Transactions		
88628	Dalco Enterprises, Inc.					
	01-110-000-0000-6422	41.60	Disposal	3505344	Janitorial Supplies	N
88628	Dalco Enterprises, Inc.	41.60		1 Transactions		
1754	Garrison Disposal Company, Inc					
	01-110-000-0000-6255	589.50	November	112881	Garbage	N
1754	Garrison Disposal Company, Inc	589.50		1 Transactions		
2340	Hyytinen Hardware Hank					
	01-110-000-0000-6422	7.99	Coin Batteries	1548721	Janitorial Supplies	N
	01-110-000-0000-6422	11.75	Keys, Stabil	1551554	Janitorial Supplies	N
	01-110-000-0000-6422	50.11	Hooks, tape, door wedges etc	1552215	Janitorial Supplies	N
2340	Hyytinen Hardware Hank	69.85		3 Transactions		
12927	Midwest Machinery Co.					
	01-110-000-0000-6422	209.37	Roller chain, gear	2021209	Janitorial Supplies	N
12927	Midwest Machinery Co.	209.37		1 Transactions		
89765	Minnesota Elevator, Inc					
	01-110-000-0000-6231	172.27	November service	827738	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc	172.27		1 Transactions		
110	DEPT Total:	1,150.77	Courthouse Maintenance	6 Vendors	8 Transactions	
120	DEPT		Service Officer			

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
11/13/19 12:58PM  
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
10452 AT&T Mobility 01-120-000-0000-6250		60.46	Cell phone	287270539560	Telephone	N
10452 AT&T Mobility		60.46		1 Transactions		
10097 Harms Monroe/Penny 01-120-000-0000-6330		179.04	Mileage St Cloud/Duluth	373@.48	Transportation & Travel	N
10097 Harms Monroe/Penny		179.04		1 Transactions		
2448 Janzen/Carroll Mark 01-120-000-0000-6350		50.00	Vet van St Cloud	10/23/19	Per Diem	Y
2448 Janzen/Carroll Mark		50.00		1 Transactions		
14508 Janzen/Hugh 01-120-000-0000-6350		50.00	Vet Van St Cloud	10/29/19	Per Diem	Y
14508 Janzen/Hugh		50.00		1 Transactions		
3093 Jones/Stanley Carter 01-120-000-0000-6350		50.00	Vet Van St Cloud	10/1/19	Per Diem	Y
3093 Jones/Stanley Carter		50.00		1 Transactions		
3912 Peterson/Richard 01-120-000-0000-6350		50.00	Vet Van Mpls	10/2/19	Per Diem	Y
3912 Peterson/Richard		50.00		1 Transactions		
6097 Verizon Wireless 01-120-000-0000-6250		13.05	Vet van cell phone	88069036400001	Telephone	N
6097 Verizon Wireless		13.05		1 Transactions		
11970 Wikelius/Charles 01-120-000-0000-6350		50.00	Vet Van St Cloud	10/9/19	Per Diem	Y
11970 Wikelius/Charles		50.00		1 Transactions		
5960 Wilmo/Wesley S. 01-120-000-0000-6350		50.00	Vet Van St Cloud	10/31/19	Per Diem	Y
5960 Wilmo/Wesley S.		50.00		1 Transactions		
9063 Workman/Jeff 01-120-000-0000-6350		50.00	Vet Van St Cloud	10/25/19	Per Diem	Y

# Aitkin County



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LAH1  
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9063 Workman/Jeff		50.00	1 Transactions		
<b>120 DEPT Total:</b>		<b>602.55</b>	<b>Service Officer</b>	<b>10 Vendors</b>	<b>10 Transactions</b>
<b>122 DEPT</b>			<b>Planning &amp; Zoning</b>		
13066 Hargrave/Bryan					
01-122-000-0000-6231		1,750.00	5 days @\$350 10/28/2019 11/01/2019	Services, Labor, Contracts, Programm	Y
01-122-000-0000-6231		1,750.00	5 days @\$350 11/04/2019 11/08/2019	Services, Labor, Contracts, Programm	Y
01-122-000-0000-6231		1,750.00	5 days @\$350 10/14/2019 10/18/2019	Services, Labor, Contracts, Programm	Y
01-122-000-0000-6231		1,750.00	5 days @\$350 10/21/2019 10/25/2019	Services, Labor, Contracts, Programm	Y
<b>13066 Hargrave/Bryan</b>		<b>7,000.00</b>	<b>4 Transactions</b>		
3255 Mn Counties Intergovernmental Trust					
01-122-000-0000-6208		520.00	Registration Land Use Wkshp	SEM912	Training/Education N
3255 Mn Counties Intergovernmental Trust		520.00	1 Transactions		
<b>122 DEPT Total:</b>		<b>7,520.00</b>	<b>Planning &amp; Zoning</b>	<b>2 Vendors</b>	<b>5 Transactions</b>
<b>123 DEPT</b>			<b>Coroner</b>		
2939 McGee P.A./M.B.					
01-123-000-0000-6231		500.00	ME 19- 2434	3247	Coroner Fees 6
2939 McGee P.A./M.B.		500.00	1 Transactions		
3987 Ramsey County Medical Examiner					
01-123-000-0000-6260		1,537.00	ME 19- 2434 Medex 026162	09/15/19	Autopsies- - Pathologist, Xrays, Etc N
3987 Ramsey County Medical Examiner		1,537.00	1 Transactions		
<b>123 DEPT Total:</b>		<b>2,037.00</b>	<b>Coroner</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
<b>200 DEPT</b>			<b>Enforcement</b>		
50 Aitkin Body Shop, Inc					
01-200-000-0000-6302		4,070.01	#224 squad vs deer	11616	Car Maintenance N
01-200-000-0000-6302		129.95	#224 battery	11674	Car Maintenance N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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>	
50 Aitkin Body Shop, Inc		4,199.96				
			2 Transactions			
117 Aitkin County Sheriff						
01-200-000-0000-6374		42.25	undercover vehicle registratio	Ford Fusion	Auto & Trailer License	N
117 Aitkin County Sheriff		42.25				
			1 Transactions			
657 Aitkin Glass Service						
01-200-000-0000-6302		598.50	glass replacement #217	17572	Car Maintenance	N
657 Aitkin Glass Service		598.50				
			1 Transactions			
86222 Aitkin Independent Age						
01-200-000-0000-6405		39.00	admin subscription	TAA-210583	Office Supplies	N
86222 Aitkin Independent Age		39.00				
			1 Transactions			
11960 ASAP Towing						
01-200-000-0000-6359		138.75	19-3019 forfeiture	7152	Wrecker Service	N
11960 ASAP Towing		138.75				
			1 Transactions			
15239 AT&T Mobility						
01-200-000-0000-6250		926.98	deputy cell, squads	287258495419	Telephone	N
15239 AT&T Mobility		926.98				
			1 Transactions			
783 Canon Financial Services, Inc						
01-200-000-0000-6231		164.95	admin copier lease	20699024	Services & Labor (Incl Contracts)	N
783 Canon Financial Services, Inc		164.95				
			1 Transactions			
88628 Dalco Enterprises, Inc.						
01-200-000-0000-6405		153.90	gloves	3515425	Office Supplies	N
88628 Dalco Enterprises, Inc.		153.90				
			1 Transactions			
15145 Field Training Solutions						
01-200-003-0000-6241		295.00	FTO Basic Course #224	8845	Registration Fee	N
15145 Field Training Solutions		295.00				
			1 Transactions			
12988 Forms & Systems of Minnesota						
01-200-000-0000-6405		1,011.50	Citations	167695	Office Supplies	N
12988 Forms & Systems of Minnesota		1,011.50				
			1 Transactions			
9027 Krosch/Fawn						

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LAH1  
11/13/19 12:58PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9027 Krosch/Fawn		Mileage St Cloud Training	182@.48	Transportation & Travel & Parking	N
		1 Transactions			
252 Lynn Peavey Company		evidence gathering supplies	363259	Deputy Supplies	N
01-200-000-0000-6409	280.80	evidence labels	363344	Deputy Supplies	N
01-200-000-0000-6409	21.50	return evidence labels	R05413	Deputy Supplies	N
01-200-000-0000-6409	21.50				
252 Lynn Peavey Company	280.80	3 Transactions			
3810 Paulbeck's County Market		Lysol wipes evidence proc room	927210202	Office Supplies	N
01-200-000-0000-6405	6.08	1 Transactions			
3810 Paulbeck's County Market	6.08				
12110 Revelin Vehicle Solutions, LLC		new squad equipment x 3	221	Car Maintenance	Y
01-200-000-0000-6302	20,160.00	new cam mirror bracket #210	222	Car Maintenance	Y
01-200-000-0000-6302	250.00	new cam mirror bracket #204	222	Car Maintenance	Y
01-200-000-0000-6302	125.00	K9 door, lights, radar cable	222	Car Maintenance	Y
01-200-000-0000-6302	500.00				
12110 Revelin Vehicle Solutions, LLC	21,035.00	4 Transactions			
86235 The Office Shop Inc		calendars	1070922-0	Office Supplies	N
01-200-000-0000-6405	124.69	notary stamps Sue & Deb	1071175-0	Office Supplies	N
01-200-000-0000-6405	70.84	office supplies	1071569-0	Office Supplies	N
01-200-000-0000-6405	143.11	highlighters	1071623-0	Office Supplies	N
01-200-000-0000-6405	5.48	pencil sharpener	305345-0	Office Supplies	N
01-200-000-0000-6405	23.84	deputy room copy count	307824-0	Services & Labor (Incl Contracts)	N
01-200-000-0000-6231	216.20	mini spiral notebooks	307961-0	Office Supplies	N
01-200-000-0000-6405	2.92				
86235 The Office Shop Inc	587.08	7 Transactions			
13934 The Tire Barn		4 tires, battery #223		Car Maintenance	N
01-200-000-0000-6302	898.61	4 tires, install #222	50208	Car Maintenance	N
01-200-000-0000-6302	586.00	oil change, 4 tires #202	50324	Car Maintenance	N
01-200-000-0000-6302	853.91	4 tires, install #211	50344	Car Maintenance	N
01-200-000-0000-6302	717.96	oil change #206	50421	Car Maintenance	N
01-200-000-0000-6302	44.05	oil change #223	50430	Car Maintenance	N
01-200-000-0000-6302	44.05				
13934 The Tire Barn	3,144.58	6 Transactions			

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LAH1  
11/13/19 12:58PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
13848 WYATT'S TOWING		257.00	19- 2956 forfeiture	10/24/19	Wrecker Service	Y
13848 WYATT'S TOWING		257.00	1 Transactions			
200 DEPT Total:		32,968.69	Enforcement	17 Vendors	34 Transactions	
202 DEPT			Boat & Water			
15239 AT&T Mobility		24.59	B&W cell	287258495419	Telephone	N
15239 AT&T Mobility		24.59	1 Transactions			
7525 Hometown Bldg Supply		31.74	2 x 2's, closet rod	32486	Field Supplies	N
7525 Hometown Bldg Supply		31.74	1 Transactions			
12110 Revelin Vehicle Solutions, LLC		125.00	wire depth sonar equip boat	222	B&W Maintenance	Y
12110 Revelin Vehicle Solutions, LLC		125.00	1 Transactions			
13934 The Tire Barn		489.38	oil change, battery, accumulat	49924	B&W Maintenance	N
13934 The Tire Barn		489.38	1 Transactions			
202 DEPT Total:		670.71	Boat & Water	4 Vendors	4 Transactions	
204 DEPT			ATV			
15239 AT&T Mobility		24.59	ATV cell	287258495419	Telephone	N
15239 AT&T Mobility		24.59	1 Transactions			
204 DEPT Total:		24.59	ATV	1 Vendors	1 Transactions	
252 DEPT			Corrections			
86222 Aitkin Independent Age		39.00	jail 1st floor subscription	TAA- 210121	Prisoner Welfare	N
86222 Aitkin Independent Age		39.00	jail 2nd floor subscription	TAA- 210634	Prisoner Welfare	N
86222 Aitkin Independent Age		78.00	2 Transactions			



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LAH1  
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1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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>	
14005 American Tower Corporation		346.06	Jacobson tower lease	406665189	Services & Labor (Incl Contracts)	N
14005 American Tower Corporation		346.06				
15239 AT&T Mobility		46.54	jail cell	287258495419	Telephone	N
15239 AT&T Mobility		46.54				
163 Charter Communications		189.36	inmate cable	6081102819	Prisoner Welfare	N
163 Charter Communications		189.36				
5583 Crawford Supply Company		53.28	commissary supplies	1210479	Prisoner Welfare	N
5583 Crawford Supply Company		53.28				
88628 Dalco Enterprises, Inc.		100.00	return kitchen mats	3491819 10/9	Kitchen Supplies	N
88628 Dalco Enterprises, Inc.		442.72	Tissue/Blk Pads/Can Liners	3508497	Janitorial Supplies	N
88628 Dalco Enterprises, Inc.		153.90	10/15/2019 gloves	3515425	Office & Computer Supplies	N
88628 Dalco Enterprises, Inc.		6.78	toilet bowl mop	3515425	Janitorial Supplies	N
88628 Dalco Enterprises, Inc.		503.40				
8694 Department of Transportation		300.00	White Pine Tower service fee	110025	Services & Labor (Incl Contracts)	N
8694 Department of Transportation		400.00	Glen Tower service fee	110151	Services & Labor (Incl Contracts)	N
8694 Department of Transportation		300.00	Lawler Tower service fee	110198	Services & Labor (Incl Contracts)	N
8694 Department of Transportation		300.00	Logan Tower	110238	Services & Labor (Incl Contracts)	N
8694 Department of Transportation		300.00	Quadna Tower service fee	110342	Services & Labor (Incl Contracts)	N
8694 Department of Transportation		300.00	Sandy Lake Tower service fee	110355	Services & Labor (Incl Contracts)	N
8694 Department of Transportation		1,900.00				
2186 Hillyard Inc		133.47	dish soap	603636629	Kitchen Supplies	N
2186 Hillyard Inc		291.32	laundry detergent	603636629	Laundry Supplies	N
2186 Hillyard Inc		424.79				
5503 Keefe Supply Company						

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11/13/19 12:58PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
01-252-252-0000-6405		commissary supplies	1210154	Prisoner Welfare	N
01-252-252-0000-6405		commissary supplies	1213642	Prisoner Welfare	N
5503 Keefe Supply Company					2 Transactions
13691 MEND Correctional Care, PLLC					
01-252-000-0000-6262		zofran and behadryl	4332	Medical Expenses & Supplies - Inmat	6
01-252-000-0000-6262		November healthcare services	4359	Medical Expenses & Supplies - Inmat	6
01-252-000-0000-6262		8- panel drug screen cards	4407	Medical Expenses & Supplies - Inmat	6
13691 MEND Correctional Care, PLLC					3 Transactions
89765 Minnesota Elevator, Inc					
01-252-000-0000-6231		monthly service	827194	Services & Labor (Incl Contracts)	N
89765 Minnesota Elevator, Inc					1 Transactions
3789 Pan-O-Gold Baking Company					
01-252-000-0000-6418		groceries	10002419297020	Groceries	N
01-252-000-0000-6418		groceries	10002419304022	Groceries	N
3789 Pan-O-Gold Baking Company					2 Transactions
3810 Paulbeck's County Market					
01-252-000-0000-6418		groceries	927210202	Groceries	N
3810 Paulbeck's County Market					1 Transactions
4010 Rasley Oil Company					
01-252-000-0000-6330		transport gas	10/31/19	Prisoner Transportation & Travel	N
4010 Rasley Oil Company					1 Transactions
9295 Reinhart Foodservice					
01-252-000-0000-6418		groceries	901794	Groceries	Y
01-252-000-0000-6418		return groceries	921620	Groceries	Y
01-252-000-0000-6418		groceries	925342	Groceries	Y
01-252-000-0000-6418		groceries	933180	Groceries	Y
9295 Reinhart Foodservice					4 Transactions
84172 Riverwood Healthcare Center					
01-252-000-0000-6262		Riverwood visit D.K.T.	97584138	Medical Expenses & Supplies - Inmat	6
84172 Riverwood Healthcare Center					1 Transactions
4761 Sysco Minnesota Inc					

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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>
4761 Sysco Minnesota Inc		577.11	groceries	153626736	Groceries N
		577.11		1 Transactions	
86235 The Office Shop Inc					
		19.99	calendar for kitchen	1070922- 1	Office & Computer Supplies N
86235 The Office Shop Inc		19.99		1 Transactions	
252 DEPT Total:		18,261.21	Corrections	18 Vendors	35 Transactions
253 DEPT			Sentence to Serve		
15239 AT&T Mobility					
		32.98	STS card	287258495419	Telephone N
15239 AT&T Mobility		32.98		1 Transactions	
7525 Hometown Bldg Supply					
		4.48	torx lag, fastener	26644	Operating Supplies N
		5.56	torx bit, grit hook & loop dis	29562	Operating Supplies N
		8.48	shims, torx bits	30556	Operating Supplies N
		17.54	tube wood patch, coping saw	33578	Operating Supplies N
		26.49	return blade	8674	Operating Supplies N
7525 Hometown Bldg Supply		9.57		5 Transactions	
3100 McGregor Oil					
		63.56	Dodge truck gas	83483	Gas And Oil N
3100 McGregor Oil		63.56		1 Transactions	
4010 Rasley Oil Company					
		122.15	STS gas	10/31/19	Gas And Oil N
4010 Rasley Oil Company		122.15		1 Transactions	
5551 Unclaimed Freight North					
		20.74	cable ties	11/04/19	Operating Supplies N
5551 Unclaimed Freight North		20.74		1 Transactions	
253 DEPT Total:		249.00	Sentence to Serve	5 Vendors	9 Transactions
255 DEPT			General Crime Victim Grant		
10930 Tidholm Productions					

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10930 Tidholm Productions		104.00	Printed envelopes	0980 8652	Office & Computer Supplies	Y
			1 Transactions			
255 DEPT Total:		104.00	General Crime Victim Grant	1 Vendors	1 Transactions	
257 DEPT			Community Corrections			
10480 Beltrami County Treasurer			Detention CGW	166- 89- 1	Juvenile Detention	N
01- 257- 255- 0000- 6204		8,078.00	10/01/2019 10/31/2019			
			1 Transactions			
10480 Beltrami County Treasurer		8,078.00				
783 Canon Financial Services, Inc			Contract 036	20622506	Office Equipment Rental/Contracts	N
01- 257- 000- 0000- 6342		140.67				
783 Canon Financial Services, Inc		140.67		1 Transactions		
15176 Koonce/Crystal			Sex Offender training meals		Meals (Overnight)	N
01- 257- 251- 0000- 6339		46.44				
01- 257- 257- 0000- 6330		27.36	Mileage CORE	57@.48	Mileage	N
15176 Koonce/Crystal		73.80		2 Transactions		
11997 Minnesota Monitoring			Equip rental - monitoring	7808	Equipment Rental	N
01- 257- 267- 0000- 6341		4,579.25				
11997 Minnesota Monitoring		4,579.25		1 Transactions		
87101 North Homes- Standard			DCS Pre- dispo secure	3690571	Juvenile Detention	N
01- 257- 255- 0000- 6204		8,335.59	10/01/2019 10/31/2019			
01- 257- 255- 0000- 6204		181.28	DCS Transport	MR11234	Juvenile Detention	N
01- 257- 255- 0000- 6204		169.95	10/02/2019 10/02/2019			
			BS Transport to court	MR11242	Juvenile Detention	N
			10/01/2019 10/01/2019			
87101 North Homes- Standard		8,686.82		3 Transactions		
9489 Redwood Toxicology Laboratory, Inc			Urinalysis testing	2239920199	Drug Testing Fee	6
01- 257- 267- 0000- 6274		33.67				
9489 Redwood Toxicology Laboratory, Inc		33.67		1 Transactions		
11030 Tougas/Janet			Mileage Hill City / McGregor	120@.48	Mileage	N
01- 257- 257- 0000- 6330		57.60				

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LAH1  
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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
11030	Tougas/Janet					
		57.60		1 Transactions		
6097	Verizon Wireless					
	01- 257- 257- 0000- 6215	107.08	Cell phone	84210569900001	Wireless Telephone Services	N
6097	Verizon Wireless	107.08		1 Transactions		
257	DEPT Total:	21,756.89	Community Corrections	8 Vendors	11 Transactions	
391	DEPT		Solid Waste			
1754	Garrison Disposal Company, Inc					
	01- 391- 060- 0000- 6360	8,170.15	Monthly recycling		Recycling Contract	N
1754	Garrison Disposal Company, Inc	8,170.15		1 Transactions		
2880	Long Lake Conservation Ctr					
	01- 391- 036- 0000- 6416	4,111.45	EEDays Food & program	654	EED Expenses/Supplies	N
2880	Long Lake Conservation Ctr	4,111.45		1 Transactions		
391	DEPT Total:	12,281.60	Solid Waste	2 Vendors	2 Transactions	
700	DEPT		Promotion,AEOA Tran,Airport,RC&D,Tot			
10337	Mille Lacs Driftskippers					
	01- 700- 909- 0000- 6801	1,000.00	Tourism Grant #184 ADA		Appropriations- Grant	N
10337	Mille Lacs Driftskippers	1,000.00		1 Transactions		
15182	Winthrop EDA					
	01- 700- 909- 0000- 6800	100.00	2020 membership		Tourism Miscellaneous	N
15182	Winthrop EDA	100.00		1 Transactions		
700	DEPT Total:	1,100.00	Promotion,AEOA Tran,Airport,RC&D,T	2 Vendors	2 Transactions	
1	Fund Total:	117,281.97	General Fund		160 Transactions	

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2 Reserves Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
12	DEPT			Court Administration			
	9025 iSpace Environments						
	02- 012- 028- 0000- 6405		9,191.80	Courtroom equipment	9712	Equipment Reserve Expense - Court , N	
	9025 iSpace Environments		9,191.80	1 Transactions			
12	DEPT Total:		9,191.80	Court Administration	1 Vendors	1 Transactions	
2	Fund Total:		9,191.80	Reserves Fund		1 Transactions	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
0	DEPT			Undesignated			
14132	R & R Landscaping						
	03-000-000-0000-5857		500.00	DEPOSIT REFUND		Culverts	N
14132	R & R Landscaping		500.00		1 Transactions		
0	<b>DEPT Total:</b>		500.00	<b>Undesignated</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
301	DEPT			R&B Administration			
10855	Culligan						
	03-301-000-0000-6400		37.00	WATER	487295	Supplies And Materials	N
	03-301-000-0000-6400		10.50	RENTAL- NOVEMBER	STMT	Supplies And Materials	N
10855	Culligan		47.50		2 Transactions		
11406	Innovative Office Solutions, LLC						
	03-301-000-0000-6400		108.89	OFFICE SUPPLIES	IN2740814	Supplies And Materials	N
11406	Innovative Office Solutions, LLC		108.89		1 Transactions		
9802	Kragness/Conrad						
	03-301-000-0000-6241		20.00	NOTARY RECORDING	0-1005330	Fees/Prof/Misc	N
9802	Kragness/Conrad		20.00		1 Transactions		
9261	RTVision, Inc.						
	03-301-000-0000-6300		1,833.60	ANNUAL TIMECARD PLUS SUPPORT/M	2019-100860	Service Contracts	N
9261	RTVision, Inc.		1,833.60		1 Transactions		
301	<b>DEPT Total:</b>		2,009.99	<b>R&amp;B Administration</b>	<b>4 Vendors</b>	<b>5 Transactions</b>	
303	DEPT			R&B Highway Maintenance			
116	Aitkin Pet & Farm Supply Inc						
	03-303-000-0000-6298		155.00	MCGREGOR SHOP SUPPLIES	326026	Shop Maintenance	N
116	Aitkin Pet & Farm Supply Inc		155.00		1 Transactions		
195	Aitkin Tire Shop						
	03-303-000-0000-6590		60.00	REPAIR LABOR	0-059433	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		60.00	REPAIR LABOR	0-059439	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		12.00	REPAIR LABOR	0-059443	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop		132.00		3 Transactions		

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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>
10452 AT&T Mobility		32.98	PAUL'S IPAD SVC	287266104878X1	Utilities N
10452 AT&T Mobility		32.98		1 Transactions	
86467 Auto Value Aitkin		71.82	AITKIN SHOP SUPPLIES	40148034	Shop Maintenance N
86467 Auto Value Aitkin		348.78	FILTERS	40148343	Repair & Maintenance Supplies N
86467 Auto Value Aitkin		420.60		2 Transactions	
8544 Brock White		800.10	RIPRAP ROAD	13617942- 00	Maintenance Supplies N
8544 Brock White		800.10		1 Transactions	
8048 Cemstone Products Co		1,734.60	SALT SAND	A6123260	Winter Sand N
8048 Cemstone Products Co		6,029.80	SALT SAND	A6123261	Winter Sand N
8048 Cemstone Products Co		991.20	SALT SAND	A6123380	Winter Sand N
8048 Cemstone Products Co		8,755.60		3 Transactions	
2763 Countryside Sanitation		76.05	OCTOBER PALISADE	161190	Utilities Y
2763 Countryside Sanitation		131.15	OCTOBER MCGREGOR	162096	Utilities Y
2763 Countryside Sanitation		76.05	NOVEMBER PALISADE	163539	Utilities Y
2763 Countryside Sanitation		111.15	NOVEMBER MCGREGOR	163641	Utilities Y
2763 Countryside Sanitation		394.40		4 Transactions	
7935 East Central Energy		77.05	SEPT/OCT POWER- MCGRATH	35018290	Utilities N
7935 East Central Energy		77.05		1 Transactions	
11180 Fastenal Company		489.16	AITKIN SHOP SUPPLIES	MNBAX230871	Shop Maintenance N
11180 Fastenal Company		489.16		1 Transactions	
8622 Frontier		71.33	JACOBSON	218- 752- 6591	Utilities N
8622 Frontier		71.33	MCGREGOR	218- 768- 4481	Utilities N
8622 Frontier		71.33	PALISADE	218- 845- 2607	Utilities N
8622 Frontier		91.33	MCGRATH	320- 592- 3580	Utilities N



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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
8622	Frontier		305.32				
				4 Transactions			
1754	Garrison Disposal Company, Inc						
	03- 303- 000- 0000- 6254		140.28	AITKIN SHOP	112941	Utilities	N
	03- 303- 000- 0000- 6254		30.00	ADOPT- A- HWY	835983	Utilities	N
	03- 303- 000- 0000- 6254		32.00	ADOPT- A- HWY	835987	Utilities	N
1754	Garrison Disposal Company, Inc		202.28				
				3 Transactions			
1829	Goble's Sewer Service Inc.						
	03- 303- 000- 0000- 6298		165.00	PALISADE SHOP	15593	Shop Maintenance	N
1829	Goble's Sewer Service Inc.		165.00				
				1 Transactions			
9009	JOERGER/JOSH						
	03- 303- 000- 0000- 6411		129.38	WORK BOOT REIMBURSEMENT		Safety Footwear	N
9009	JOERGER/JOSH		129.38				
				1 Transactions			
91187	Lake Country Power						
	03- 303- 000- 0000- 6254		55.29	SEPT- OCT CSAH 14	141979801	Utilities	N
	03- 303- 000- 0000- 6254		48.70	SEPT- OCT CSAH 6	141979901	Utilities	N
91187	Lake Country Power		103.99				
				2 Transactions			
14038	Lube- Tech Liquid Recycling, Inc.						
	03- 303- 000- 0000- 6298		55.50	AITKIN SHOP SUPPLIES	1486379	Shop Maintenance	N
14038	Lube- Tech Liquid Recycling, Inc.		55.50				
				1 Transactions			
2941	M R Sign Co Inc						
	03- 303- 000- 0000- 6516		778.07	E- 911 RESIDENTIAL SIGNS	206300	Signs & Posts	N
	03- 303- 000- 0000- 6516		127.84	ADOPT- A- HWY SIGN F&F OF D STRA	206301	Signs & Posts	N
2941	M R Sign Co Inc		905.91				
				2 Transactions			
15300	MCGREGOR ACE HARDWARE						
	03- 303- 000- 0000- 6298		0.36	MCGREGOR SHOP SUPPLIES	1910- 029835	Shop Maintenance	N
15300	MCGREGOR ACE HARDWARE		0.36				
				1 Transactions			
3100	McGregor Oil						
	03- 303- 000- 0000- 6513		1,543.35	PALISADE DIESEL	4821	Motor Fuel & Lubricants	N
	03- 303- 000- 0000- 6513		1,750.09	SWATARA DIESEL	4825	Motor Fuel & Lubricants	N
	03- 303- 000- 0000- 6513		1,151.54	JACOBSON DIESEL	4839	Motor Fuel & Lubricants	N
	03- 303- 000- 0000- 6513		1,908.17	PALISADE DIESEL	4967	Motor Fuel & Lubricants	N

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Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3100 McGregor Oil		6,353.15				
			4 Transactions			
12927 Midwest Machinery Co.						
03-303-000-0000-6590		6.95	FILTER	2014865	Repair & Maintenance Supplies	N
12927 Midwest Machinery Co.		6.95				
			1 Transactions			
5917 Mike's Bobcat Service						
03-303-000-0000-6521		100.00	GRADING	SEPT 2019	Maintenance Supplies	N
03-303-000-0000-6521		120.00	BACKHOE/CLEAR CULVERT	SEPT 2019	Maintenance Supplies	N
5917 Mike's Bobcat Service		220.00				
			2 Transactions			
9692 Minnesota Energy Resources Corporation						
03-303-000-0000-6297		162.83	NAT GAS: AITKIN SHOP	OCT	Shop Fuel	N
9692 Minnesota Energy Resources Corporation		162.83				
			1 Transactions			
14861 Parman Energy Group						
03-303-000-0000-6513		1,206.70	MOTOR OIL	0826998- IN	Motor Fuel & Lubricants	N
14861 Parman Energy Group		1,206.70				
			1 Transactions			
8537 Powerplan OIB						
03-303-000-0000-6590		341.64	REPAIR PARTS	1953411	Repair & Maintenance Supplies	N
8537 Powerplan OIB		341.64				
			1 Transactions			
3950 Public Utilities						
03-303-000-0000-6254		51.61	HWY 210 W & CR 28	02-00059455-00	Utilities	N
03-303-000-0000-6254		92.77	AITKIN SHOP: WATER	02-00063335-00	Utilities	N
03-303-000-0000-6254		47.77	HWY 210/169 E & CR 12	02-00063388-00	Utilities	N
03-303-000-0000-6254		85.89	HWY 47 & CR 12	02-00064092-00	Utilities	N
3950 Public Utilities		278.04				
			4 Transactions			
13116 Rally Snares						
03-303-000-0000-6521		570.00	DAM REMOVAL LABOR	SEPT/OCT	Maintenance Supplies	Y
03-303-000-0000-6521		924.55	MILEAGE	SEPT/OCT	Maintenance Supplies	Y
03-303-000-0000-6521		2,750.00	BEAVER REMOVAL	SEPT/OCT	Maintenance Supplies	Y
13116 Rally Snares		4,244.55				
			3 Transactions			
4070 Riley Auto Supply						
03-303-000-0000-6590		16.07	REPAIR PARTS	612051	Repair & Maintenance Supplies	N
03-303-000-0000-6590		50.15	REPAIR PARTS	612092	Repair & Maintenance Supplies	N

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Vendor Name	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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>	
03-303-000-0000-6590		40.97	REPAIR PARTS	612105	Repair & Maintenance Supplies	N
03-303-000-0000-6590		11.99	REPAIR PARTS	612185	Repair & Maintenance Supplies	N
03-303-000-0000-6590		14.90	REPAIR PARTS	612189	Repair & Maintenance Supplies	N
03-303-000-0000-6590		233.79	REPAIR PARTS	612266	Repair & Maintenance Supplies	N
03-303-000-0000-6590		22.50	REPAIR PARTS	612291	Repair & Maintenance Supplies	N
03-303-000-0000-6298		61.90	AITKIN SHOP SUPPLIES	612370	Shop Maintenance	N
03-303-000-0000-6298		83.94	AITKIN SHOP SUPPLIES	612388	Shop Maintenance	N
03-303-000-0000-6298		9.99	AITKIN SHOP SUPPLIES	612453	Shop Maintenance	N
03-303-000-0000-6590		39.03	REPAIR PARTS	612595	Repair & Maintenance Supplies	N
03-303-000-0000-6590		24.99	REPAIR PARTS	612612	Repair & Maintenance Supplies	N
03-303-000-0000-6298		87.46	AITKIN SHOP SUPPLIES	612730	Shop Maintenance	N
03-303-000-0000-6590		129.00	REPAIR PARTS	612772	Repair & Maintenance Supplies	N
03-303-000-0000-6298		44.97	AITKIN SHOP SUPPLIES	612773	Shop Maintenance	N
03-303-000-0000-6590		10.00	REPAIR PARTS	612785	Repair & Maintenance Supplies	N
<b>4070 Riley Auto Supply</b>		<b>816.65</b>				
			16 Transactions			
9285 <b>Rocon Paving</b>						
03-303-000-0000-6521		424.38	PATCHING MATERIAL		Maintenance Supplies	N
<b>9285 Rocon Paving</b>		<b>424.38</b>				
			1 Transactions			
14431 <b>Summit Equipment Outlet, LLC</b>						
03-303-000-0000-6590		178.42	REPAIR PARTS	SUM-27109	Repair & Maintenance Supplies	N
<b>14431 Summit Equipment Outlet, LLC</b>		<b>178.42</b>				
			1 Transactions			
13499 <b>Superior Automotive</b>						
03-303-000-0000-6298		490.00	LIFT INSPECTION	4401	Shop Maintenance	N
<b>13499 Superior Automotive</b>		<b>490.00</b>				
			1 Transactions			
8364 <b>Towmaster, Inc</b>						
03-303-000-0000-6590		334.13	REPAIR PARTS	421138	Repair & Maintenance Supplies	N
<b>8364 Towmaster, Inc</b>		<b>334.13</b>				
			1 Transactions			
10431 <b>Verizon Business</b>						
03-303-000-0000-6254		20.08	OCT-HWY OFFICE	4227948181910	Utilities	N
<b>10431 Verizon Business</b>		<b>20.08</b>				
			1 Transactions			
5295 <b>Ziegler Inc</b>						
03-303-000-0000-6590		602.38	REPAIR PARTS	PC190008710	Repair & Maintenance Supplies	N
03-303-000-0000-6590		62.89	REPAIR PARTS	PC190089068	Repair & Maintenance Supplies	N

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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>	
03-303-000-0000-6590	415.75	REPAIR PARTS	PC190089106	Repair & Maintenance Supplies	N
03-303-000-0000-6298	36.16	AITKIN SHOP SUPPLIES	PC190089648	Shop Maintenance	N
03-303-000-0000-6590	52.56	REPAIR PARTS	PC190089780	Repair & Maintenance Supplies	N
03-303-000-0000-6590	1,597.70	6' GRADER BLADES	PC190089816	Repair & Maintenance Supplies	N
03-303-000-0000-6590	789.60	4' GRADER BLADES	PC190089816	Repair & Maintenance Supplies	N
03-303-000-0000-6590	127.47	REPAIR PARTS	PC190089817	Repair & Maintenance Supplies	N
5295 Ziegler Inc	2,479.75				
		8 Transactions			
<b>303 DEPT Total:</b>	<b>30,681.90</b>	<b>R&amp;B Highway Maintenance</b>	<b>32 Vendors</b>	<b>78 Transactions</b>	
<b>307 DEPT</b>		<b>R&amp;B Capital Infrastructure</b>			
9802 Kragness/Conrad					
03-307-000-0000-6362	166.66	PAID DEED TAX	MULT PARCELS	Right Of Way	N
9802 Kragness/Conrad	166.66				
		1 Transactions			
5128 Widseth Smith & Nolting Inc					
03-307-000-0000-6260	15,150.00	PROFESSIONAL SERVICES	131844	Professional Services	N
03-307-000-0000-6260	787.50	PROFESSIONAL SERVICES	201353	Professional Services	N
03-307-000-0000-6260	1,522.50	PROFESSIONAL SERVICES	201354	Professional Services	N
5128 Widseth Smith & Nolting Inc	17,460.00				
		3 Transactions			
<b>307 DEPT Total:</b>	<b>17,626.66</b>	<b>R&amp;B Capital Infrastructure</b>	<b>2 Vendors</b>	<b>4 Transactions</b>	
<b>3 Fund Total:</b>	<b>50,818.55</b>	<b>Road &amp; Bridge</b>		<b>88 Transactions</b>	

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Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
257	DEPT				Community Corrections			
8239	Ameripride Linen & Apparel Services	05-257-000-0000-6422		6.00	Cleaning Supplies 11/05/2019	2201259308	Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services			6.00	1 Transactions			
13725	Beartooth True Value	05-257-000-0000-6422		2.63	Agency - Air Filter (basement) 11/28/2019	A80643	Janitorial Services/Supplies	N
13725	Beartooth True Value			2.63	1 Transactions			
10855	Culligan	05-257-000-0000-6342		16.20	Cooler Rental Service 11/01/2019 11/30/2019	150-10016285-1	Office Equipment Rental/Contracts	N
10855	Culligan			16.20	1 Transactions			
88628	Dalco Enterprises, Inc.	05-257-000-0000-6422		26.00	Tissue/Can Liners/Napkin Recep 10/15/2019	3508497	Janitorial Services/Supplies	N
88628	Dalco Enterprises, Inc.			26.00	1 Transactions			
1491	Dutch's Electric, Inc	05-257-000-0000-6605		218.90	Lights/Controls Rm 103 & 207 10/22/2019	27765	Building & Structure Related Expendi	N
		05-257-000-0000-6605		437.80	Lights/Controls Rm 116,125,136 10/22/2019	27783	Building & Structure Related Expendi	N
		05-257-000-0000-6605		437.80	Lights/Controls Rm 111,113,114 10/25/2019	27815	Building & Structure Related Expendi	N
1491	Dutch's Electric, Inc			1,094.50	3 Transactions			
89765	Minnesota Elevator, Inc	05-257-000-0000-6300		19.71	Elevator Service - November '1 11/01/2019 11/30/2019	827737	Maintenance- Service Contracts	N
		05-257-000-0000-6300		60.94	Elevator Repair 11/15/2019	829851	Maintenance- Service Contracts	N
89765	Minnesota Elevator, Inc			80.65	2 Transactions			
257	DEPT Total:			1,225.98	Community Corrections	6 Vendors	9 Transactions	

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
390	DEPT			Environmental Health (FBL)			
8239	Ameripride Linen & Apparel Services		1.09	Cleaning Supplies	2201259308	Janitorial Services/Supplies	N
	05-390-000-0000-6422			11/05/2019			
8239	Ameripride Linen & Apparel Services		1.09				1 Transactions
13725	Beartooth True Value		0.48	Agency - Air Filter (basement)	A80643	Janitorial Services/Supplies	N
	05-390-000-0000-6422			11/28/2019			
13725	Beartooth True Value		0.48				1 Transactions
10855	Culligan		2.95	Cooler Rental Service	150-10016285-1	Office Equipment Rental/Contracts	N
	05-390-000-0000-6342			11/01/2019			11/30/2019
10855	Culligan		2.95				1 Transactions
88628	Dalco Enterprises, Inc.		4.73	Tissue/Can Liners/Napkin Recep	3508497	Janitorial Services/Supplies	N
	05-390-000-0000-6422			10/15/2019			
88628	Dalco Enterprises, Inc.		4.73				1 Transactions
1491	Dutch's Electric, Inc		39.80	Lights/Controls Rm 103 & 207	27765	Building & Structure Related Expendi	N
	05-390-000-0000-6605			10/22/2019			
	05-390-000-0000-6605		79.60	Lights/Controls Rm 116,125,136	27783	Building & Structure Related Expendi	N
				10/22/2019			
	05-390-000-0000-6605		79.60	Lights/Controls Rm 111,113,114	27815	Building & Structure Related Expendi	N
				10/25/2019			
1491	Dutch's Electric, Inc		199.00				3 Transactions
89765	Minnesota Elevator, Inc		3.58	Elevator Service - November '1	827737	Maintenance- Service Contracts	N
	05-390-000-0000-6300			11/01/2019			11/30/2019
	05-390-000-0000-6300		11.08	Elevator Repair	829851	Maintenance- Service Contracts	N
				11/15/2019			
89765	Minnesota Elevator, Inc		14.66				2 Transactions
390	DEPT Total:		222.91	Environmental Health (FBL)	6 Vendors		9 Transactions

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5 Health & Human Services

Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
400	DEPT					Public Health Department			
8239	Ameripride Linen & Apparel Services	05-400-440-0410-6422			7.63	Cleaning Supplies 11/05/2019	2201259308	Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services				7.63	1 Transactions			
13725	Beartooth True Value	05-400-440-0410-6422			3.35	Agency - Air Filter (basement) 11/28/2019	A80643	Janitorial Services/Supplies	N
13725	Beartooth True Value				3.35	1 Transactions			
10855	Culligan	05-400-440-0410-6301			20.61	Cooler Rental Service 11/01/2019 11/30/2019	150-10016285-1	Equipment Lease/Space Rental	N
10855	Culligan				20.61	1 Transactions			
88628	Dalco Enterprises, Inc.	05-400-440-0410-6422			33.08	Tissue/Can Liners/Napkin Recep 10/15/2019	3508497	Janitorial Services/Supplies	N
88628	Dalco Enterprises, Inc.				33.08	1 Transactions			
1491	Dutch's Electric, Inc	05-400-440-0410-6605			278.60	Lights/Controls Rm 103 & 207 10/22/2019	27765	Building & Structure Related Expendi	N
		05-400-440-0410-6605			557.20	Lights/Controls Rm 116,125,136 10/22/2019	27783	Building & Structure Related Expendi	N
		05-400-440-0410-6605			557.20	Lights/Controls Rm 111,113,114 10/25/2019	27815	Building & Structure Related Expendi	N
1491	Dutch's Electric, Inc				1,393.00	3 Transactions			
89765	Minnesota Elevator, Inc	05-400-440-0410-6300			25.08	Elevator Service - November '1 11/01/2019 11/30/2019	827737	Maintenance/Service Contracts	N
		05-400-440-0410-6300			77.56	Elevator Repair 11/15/2019	829851	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc				102.64	2 Transactions			
89081	North Ambulance Brainerd	05-400-401-0000-6809			1,955.00	Ambulance Runs for October '19		No. Memorial Ambulance- Aitkin	N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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5 Health & Human Services

Vendor No.	Name <u>Account/Formula</u>	Rpt <u>Accr</u>	Amount	Warrant Description <u>Service Dates</u>	Invoice # <u>Paid On Bhf #</u>	Account/Formula Descripti <u>On Behalf of Name</u>	1099
89081	North Ambulance Brainerd		1,955.00	10/01/2019 10/31/2019 1 Transactions			
86235	The Office Shop Inc						
	05-400-440-0410-6405		6.59	Agency - Correction Tape 10/22/2019	1070956-0	Office Supplies	N
	05-400-440-0410-6405		3.89	Agency - Scotch Tape/Steno boo 10/23/2019	1071005-0	Office Supplies	N
	05-400-410-0413-6405		24.00	WIC - File cabinet key 10/25/2019	1071148-0	Office Supplies	N
	05-400-440-0410-6300		44.99	OSS- Copier Contract IRC5550I 10/25/2019	307776-0	Maintenance/Service Contracts	N
86235	The Office Shop Inc		79.47	4 Transactions			
400	DEPT Total:		3,594.78	Public Health Department	8 Vendors	14 Transactions	
420	DEPT			Income Maintenance			
8239	Ameripride Linen & Apparel Services						
	05-420-600-4800-6422		15.82	Cleaning Supplies 11/05/2019	2201259308	Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services		15.82	1 Transactions			
13725	Beartooth True Value						
	05-420-600-4800-6422		6.95	Agency - Air Filter (basement) 11/28/2019	A80643	Janitorial Services/Supplies	N
13725	Beartooth True Value		6.95	1 Transactions			
10855	Culligan						
	05-420-600-4800-6301		42.70	Cooler Rental Service 11/01/2019 11/30/2019	150-10016285-1	Equipment Lease/Space Rental	N
10855	Culligan		42.70	1 Transactions			
88628	Dalco Enterprises, Inc.						
	05-420-600-4800-6422		68.54	Tissue/Can Liners/Napkin Recep 10/15/2019	3508497	Janitorial Services/Supplies	N
88628	Dalco Enterprises, Inc.		68.54	1 Transactions			
11984	DataBank IMX						
	05-420-600-4800-6239		7,391.01	EDOCS - Maintenance	MO45001005	Software Fees/License Fees	Y



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
11/13/19 12:58PM  
5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
11984 DataBank IMX		01/01/2020 12/31/2020			
			1 Transactions		
1491 Dutch's Electric, Inc					
05-420-600-4800-6605	577.10	Lights/Controls Rm 103 & 207	27765	Building & Structure Related Expendi	N
		10/22/2019			
05-420-600-4800-6605	1,154.20	Lights/Controls Rm 116,125,136	27783	Building & Structure Related Expendi	N
		10/22/2019			
05-420-600-4800-6605	1,154.20	Lights/Controls Rm 111,113,114	27815	Building & Structure Related Expendi	N
		10/25/2019			
1491 Dutch's Electric, Inc	2,885.50		3 Transactions		
89765 Minnesota Elevator, Inc					
05-420-600-4800-6300	51.96	Elevator Service - November '1	827737	Maintenance/Service Contracts	N
		11/01/2019 11/30/2019			
05-420-600-4800-6300	160.66	Elevator Repair	829851	Maintenance/Service Contracts	N
		11/15/2019			
89765 Minnesota Elevator, Inc	212.62		2 Transactions		
86235 The Office Shop Inc					
05-420-600-4800-6405	82.31	IM - Toner (JG)	1070152-0	Office Supplies	N
		10/04/2019			
05-420-600-4800-6405	13.59	Agency - Correction Tape	1070956-0	Office Supplies	N
		10/22/2019			
05-420-600-4800-6405	8.03	Agency - Scotch Tape/Steno boo	1071005-0	Office Supplies	N
		10/23/2019			
05-420-600-4800-6300	92.81	OSS- Copier Contract IRC5550I	307776-0	Maintenance/Service Contracts	N
		10/25/2019			
86235 The Office Shop Inc	196.74		4 Transactions		
420 DEPT Total:	10,819.88	Income Maintenance	8 Vendors	14 Transactions	
430 DEPT		Social Services			
8239 Ameripride Linen & Apparel Services					
05-430-700-4800-6422	24.00	Cleaning Supplies	2201259308	Janitorial Services/Supplies	N
		11/05/2019			
8239 Ameripride Linen & Apparel Services	24.00		1 Transactions		
13725 Beartooth True Value					

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
11/13/19 12:58PM  
5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
05- 430- 700- 4800- 6422		Agency - Air Filter (basement) 11/28/2019	A80643	Janitorial Services/Supplies	N
13725 Beartooth True Value					1 Transactions
10855 Culligan 05- 430- 700- 4800- 6301		Cooler Rental Service 11/01/2019 11/30/2019	150- 10016285- 1	Equipment Lease/Space Rental	N
10855 Culligan					1 Transactions
88628 Dalco Enterprises, Inc. 05- 430- 700- 4800- 6422		Tissue/Can Liners/Napkin Recep 10/15/2019	3508497	Janitorial Services/Supplies	N
88628 Dalco Enterprises, Inc.					1 Transactions
1491 Dutch's Electric, Inc 05- 430- 700- 4800- 6605		Lights/Controls Rm 103 & 207 10/22/2019	27765	Building & Structure Related Expendi	N
05- 430- 700- 4800- 6605		Lights/Controls Rm 116,125,136 10/22/2019	27783	Building & Structure Related Expendi	N
05- 430- 700- 4800- 6605		Lights/Controls Rm 111,113,114 10/25/2019	27815	Building & Structure Related Expendi	N
1491 Dutch's Electric, Inc					3 Transactions
89765 Minnesota Elevator, Inc 05- 430- 700- 4800- 6300		Elevator Service - November '1 11/01/2019 11/30/2019	827737	Maintenance/Service Contracts	N
05- 430- 700- 4800- 6300		Elevator Repair 11/15/2019	829851	Maintenance/Service Contracts	N
89765 Minnesota Elevator, Inc					2 Transactions
86235 The Office Shop Inc 05- 430- 700- 4800- 6405		HCBS- Planner (LP) 10/07/2019	1070045- 0	Office Supplies	N
05- 430- 700- 4800- 6405		Agency - Correction Tape 10/22/2019	1070956- 0	Office Supplies	N
05- 430- 700- 4800- 6405		Agency - Scotch Tape/Steno boo 10/23/2019	1071005- 0	Office Supplies	N
05- 430- 700- 4800- 6405		HCBS - File Folders 10/31/2019	1071446- 0	Office Supplies	N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
05- 430- 700- 4800- 6405		SS - Avery mailing labels 10/31/2019	1071446- 0	Office Supplies	N
05- 430- 700- 4800- 6300		OSS- Copier Contract IRC5550I 10/25/2019	307776- 0	Maintenance/Service Contracts	N
<b>86235 The Office Shop Inc</b>					
			<b>6 Transactions</b>		
<b>430 DEPT Total:</b>		<b>5,128.01 Social Services</b>	<b>7 Vendors</b>	<b>15 Transactions</b>	
<b>5 Fund Total:</b>		<b>20,991.56 Health &amp; Human Services</b>		<b>61 Transactions</b>	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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9 State

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT		Undesignated			
4580	Mn Dept Of Finance					
	09-000-000-0000-2022		228.00 Birth Surcharges	Oct 2019	Birth/Death Surcharges	N
	09-000-000-0000-2022		532.00 Death Surcharges	Oct 2019	Birth/Death Surcharges	N
	09-000-000-0000-2024		171.00 Children Surcharges	Oct 2019	St Share Of Birth Cert.- Children	N
	09-000-000-0000-2030		90.00 Marriage License Fees	Oct 2019	State Fees, Assessments & Surcharge	N
	09-000-000-0000-2031		7.50 Torrens Assurance	Oct 2019	Real Estate Assurance (Was 5874 Anc	N
	09-000-000-0000-2036		6,111.00 State General Fund	Oct 2019	Recording Surcharges (Was 5871 & 6	N
	09-000-000-0000-2036		570.00 State Gen Fund 2010 Leg Surchg	Oct 2019	Recording Surcharges (Was 5871 & 6	N
4580	Mn Dept Of Finance		7,709.50		7 Transactions	
3375	Mn Dept Of Health					
	09-000-000-0000-2027		1,402.50 State Well Certificate	Oct 2019	State Well Cert Fees (Was 5097 & 620	N
3375	Mn Dept Of Health		1,402.50		1 Transactions	
0	DEPT Total:		9,112.00	Undesignated	2 Vendors	8 Transactions
9	Fund Total:		9,112.00	State		8 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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10 Trust

Vendor No.	Vendor Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099
900	DEPT					Timber Permit Bonds					
11252	Benson/John	10-900-000-0000-2300			1,236.59	Bond refund		13689		Timber Permit Bonds	N
11252	Benson/John				1,236.59		1 Transactions				
2424	Jobe/Pete	10-900-000-0000-2300			1,098.20	Bond refund		13719		Timber Permit Bonds	N
2424	Jobe/Pete				1,098.20		1 Transactions				
6079	Nistler-Kowitz Logging, Inc	10-900-000-0000-2300			2,812.00	Bond refund		13827		Timber Permit Bonds	N
6079	Nistler-Kowitz Logging, Inc				2,812.00		1 Transactions				
900	DEPT Total:				5,146.79	Timber Permit Bonds		3 Vendors		3 Transactions	
921	DEPT					Co. Development					
14669	Jindra/Paul	10-921-000-0000-6231			350.00	Beaver trapping		7@\$50		Services, Labor, Contracts	Y
14669	Jindra/Paul				350.00		1 Transactions				
921	DEPT Total:				350.00	Co. Development		1 Vendors		1 Transactions	
923	DEPT					Forfeited Tax Sales					
10452	AT&T Mobility	10-923-000-0000-6250			339.12	Cell phone		287257204209		Telephone	N
10452	AT&T Mobility				339.12		1 Transactions				
11252	Benson/John	10-923-000-0000-6820			381.69	Overappraised		13689		Refunds & Reimbursements	N
11252	Benson/John				381.69		1 Transactions				
163	Charter Communications	10-923-000-0000-6254			194.98	Business internet		83523056600458		Utilities	N
163	Charter Communications				194.98		1 Transactions				
91022	Courtemanche/Richard	10-923-000-0000-6240			156.00	Annual membership				Dues	N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAHI  
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10 Trust

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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>
91022 Courtemanche/Richard		156.00	1 Transactions		
10855 Culligan					
10- 923- 000- 0000- 6254		17.60	Water cooler	150100464562	Utilities N
10855 Culligan		17.60	1 Transactions		
12927 Midwest Machinery Co.					
10- 923- 000- 0000- 6590		46.10	Plus- 50 II	2019384	Repair & Maintenance Supplies N
12927 Midwest Machinery Co.		46.10	1 Transactions		
6079 Nistler- Kowitz Logging, Inc					
10- 923- 000- 0000- 6820		4,049.72	Overappraised refund	13827	Refunds & Reimbursements N
6079 Nistler- Kowitz Logging, Inc		4,049.72	1 Transactions		
11187 Regents Of The University of Minnesota					
10- 923- 000- 0000- 6208		875.00	SFEC membership dues	0230036155	Training/Education N
11187 Regents Of The University of Minnesota		875.00	1 Transactions		
86235 The Office Shop Inc					
10- 923- 000- 0000- 6405		34.98	Envelopes	307532- 0	Office Supplies N
10- 923- 000- 0000- 6405		444.96	Copy charges	307774- 0	Office Supplies N
86235 The Office Shop Inc		479.94	2 Transactions		
13934 The Tire Barn					
10- 923- 000- 0000- 6590		53.99	ATV trailer tire	20630	Repair & Maintenance Supplies N
13934 The Tire Barn		53.99	1 Transactions		
10930 Tidholm Productions					
10- 923- 000- 0000- 6230		1,170.95	Load tickets	0884 8627	Printing, Publishing & Adv Y
10930 Tidholm Productions		1,170.95	1 Transactions		
11574 Timber Transport- Curt Raveill					
10- 923- 000- 0000- 6820		1,495.80	Overappraised refund	13603	Refunds & Reimbursements N
11574 Timber Transport- Curt Raveill		1,495.80	1 Transactions		
3486 Waste Management Of Northern Minneso					
10- 923- 000- 0000- 6231		103.49	Waste removal	663473417678	Services, Labor, Contracts N
3486 Waste Management Of Northern Minneso		103.49	1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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10 Trust

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
923 DEPT Total:		9,364.38	Forfeited Tax Sales	13 Vendors	14 Transactions
926 DEPT			Law Library		
1976 Haberkorn Law Offices,Ltd					
10- 926- 000- 0000- 6232		110.00	Law Library Self Help	1253	Attorney Services Y
1976 Haberkorn Law Offices,Ltd		110.00		1 Transactions	
5173 Thomson Reuters- West Publishing					
10- 926- 000- 0000- 6408		857.42	Library Subscription	841126726	Law Books N
5173 Thomson Reuters- West Publishing		857.42		1 Transactions	
926 DEPT Total:		967.42	Law Library	2 Vendors	2 Transactions
10 Fund Total:		15,828.59	Trust		20 Transactions

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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11 Forest Development

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
925 DEPT			Resource Management		
195 Aitkin Tire Shop		620.00	Grader #402	59376	Repair & Maintenance Supplies Y
11-925-000-0000-6590					
195 Aitkin Tire Shop		620.00		1 Transactions	
88880 Datacomm Computers & Networks Inc					
11-925-000-0000-6405		4,059.00	4 Intel Core	12230	Office Supplies N
88880 Datacomm Computers & Networks Inc		4,059.00		1 Transactions	
1044 Minnesota Forest Resources Partnership					
11-925-000-0000-6240		916.80	2020 Support costs		Dues/Assoc Fees N
1044 Minnesota Forest Resources Partnership		916.80		1 Transactions	
3810 Paulbeck's County Market					
11-925-000-0000-6350		23.48	NRAC meeting supplies	9277364	Per Diem N
3810 Paulbeck's County Market		23.48		1 Transactions	
13234 Western EcoSystems Technology, Inc.					
11-925-000-0000-6231		693.87	ACC- HCP	68057	Services, Labor, Contracts N
11-925-000-0000-6231		736.25	Bat surveys	68083	Services, Labor, Contracts N
13234 Western EcoSystems Technology, Inc.		1,430.12		2 Transactions	
925 DEPT Total:		7,049.40	Resource Management	5 Vendors	6 Transactions
935 DEPT			Forest Road		
10452 AT&T Mobility					
11-935-000-0000-6250		84.78	Cell phone	287257204209	Telephone N
10452 AT&T Mobility		84.78		1 Transactions	
935 DEPT Total:		84.78	Forest Road	1 Vendors	1 Transactions
939 DEPT			County Surveyor		
10452 AT&T Mobility					
11-939-000-0000-6250		42.39	Cell phone	287257204209	Telephone N
10452 AT&T Mobility		42.39		1 Transactions	
939 DEPT Total:		42.39	County Surveyor	1 Vendors	1 Transactions



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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11 Forest Development

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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>	
11 Fund Total:		7,176.57	Forest Development			8 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
11/13/19 12:58PM  
14 Capital Project

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
949 DEPT		Courthouse Addition			
13649 Aitkin Rental Center 14- 949- 000- 0000- 6630		Beverage Server rental	10560	Miscellaneous- Capital Expense	1
13649 Aitkin Rental Center	40.00				
	40.00		1 Transactions		
5398 CDW Government, Inc 14- 949- 000- 0000- 6630		APC Smart UPS	VLC5119	Miscellaneous- Capital Expense	N
14- 949- 000- 0000- 6630	4,142.80	4 monitors, 4 windows	VMQ1564	Miscellaneous- Capital Expense	N
5398 CDW Government, Inc	1,180.88				
	5,323.68		2 Transactions		
9023 CE Contract 14- 949- 000- 0000- 6630		Window treatments	10239	Miscellaneous- Capital Expense	N
9023 CE Contract	7,906.42				
	7,906.42		1 Transactions		
9024 ETS Health 14- 949- 000- 0000- 6630		Floor care	13825	Miscellaneous- Capital Expense	N
9024 ETS Health	7,144.50				
	7,144.50		1 Transactions		
86235 The Office Shop Inc 14- 949- 000- 0000- 6630		Wastebaskets, receptacles	1071149- 0	Miscellaneous- Capital Expense	N
14- 949- 000- 0000- 6630	507.13	Lid, receptacles, hinge	1071149- 1	Miscellaneous- Capital Expense	N
14- 949- 000- 0000- 6630	398.04	White Tri Fold Pres	307838- 0	Miscellaneous- Capital Expense	N
86235 The Office Shop Inc	7.30				
	912.47		3 Transactions		
949 DEPT Total:	21,327.07	Courthouse Addition	5 Vendors	8 Transactions	
14 Fund Total:	21,327.07	Capital Project		8 Transactions	

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## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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19 Long Lake Conservation C

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521 DEPT		LLCC Administration			
85003 Aitkin County DAC		Cleaning/Admin expense		Services, Labor, Contracts	N
19- 521- 000- 0000- 6231	530.12				
85003 Aitkin County DAC	530.12	1 Transactions			
9010 Association of Nature Center Admin		Membership Bright/Dowell	20780	Dues/Assoc Fees	N
19- 521- 000- 0000- 6240	130.00				
9010 Association of Nature Center Admin	130.00	1 Transactions			
783 Canon Financial Services, Inc		Contract Charges 037	20397935	Services, Labor, Contracts	N
19- 521- 000- 0000- 6231	106.01				
783 Canon Financial Services, Inc	106.01	1 Transactions			
8622 Frontier		Phone bill	21876846531119	Telephone	N
19- 521- 000- 0000- 6250	492.36				
8622 Frontier	492.36	1 Transactions			
521 DEPT Total:	1,258.49	LLCC Administration	4 Vendors	4 Transactions	
522 DEPT		LLCC Education			
85003 Aitkin County DAC		Wood disks		Education Supplies	N
19- 522- 000- 0000- 6416	25.00				
85003 Aitkin County DAC	25.00	1 Transactions			
15300 MCGREGOR ACE HARDWARE		Flagging tape	1910030626	Education Supplies	N
19- 522- 000- 0000- 6416	9.68				
15300 MCGREGOR ACE HARDWARE	9.68	1 Transactions			
9012 The Nature Connection		Programs & Presentations	1009	Education Supplies	N
19- 522- 000- 0000- 6416	150.00				
9012 The Nature Connection	150.00	1 Transactions			
522 DEPT Total:	184.68	LLCC Education	3 Vendors	3 Transactions	
523 DEPT		LLCC Food			
5662 McGregor Dairy, Inc		Groceries	32292	Groceries- Students	N
19- 523- 000- 0000- 6418	343.34				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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19 Long Lake Conservation Co

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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>
5662 McGregor Dairy,Inc		343.34	1 Transactions		
3810 Paulbeck's County Market					
19- 523- 000- 0000- 6418		21.58	Groceries for weekend group	7684653	Groceries- Students N
3810 Paulbeck's County Market		21.58	1 Transactions		
4761 Sysco Minnesota Inc					
19- 523- 000- 0000- 6418		835.95	Groceries	153626738	Groceries- Students N
4761 Sysco Minnesota Inc		835.95	1 Transactions		
4968 Upper Lakes Foods, Inc					
19- 523- 000- 0000- 6418		1,586.39	Groceries	570561- 00	Groceries- Students N
19- 523- 000- 0000- 6418		11.15-	Credit	570561- 0A	Groceries- Students N
4968 Upper Lakes Foods, Inc		1,575.24	2 Transactions		
523 DEPT Total:		2,776.11	LLCC Food	4 Vendors	5 Transactions
524 DEPT			LLCC Maintenance		
13475 Carlson/Wendie					
19- 524- 000- 0000- 6422		72.34	Clocks & batteries		Janitorial Services/Supplies N
19- 524- 000- 0000- 6422		65.03	Thermostat for Director's hous		Janitorial Services/Supplies N
13475 Carlson/Wendie		137.37	2 Transactions		
88628 Dalco Enterprises, Inc.					
19- 524- 000- 0000- 6422		370.95	Salt, floor pad	3512662	Janitorial Services/Supplies N
88628 Dalco Enterprises, Inc.		370.95	1 Transactions		
1430 Dotzler Power Equipment					
19- 524- 000- 0000- 6590		65.85	Saw chain, bar oil, valve	11524	Repair & Maintenance Supplies Y
1430 Dotzler Power Equipment		65.85	1 Transactions		
12709 K & N Electric LLC					
19- 524- 000- 0000- 6590		1,433.16	Lamp ballasts, repairs	2355	Repair & Maintenance Supplies Y
12709 K & N Electric LLC		1,433.16	1 Transactions		
15300 MCGREGOR ACE HARDWARE					
19- 524- 000- 0000- 6422		15.92	Bike tube, LED bulb	1910030113	Janitorial Services/Supplies N
15300 MCGREGOR ACE HARDWARE		15.92	1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
11/13/19 12:58PM  
19 Long Lake Conservation C

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
524	DEPT Total:		LLCC Maintenance	5 Vendors	6 Transactions	
525	DEPT		LLCC Capital Improvement			
	11946 McGuire Mechanical		Boiler Instructor's Residence	9608	Capital Improvement- Residential	N
	19- 525- 085- 0000- 6600					
	11946 McGuire Mechanical			1 Transactions		
525	DEPT Total:		LLCC Capital Improvement	1 Vendors	1 Transactions	
19	Fund Total:		Long Lake Conservation Center		19 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
11/13/19 12:58PM  
21 Parks

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
520	DEPT			Parks			
10452	AT&T Mobility 21- 520- 000- 0000- 6250		84.78	Cell phone	287257204209	Telephone	N
10452	AT&T Mobility		84.78		1 Transactions		
1829	Goble's Sewer Service Inc. 21- 520- 000- 0000- 6231		120.00	Berglund park dumpstation	15927	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		120.00	RV Dumpstation	16049	Services, Labor, Contracts	N
1829	Goble's Sewer Service Inc.		240.00		2 Transactions		
7525	Hometown Bldg Supply 21- 520- 000- 0000- 6406		1.79	Roofing nails	318571	Field Supplies	N
7525	Hometown Bldg Supply		1.79		1 Transactions		
2340	Hyytinen Hardware Hank 21- 520- 000- 0000- 6406		14.96	Straps	1547187	Field Supplies	N
2340	Hyytinen Hardware Hank		14.96		1 Transactions		
9692	Minnesota Energy Resources Corporation 21- 520- 000- 0000- 6254		80.57	Heating gas for shop	50254456100001	Utilities	N
9692	Minnesota Energy Resources Corporation		80.57		1 Transactions		
15211	Quality Disposal Systems Inc 21- 520- 000- 0000- 6231		198.05	Snake River Garbage	1187622	Services, Labor, Contracts	N
15211	Quality Disposal Systems Inc		198.05		1 Transactions		
10891	Roth Construction 21- 520- 000- 0000- 6361		5,200.00	RR Grade by Jewett		Road Construction Service	Y
	21- 520- 000- 0000- 6361		630.00	Class 5		Road Construction Service	Y
10891	Roth Construction		5,830.00		2 Transactions		
3486	Waste Management Of Northern Minneso 21- 520- 000- 0000- 6231		103.49	Waste removal	663473517675	Services, Labor, Contracts	N
3486	Waste Management Of Northern Minneso		103.49		1 Transactions		
14921	Welle/Kalvin 21- 520- 000- 0000- 6231		476.00	Mowing Jacobson Campground	870	Services, Labor, Contracts	Y
	21- 520- 000- 0000- 6231		536.00	Mow Berglund Park	870	Services, Labor, Contracts	Y

# Aitkin County



LAH1  
11/13/19 12:58PM  
21 Parks

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 42

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
14921 Welle/Kalvin		1,012.00		2 Transactions		
520 DEPT Total:		7,565.64	Parks	9 Vendors		12 Transactions
21 Fund Total:		7,565.64	Parks			12 Transactions
Final Total:		271,411.28		238 Vendors		385 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

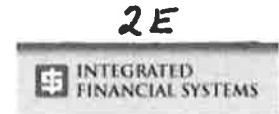
Recap by Fund	Fund	AMOUNT	Name	
	1	117,281.97	General Fund	
	2	9,191.80	Reserves Fund	
	3	50,818.55	Road & Bridge	
	5	20,991.56	Health & Human Services	
	9	9,112.00	State	
	10	15,828.59	Trust	
	11	7,176.57	Forest Development	
	14	21,327.07	Capital Project	
	19	12,117.53	Long Lake Conservation Center	
	21	7,565.64	Parks	
<b>All Funds</b>		<b>271,411.28</b>	<b>Total</b>	Approved by, .....
				.....
				.....



LAH1  
11/7/19 11:34AM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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

Anderson Brothers

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1  
 11/7/19 11:34AM  
 3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
7050 Anderson Brothers Construction					
03-303-000-0000-6521		88,044.10	Contract Partial No 3	20194	Maintenance Supplies N
03-307-000-0000-6262		644,108.53	Contract Partial No 3	20194	Contract Payments N
7050 Anderson Brothers Construction		732,152.63	2 Transactions		
<b>3 Fund Total:</b>		732,152.63	<b>Road &amp; Bridge</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>		732,152.63	<b>1 Vendors</b>	<b>2 Transactions</b>	

LAH1  
11/7/19

11:34AM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	732,152.63	Road & Bridge
All Funds	732,152.63	Total

Approved by, .....  
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LAH1  
11/12/19 8:55AM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

*Contegrity*

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1  
11/12/19 8:55AM  
14 Capital Project

Vendor No.	Name <u>Account/Formula</u>	Rpt <u>Accr</u>	Amount	Warrant Description <u>Service Dates</u>	Invoice # <u>Paid On Bhf #</u>	Account/Formula Descripti <u>On Behalf of Name</u>	1099
949	DEPT			Courthouse Addition			
14928	Always There Staffing Inc.						
	14- 949- 000- 0000- 6231		234.68		25570	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		500.64		25734	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		500.64		25841	Services, Labor, Contracts	N
14928	Always There Staffing Inc.		1,235.96	3 Transactions			
9447	Anderson Glass Co., Inc						
	14- 949- 000- 0000- 6231		7,362.50	Application #7		Services, Labor, Contracts	N
9447	Anderson Glass Co., Inc		7,362.50	1 Transactions			
13725	Beartooth True Value						
	14- 949- 000- 0000- 6231		3.29		A79472	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		44.54		B100000	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		128.89		B99169	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		50.63		B99231	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		13.47		B99267	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		13.99		B99406	Services, Labor, Contracts	N
13725	Beartooth True Value		254.81	6 Transactions			
14044	Boarman Kroos Vogel Group Inc						
	14- 949- 000- 0000- 6231		4,670.00	Fee	51153	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		208.31	Expense	51153	Services, Labor, Contracts	N
14044	Boarman Kroos Vogel Group Inc		4,878.31	2 Transactions			
13545	Contegrity Group, Inc.						
	14- 949- 000- 0000- 6231		6,729.44		2019190	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		18,112.63		2019191	Services, Labor, Contracts	N
13545	Contegrity Group, Inc.		24,842.07	2 Transactions			
10855	Culligan						
	14- 949- 000- 0000- 6231		21.00	Job Trailer	150100460925	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		114.10	Break Room	150100461188	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231		69.70	Break Room	150100461188	Services, Labor, Contracts	N
10855	Culligan		204.80	3 Transactions			
11411	Dorholt Tile & Home Center						
	14- 949- 000- 0000- 6231		5,700.00	Application #5		Services, Labor, Contracts	N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1  
11/12/19 8:55AM  
14 Capital Project

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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>
11411 Dorholt Tile & Home Center		5,700.00	1 Transactions		
12150 Eagle Construction Inc. 14- 949- 000- 0000- 6231		15,319.23	Application #9		Services, Labor, Contracts N
12150 Eagle Construction Inc.		15,319.23	1 Transactions		
9969 Fransen Decorating 14- 949- 000- 0000- 6231		33,880.42	Application #5		Services, Labor, Contracts N
9969 Fransen Decorating		33,880.42	1 Transactions		
14929 Froggy's Signs Inc 14- 949- 000- 0000- 6231		20.00		21907X	Services, Labor, Contracts N
14929 Froggy's Signs Inc		20.00	1 Transactions		
1754 Garrison Disposal Company, Inc 14- 949- 000- 0000- 6231		2,560.00		111996	Services, Labor, Contracts N
1754 Garrison Disposal Company, Inc		2,560.00	1 Transactions		
5845 Gobles Portable Toilets 14- 949- 000- 0000- 6231		345.00		I2559	Services, Labor, Contracts N
14- 949- 000- 0000- 6231		545.00		I2560	Services, Labor, Contracts N
5845 Gobles Portable Toilets		890.00	2 Transactions		
15071 Heater Rental Services 14- 949- 000- 0000- 6231		245.00		15342A	Services, Labor, Contracts N
14- 949- 000- 0000- 6231		5,741.20		15676	Services, Labor, Contracts N
15071 Heater Rental Services		5,986.20	2 Transactions		
14958 Holden Electric Co. 14- 949- 000- 0000- 6231		14,926.40	Application #17		Services, Labor, Contracts N
14958 Holden Electric Co.		14,926.40	1 Transactions		
7525 Hometown Bldg Supply 14- 949- 000- 0000- 6231		10.54		30380I	Services, Labor, Contracts N
14- 949- 000- 0000- 6231		9.97		30990I	Services, Labor, Contracts N
14- 949- 000- 0000- 6231		67.87		31133I	Services, Labor, Contracts N
14- 949- 000- 0000- 6231		86.25		31471I	Services, Labor, Contracts N
7525 Hometown Bldg Supply		174.63	4 Transactions		

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1  
11/12/19 8:55AM  
14 Capital Project

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
		Amount				
14926	Masters Plumbing Heating & Cooling LLC 14- 949- 000- 0000- 6231	31,098.80	Application #18		Services, Labor, Contracts	Y
14926	Masters Plumbing Heating & Cooling LLC	31,098.80		1 Transactions		
9029	Minnesota Elevator Inc 14- 949- 000- 0000- 6231	3,709.08	Application #3		Services, Labor, Contracts	N
9029	Minnesota Elevator Inc	3,709.08		1 Transactions		
14925	Olympic Companies, Inc. 14- 949- 000- 0000- 6231	6,296.60	Application #13		Services, Labor, Contracts	N
14925	Olympic Companies, Inc.	6,296.60		1 Transactions		
9274	Progressive Bldg Systems 14- 949- 000- 0000- 6231	26,810.90	Application #5		Services, Labor, Contracts	N
9274	Progressive Bldg Systems	26,810.90		1 Transactions		
3950	Public Utilities 14- 949- 000- 0000- 6231	2,445.31	New construction	0200000511001	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231	171.60	Trailer	0200000513003	Services, Labor, Contracts	N
3950	Public Utilities	2,616.91		2 Transactions		
15359	Sunrise Specialty Contracting Inc 14- 949- 000- 0000- 6231	14,748.75	Application #2		Services, Labor, Contracts	N
15359	Sunrise Specialty Contracting Inc	14,748.75		1 Transactions		
14924	Thompson Construction of Princeton, Inc 14- 949- 000- 0000- 6231	10,330.30	Application #6		Services, Labor, Contracts	N
14924	Thompson Construction of Princeton, Inc	10,330.30		1 Transactions		
15167	Tom Kraemer, INC. 14- 949- 000- 0000- 6231	90.00		342594	Services, Labor, Contracts	N
15167	Tom Kraemer, INC.	90.00		1 Transactions		
949	DEPT Total:	213,936.67	Courthouse Addition	23 Vendors	40 Transactions	
14	Fund Total:	213,936.67	Capital Project		40 Transactions	
	Final Total:	213,936.67	23 Vendors	40 Transactions		

LAH1  
11/12/19

8:55AM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
14	213,936.67	Capital Project
All Funds	213,936.67	Total

Approved by, .....  
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SMH1  
11/14/19

11:17AM

# Aitkin County

## ABBREVIATED WARRANT REGISTER Auditor Warrants

Approved 11/26/2019  
Pay Date 11/15/2019

Page 1



<u>Vendor #</u>	<u>Vendor Name</u>	<u>AMOUNT</u>	<u>Warr #</u>
15376	Regeneroot Farms	3,783.66	80486
Total ...		3,783.66	1 Warrants

Auditor Warrants

Manual

11-14-19

SMH1  
11/14/19

11:17AM

# Aitkin County



## ABBREVIATED WARRANT REGISTER Auditor Warrants

Approved 11/26/2019  
Pay Date 11/15/2019

<u>WARRANT RUN INFORMATION</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>STARTING WARRANT NO.</u>	<u>ENDING WARRANT NO.</u>	<u>DATE OF PAYMENT</u>	<u>AMOUNT</u>	<u>Warr #</u>	<u>PPD COUNT</u>	<u>AMOUNT</u>	<u>CTX COUNT</u>	<u>AMOUNT</u>
1			80486	80486	11/15/2019						
		WFXX									
		TOTAL									
						3,783.66					
						3,783.66					

SMH1  
11/14/19

11:17AM

# Aitkin County



## ABBREVIATED WARRANT REGISTER Auditor Warrants

Approved 11/26/2019  
Pay Date 11/15/2019

Vendor # Vendor Name AMOUNT Warr #

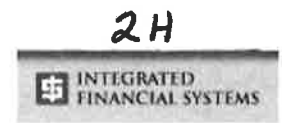
### Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	<u>ACH Amount</u>	<u>Non- ACH Amount</u>
11	3,783.66	Forest Development	-	3,783.66
All Funds	3,783.66	Total	- Total ACH	3,783.66 Total Non- ACH

KMR1  
11/14/19 4:32PM

# Aitkin County

## DISBURSEMENTS JOURNAL REPORT



Type of Report: 2 1 - Disbursement Journal By WARRANT#  
2 - Disbursement Journal By FUND

Specific Dates: From: 10/31/2019 Thru: 10/31/2019

Warrant Number: From: Thru:

Elan 10-31-19

Full/Partial: 1 1 - Full  
2 - Partial

Warrant Type: 0 0 - All  
1 - Auditor  
2 - Commissioner  
3 - M/V/C

Save Options: N

Comment:

KMRI  
11/14/19 4:32PM

# Aitkin County



## DISBURSEMENTS JOURNAL REPORT Specific Dates: 10/31/2019 - 10/31/2019

WARRANT Type	Date	G/L Month	Warrant Number	Account Number Account Description	AMOUNT	Description Vendor Name	Vendor #	Invoice #	R
3	10/31/2019	10/2019	4109	01-001-000-0000-6332 HOTEL / MOTEL LODGING	137.34	AMC Fall Dist 1 - Lodging BREMER BANK (ELAN ACH)	5462	Niemi	
				Accr Code:					
3	10/31/2019	10/2019	4109	01-001-000-0000-6332 HOTEL / MOTEL LODGING	126.36	AMC Fall Dist 1 - Lodging BREMER BANK (ELAN ACH)	5462	Pratt	
				Accr Code:					
3	10/31/2019	10/2019	4109	01-001-000-0000-6332 HOTEL / MOTEL LODGING	126.36	AMC Fall Dist 1 - Lodging BREMER BANK (ELAN ACH)	5462	Marcotte	
				Accr Code:					
3	10/31/2019	10/2019	4109	01-001-000-0000-6340 MEALS (OVERNIGHT)	28.86	AMC Fall Dist 1 - Meal BREMER BANK (ELAN ACH)	5462	Niemi	
				Accr Code:					
3	10/31/2019	10/2019	4109	01-001-000-0000-6340 MEALS (OVERNIGHT)	29.93	AMC Fall Dist 1 - Meal BREMER BANK (ELAN ACH)	5462	Marcotte	
				Accr Code:					
3	10/31/2019	10/2019	4109	01-042-000-0000-6405 OFFICE & COMPUTER SUPPLIES	173.89	Receipt Paper Roll & Square St BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	10/31/2019	10/2019	4109	01-043-000-0000-6405 OFFICE, FILM & COMPUTER SUPPLIES	151.14	Forestry Suppliers- Tape & Nail BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	10/31/2019	10/2019	4109	01-049-000-0000-6402 COMPUTER SUPPLIES & SOFTWARE	12.49	M.2 SSD Enclosure BREMER BANK (ELAN ACH)	5462	IT-10102019Max	
				Accr Code:					
3	10/31/2019	10/2019	4109	01-049-000-0000-6405 OFFICE SUPPLIES (NON COMPUTER)	32.99	Address Labels BREMER BANK (ELAN ACH)	5462	IT-10162019Max	
				Accr Code:					
3	10/31/2019	10/2019	4109	01-052-000-0000-6332 HOTELS / MOTELS	140.86	Refund- 1 Night Arrowwood BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	10/31/2019	10/2019	4109	01-110-000-0000-6422 JANITORIAL SUPPLIES	28.98	Badge Holders&Dry Erase BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	10/31/2019	10/2019	4109	01-120-000-0000-6625 OFFICE EQUIPMENT	25.61	Battery - 100mA for Stapler BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	10/31/2019	10/2019	4109	01-122-000-0000-6332 HOTEL / MOTEL LODGING	242.72	MACPZA Conf Lodging - Gansen BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	10/31/2019	10/2019	4109	01-200-000-0000-6108 MEALS REIMBURSED (TAXABLE)	57.67	Search Party Meal 19- 2759 BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	10/31/2019	10/2019	4109	01-252-000-0000-6108 MEALS REIMBURSED (TAXABLE)	25.33	Meals during transport BREMER BANK (ELAN ACH)	5462	Malloy	
				Accr Code:					
3	10/31/2019	10/2019	4109	01-252-000-0000-6405 OFFICE & COMPUTER SUPPLIES	249.99	Booking Scanner BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	10/31/2019	10/2019	4109	01-252-000-0000-6405 OFFICE & COMPUTER SUPPLIES	96.75	Flashlight Chargers BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	10/31/2019	10/2019	4109	01-252-000-0000-6405 OFFICE & COMPUTER SUPPLIES	159.31	Walmart - Jail Supplies BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	10/31/2019	10/2019	4109	01-252-000-0000-6418 GROCERIES	110.68	Walmart - Groceries BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	10/31/2019	10/2019	4109	01-252-000-0000-6590	7.20	Air Handler Belts	5462		

# Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 10/31/2019 - 10/31/2019

WARRANT		G/L	Warrant	Account Number		Description			
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name	Vendor #	Invoice #	R
				REPAIR & MAINTENANCE SUPPLIES		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	01- 252- 000- 0000- 6590	18.02	Air Handler Belts	5462		
				REPAIR & MAINTENANCE SUPPLIES		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	01- 252- 000- 0000- 6610	486.16	Midway - Flashlights	5462		
				EQUIPMENT		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	01- 252- 003- 0000- 6511	22.01	Dispatch Training- Bemidji	5462		
				GAS AND OIL		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	01- 252- 003- 0000- 6511	26.00	Gas - BCA Training Bemidji	5462		
				GAS AND OIL		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	01- 253- 000- 0000- 6405	39.60	Walmart - STS Coffee	5462		
				OPERATING SUPPLIES		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	01- 280- 201- 0000- 6511	24.00	Line 3 Mtg- Park Rapids	5462		
				GAS & OIL		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	01- 391- 000- 0000- 6332	364.08	MACPZA Conf Lodging - Neff	5462		
				HOTEL / MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	01- 700- 909- 0000- 6800	159.00	Lodging/Canceled - to be refun	5462		
				TOURISM MISCELLANEOUS		BREMER BANK (ELAN ACH)			
				4109 Warrant Total	2,821.61	28 Transactions			
				1 Fund Total	2,821.61	28 Transactions			

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# Aitkin County



## DISBURSEMENTS JOURNAL REPORT Specific Dates: 10/31/2019 - 10/31/2019

WARRANT	G/L	Warrant	Account Number	Description	Vendor Name	Vendor #	Invoice #	R
Type	Date	Month	Number	Account Description	Vendor Name	Vendor #	Invoice #	
3	10/31/2019	10/2019	4109	03-302-000-0000-6449	Fed Ex	5462	4-941-55597	
		Accr Code:		RD/BR ENGR. SUPPLIES	BREMER BANK (ELAN ACH)			
			4109	Warrant Total				
				2,831.24	29 Transactions			
			3	Fund Total	1 Transactions			
				9.63				

# Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 10/31/2019 - 10/31/2019

WARRANT Type	Date	G/L Month	Warrant Number	Account Number Account Description	AMOUNT	Description Vendor Name	Vendor #	Invoice #	R
3	10/31/2019	10/2019	4109	05-400-410-0413-6402 COMPUTER/TECHNOLOGY SUPPLIES	7.58	WIC - Computer cable (LS) BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-400-430-0403-6406 PH PROGRAM RELATED SUPPLIES	416.17	C&TC - Gel Hot/Cold Packs BREMER BANK (ELAN ACH)	5462	Budget	
			Accr Code:						
3	10/31/2019	10/2019	4109	05-400-440-0410-6332 HOTEL/LODGING	23.05	Admin- Directors Mtg Lodging BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-400-440-0410-6332 HOTEL/LODGING	14.06	Admin- AMC Mtg Lodging BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-400-440-0410-6405 OFFICE SUPPLIES	3.53	Agency - Sheet Protectors BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-400-440-0410-6405 OFFICE SUPPLIES	3.04	Agency - Gel Pens BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-400-440-0410-6405 OFFICE SUPPLIES	4.10	Agency - Memo Pads BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-420-600-4800-6332 HOTEL/LODGING	47.56	Admin- Directors Mtg Lodging BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-420-600-4800-6332 HOTEL/LODGING	29.01	Admin- AMC Mtg Lodging BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-420-600-4800-6340 MEAL REIMBURSEMENT	14.09	MCWCAA Conf Meal BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-420-600-4800-6402 COMPUTER/TECHNOLOGY SUPPLIES	22.10	IM - Wireless Keyboard/Mouse BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-420-600-4800-6405 OFFICE SUPPLIES	7.29	Agency - Sheet Protectors BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-420-600-4800-6405 OFFICE SUPPLIES	6.27	Agency - Gel Pens BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-420-600-4800-6405 OFFICE SUPPLIES	16.31	IM - Planner (WM) BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-420-600-4800-6405 OFFICE SUPPLIES	9.90	IM - Planner (JH) BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-420-600-4800-6405 OFFICE SUPPLIES	14.06	IM - Planner (DJ) BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-420-600-4800-6405 OFFICE SUPPLIES	8.47	Agency - Memo Pads BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-430-700-4800-6332 HOTEL/LODGING	2.02	H & HS Conf Lodging BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-430-700-4800-6332 HOTEL/LODGING	73.50	Admin- Directors Mtg Lodging BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	10/31/2019	10/2019	4109	05-430-700-4800-6332	44.83	Admin- AMC Mtg Lodging	5462		



# Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 10/31/2019 - 10/31/2019

WARRANT	G/L	Warrant	Account Number	Description	AMOUNT	Vendor Name	Vendor #	Invoice #	R
Type	Date	Month	Number	Account Description					
				Accr Code: HOTEL/LODGING		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6340	13.06	H & HS Conf Meals	5462		
				Accr Code: MEAL REIMBURSEMENT		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6340	10.78	St. Louis Co Conf Meals	5462		
				Accr Code: MEAL REIMBURSEMENT		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6340	11.95	St. Louis Co Conf Meals	5462		
				Accr Code: MEAL REIMBURSEMENT		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6340	28.16	H & HS Conf Meals	5462		
				Accr Code: MEAL REIMBURSEMENT		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6402	44.35	SS- Computer cables (SP)	5462		
				Accr Code: COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6402	12.48	SS- Computer cables (SP)	5462	ERGO	
				Accr Code: COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6405	26.24	Document Holders	5462	ERGO	
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6405	11.27	Agency - Sheet Protectors	5462		
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6405	9.68	Agency - Gel Pens	5462		
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6405	23.37	SS- Planner (RI)	5462		
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6405	13.09	Agency - Memo Pads	5462		
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6405	23.20	SS- Planner (RP)	5462		
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6450	189.99	Adj Standing Desk	5462	ERGO	
				Accr Code: SMALL EQUIPMENT: TELEPHONES,CHAIRS, ETC.		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 700- 4800- 6810	1.85	MH Flex - Prescription Copay	5462		
				Accr Code: MH INIT - FLEX		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 710- 3440- 6050	14.99	Window/Door Alarms	5462	63679540	
				Accr Code: HOUSING SERVICES- CHILD		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 710- 3810- 6057	14.99	Child Foster Care - Initial Cl	5462	64436486	
				Accr Code: FAMILY FOSTER CARE		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 710- 3810- 6057	281.44	Child Foster Care - Initial Cl	5462	64436486	
				Accr Code: FAMILY FOSTER CARE		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 710- 3810- 6057	37.56	FC Initital Clothing return	5462	64436486	
				Accr Code: FAMILY FOSTER CARE		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	05- 430- 710- 3810- 6057	20.96	Child Foster Care - Initial Cl	5462	64436486	
				Accr Code: FAMILY FOSTER CARE		BREMER BANK (ELAN ACH)			

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# Aitkin County



## DISBURSEMENTS JOURNAL REPORT Specific Dates: 10/31/2019 - 10/31/2019

<u>WARRANT</u>	<u>G/L</u>	<u>Warrant</u>	<u>Account Number</u>	<u>Description</u>	<u>Vendor Name</u>	<u>Vendor #</u>	<u>Invoice #</u>	<u>R</u>
<u>Type</u>	<u>Date</u>	<u>Number</u>	<u>Account Description</u>	<u>AMOUNT</u>				
		4109	Warrant Total	4,259.99	68 Transactions			
		5	Fund Total	1,428.75	39 Transactions			

# Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 10/31/2019 - 10/31/2019

WARRANT		G/L	Warrant	Account Number	AMOUNT	Description	Vendor #	Invoice #	R
Type	Date	Month	Number	Account Description		Vendor Name			
3	10/31/2019	10/2019	4109	14- 949- 000- 0000- 6630	49.99	Fiber Patch Cable	5462	it- 101519- cjs	
				Accr Code: MISCELLANEOUS- CAPITAL EXPENSE		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	14- 949- 000- 0000- 6630	1,299.00	8 Door CBU Mailbox	5462	BM- 80619	
				Accr Code: MISCELLANEOUS- CAPITAL EXPENSE		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	14- 949- 000- 0000- 6630	2,373.00	Inter- Office Mail Station	5462	46042	
				Accr Code: MISCELLANEOUS- CAPITAL EXPENSE		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	14- 949- 000- 0000- 6630	93.32	Ribbon Cutting Supplies	5462		
				Accr Code: MISCELLANEOUS- CAPITAL EXPENSE		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	14- 949- 000- 0000- 6630	359.91	Vinyl Cutter	5462		
				Accr Code: MISCELLANEOUS- CAPITAL EXPENSE		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	14- 949- 000- 0000- 6630	116.00	Black Vinyl	5462		
				Accr Code: MISCELLANEOUS- CAPITAL EXPENSE		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	14- 949- 000- 0000- 6630	211.91	White Vinyl & Transfer Tape	5462		
				Accr Code: MISCELLANEOUS- CAPITAL EXPENSE		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	14- 949- 000- 0000- 6630	841.80	Trash Cans and Wall Racks	5462		
				Accr Code: MISCELLANEOUS- CAPITAL EXPENSE		BREMER BANK (ELAN ACH)			
3	10/31/2019	10/2019	4109	14- 949- 000- 0000- 6630	1,002.75	420 Ethernet Cables	5462	it- 101419- cjs	
				Accr Code: MISCELLANEOUS- CAPITAL EXPENSE		BREMER BANK (ELAN ACH)			
			4109	<b>Warrant Total</b>	<b>10,607.67</b>	<b>77 Transactions</b>			
				<b>14 Fund Total</b>	<b>6,347.68</b>	<b>9 Transactions</b>			

# Aitkin County



## DISBURSEMENTS JOURNAL REPORT Specific Dates: 10/31/2019 - 10/31/2019

WARRANT Type	G/L Date	Warrant Month	Warrant Number	Account Number Account Description	AMOUNT	Description Vendor Name	Vendor #	Invoice #	R
3	10/31/2019	10/2019	4109	19- 521- 000- 0000- 6205 Accr Code: POSTAGE	330.00	Easton- Truflite Arrows BREMER BANK (ELAN ACH)	5462	253551	
3	10/31/2019	10/2019	4109	19- 521- 000- 0000- 6405 Accr Code: OFFICE & COMPUTER SUPPLIES	28.49	Mesh Metal Monitor Stand BREMER BANK (ELAN ACH)	5462		
3	10/31/2019	10/2019	4109	19- 521- 000- 0000- 6405 Accr Code: OFFICE & COMPUTER SUPPLIES	1.96	Mesh Metal Monitor Stand- Tax BREMER BANK (ELAN ACH)	5462		
3	10/31/2019	10/2019	4109	19- 521- 000- 0000- 6405 Accr Code: OFFICE & COMPUTER SUPPLIES	26.90	USB Desktop/Laptop Camera BREMER BANK (ELAN ACH)	5462		
3	10/31/2019	10/2019	4109	19- 522- 000- 0000- 6416 Accr Code: EDUCATION SUPPLIES	9.58	Postage for Online Orders BREMER BANK (ELAN ACH)	5462		
3	10/31/2019	10/2019	4109	19- 522- 000- 0000- 6416 Accr Code: EDUCATION SUPPLIES	1.92	Vistaprint Sales Tax Refund BREMER BANK (ELAN ACH)	5462		
3	10/31/2019	10/2019	4109	19- 522- 000- 0000- 6416 Accr Code: EDUCATION SUPPLIES	47.51	Dollar General - Ed Supplies BREMER BANK (ELAN ACH)	5462		
3	10/31/2019	10/2019	4109	19- 524- 000- 0000- 6422 Accr Code: JANITORIAL SERVICES/SUPPLIES	8.89	ProTeam Intercept Filter Bags BREMER BANK (ELAN ACH)	5462		
			4109	<b>Warrant Total</b>	<b>11,059.08</b>	<b>85 Transactions</b>			
				<b>19 Fund Total</b>	<b>451.41</b>	<b>8 Transactions</b>			
		<b>Disbursements</b>		<b>Final Totals</b>	<b>11,059.08</b>	<b>85 Transactions</b>			

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# Aitkin County



## DISBURSEMENTS JOURNAL REPORT Specific Dates: 10/31/2019 - 10/31/2019

RECAP BY FUND	FUND	AMOUNT	NAME
	1	2,821.61	GENERAL FUND
	3	9.63	ROAD & BRIDGE
	5	1,428.75	HEALTH & HUMAN SERVICES
	14	6,347.68	CAPITAL PROJECT
	19	451.41	LONG LAKE CONSERVATION CENTER
		11,059.08	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	3	11,059.08	MVC
		11,059.08	Total Disbursements

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# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



21

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

Sales Tax Payment

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMRI  
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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
89991	Bremer Bank						
1	01-040-021-0000-5840		0.96	Receipt Nbr 10861 10/08/2019		Misc Receipts	N
2	01-040-021-0000-5840		0.64	Receipt Nbr 10984 10/16/2019		Misc Receipts	N
3	01-042-000-0000-5840		0.13	Receipt Nbr 10738 10/01/2019		Misc Receipts	N
4	01-042-000-0000-5840		0.26	Receipt Nbr 10738 10/01/2019		Misc Receipts	N
5	01-042-000-0000-5840		0.51	Receipt Nbr 10738 10/01/2019		Misc Receipts	N
6	01-042-000-0000-5840		0.13	Receipt Nbr 10744 10/01/2019		Misc Receipts	N
7	01-042-000-0000-5840		0.39	Receipt Nbr 10744 10/01/2019		Misc Receipts	N
8	01-042-000-0000-5840		12.87	Receipt Nbr 10760 10/02/2019		Misc Receipts	N
9	01-042-000-0000-5840		0.26	Receipt Nbr 10780 10/03/2019		Misc Receipts	N
10	01-042-000-0000-5840		0.26	Receipt Nbr 10802 10/04/2019		Misc Receipts	N
11	01-042-000-0000-5840		0.05	Receipt Nbr 10831 10/07/2019		Misc Receipts	N
12	01-042-000-0000-5840		0.13	Receipt Nbr 10836 10/07/2019		Misc Receipts	N
13	01-042-000-0000-5840		12.87	Receipt Nbr 10837 10/07/2019		Misc Receipts	N
14	01-042-000-0000-5840		0.13	Receipt Nbr 10858 10/08/2019		Misc Receipts	N
15	01-042-000-0000-5840		0.13	Receipt Nbr 10910 10/10/2019		Misc Receipts	N
16	01-042-000-0000-5840		0.26	Receipt Nbr 10926 10/14/2019		Misc Receipts	N
17	01-042-000-0000-5840		0.26	Receipt Nbr 10926 10/14/2019		Misc Receipts	N
18	01-042-000-0000-5840		0.13	Receipt Nbr 10926 10/14/2019		Misc Receipts	N
19	01-042-000-0000-5840		0.13	Receipt Nbr 10959 10/15/2019		Misc Receipts	N
20	01-042-000-0000-5840		0.39	Receipt Nbr 10959 10/15/2019		Misc Receipts	N
21	01-042-000-0000-5840		0.13	Receipt Nbr 10959 10/15/2019		Misc Receipts	N
22	01-042-000-0000-5840		0.13	Receipt Nbr 10959 10/15/2019		Misc Receipts	N
23	01-042-000-0000-5840		0.13	Receipt Nbr 11000 10/17/2019		Misc Receipts	N
24	01-042-000-0000-5840		0.13	Receipt Nbr 11211 10/31/2019		Misc Receipts	N
25	01-042-000-0000-5840		0.13	Receipt Nbr 11216 10/31/2019		Misc Receipts	N
26	01-043-000-0000-5840		0.19	Receipt Nbr 10782 10/03/2019		Misc Receipts	N
27	01-043-000-0000-5840		0.51	Receipt Nbr 10782 10/03/2019		Misc Receipts	N
28	01-043-000-0000-5840		0.51	Receipt Nbr 10782 10/03/2019		Misc Receipts	N
29	01-043-000-0000-5840		3.22	Receipt Nbr 10782 10/03/2019		Misc Receipts	N
30	01-043-000-0000-5840		0.26	Receipt Nbr 10782 10/03/2019		Misc Receipts	N
31	01-043-000-0000-5840		0.51	Receipt Nbr 10782 10/03/2019		Misc Receipts	N
32	01-043-000-0000-5840		0.51	Receipt Nbr 10782 10/03/2019		Misc Receipts	N
33	01-043-000-0000-5840		0.08	Receipt Nbr 10782 10/03/2019		Misc Receipts	N
34	01-049-000-0000-5525		65.66	Receipt Nbr 10832 10/07/2019		Label & Listing Sales	N
35	01-090-000-0000-5840		1.29	Receipt Nbr 10795 10/04/2019		Misc Receipts	N
36	01-090-000-0000-5840		1.29	Receipt Nbr 10923 10/14/2019		Misc Receipts	N
37	01-090-000-0000-5840		1.29	Receipt Nbr 10924 10/14/2019		Misc Receipts	N
38	01-090-000-0000-5840		2.57	Receipt Nbr 11087 10/23/2019		Misc Receipts	N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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1 General Fund

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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>	
39	01-100-000-0000-5840		Receipt Nbr 10733 10/01/2019		Misc Receipts	N
40	01-252-252-0000-5872		Receipt Nbr 10907 10/10/2019		Phone Card Prisoner Welfare(Taxab	N
41	01-252-252-0000-5872		Receipt Nbr 11003 10/17/2019		Phone Card Prisoner Welfare(Taxab	N
42	01-252-252-0000-5885		Receipt Nbr 10799 10/04/2019		Commissary Sales Taxable	N
43	01-252-252-0000-5885		Receipt Nbr 10907 10/10/2019		Commissary Sales Taxable	N
44	01-252-252-0000-5885		Receipt Nbr 11003 10/17/2019		Commissary Sales Taxable	N
45	01-252-252-0000-5885		Receipt Nbr 11112 10/24/2019		Commissary Sales Taxable	N
46	01-252-252-0000-5885		Receipt Nbr 11215 10/31/2019		Commissary Sales Taxable	N
<b>89991</b>	<b>Bremer Bank</b>		<b>592.81</b>	<b>46 Transactions</b>		
<b>1 Fund Total:</b>			<b>592.81</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>46 Transactions</b>



# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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11/15/19 8:45AM  
3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
89991	Bremer Bank						
47	03-000-000-0000-5855		1.93	Receipt Nbr 10796 10/04/2019		Charges- Individuals	N
48	03-000-000-0000-5855		3.44	Receipt Nbr 10796 10/04/2019		Charges- Individuals	N
49	03-000-000-0000-5855		0.64	Receipt Nbr 10796 10/04/2019		Charges- Individuals	N
50	03-000-000-0000-5855		1.93	Receipt Nbr 10857 10/08/2019		Charges- Individuals	N
51	03-000-000-0000-5855		0.51	Receipt Nbr 10862 10/08/2019		Charges- Individuals	N
52	03-000-000-0000-5855		5.79	Receipt Nbr 10914 10/11/2019		Charges- Individuals	N
53	03-000-000-0000-5855		10.31	Receipt Nbr 10914 10/11/2019		Charges- Individuals	N
54	03-000-000-0000-5855		6.43	Receipt Nbr 10914 10/11/2019		Charges- Individuals	N
55	03-000-000-0000-5855		1.93	Receipt Nbr 10955 10/15/2019		Charges- Individuals	N
56	03-000-000-0000-5855		1.93	Receipt Nbr 10956 10/15/2019		Charges- Individuals	N
57	03-000-000-0000-5855		1.93	Receipt Nbr 10962 10/16/2019		Charges- Individuals	N
58	03-000-000-0000-5855		1.93	Receipt Nbr 10963 10/16/2019		Charges- Individuals	N
59	03-000-000-0000-5855		0.13	Receipt Nbr 10985 10/16/2019		Charges- Individuals	N
60	03-000-000-0000-5855		10.31	Receipt Nbr 11022 10/18/2019		Charges- Individuals	N
61	03-000-000-0000-5855		6.43	Receipt Nbr 11022 10/18/2019		Charges- Individuals	N
62	03-000-000-0000-5855		1.93	Receipt Nbr 11023 10/18/2019		Charges- Individuals	N
63	03-000-000-0000-5855		1.93	Receipt Nbr 11033 10/21/2019		Charges- Individuals	N
64	03-000-000-0000-5855		1.93	Receipt Nbr 11086 10/23/2019		Charges- Individuals	N
65	03-000-000-0000-5855		7.72	Receipt Nbr 11128 10/25/2019		Charges- Individuals	N
66	03-000-000-0000-5855		3.44	Receipt Nbr 11128 10/25/2019		Charges- Individuals	N
67	03-000-000-0000-5857		168.75	Receipt Nbr 11022 10/18/2019		Culverts	N
68	03-000-000-0000-5857		12.12	Receipt Nbr 11128 10/25/2019		Culverts	N
99	03-303-000-0000-6513		955.89	Diesel Tax: October 2019		Motor Fuel & Lubricants	N
				10/01/2019 10/31/2019			
89991	Bremer Bank		1,209.28	23 Transactions			
3 Fund Total:			1,209.28	Road & Bridge		1 Vendors	23 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1  
11/15/19 8:45AM  
10 Trust

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank					
69 10- 923- 000- 0000- 5260		28.11	Receipt Nbr 1279 10/30/2019		FTS- Leases/Easements N
89991 Bremer Bank		28.11	1 Transactions		
<b>10 Fund Total:</b>		<b>28.11</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>1 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1  
 11/15/19 8:45AM  
 11 Forest Development

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
<b>89991 Bremer Bank</b>					
70 11- 939- 000- 0000- 5840		3.41	Receipt Nbr 10815 10/07/2019	Misc Receipts	N
71 11- 939- 000- 0000- 5840		2.89	Receipt Nbr 10906 10/10/2019	Misc Receipts	N
72 11- 939- 000- 0000- 5840		0.19	Receipt Nbr 11050 10/21/2019	Misc Receipts	N
73 11- 939- 000- 0000- 5840		0.96	Receipt Nbr 11097 10/24/2019	Misc Receipts	N
<b>89991 Bremer Bank</b>		<b>7.45</b>	<b>4 Transactions</b>		
<b>11 Fund Total:</b>		<b>7.45</b>	<b>Forest Development</b>	<b>1 Vendors</b>	<b>4 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1  
 11/15/19 8:45AM  
 19 Long Lake Conservation C

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>	
<b>89991 Bremer Bank</b>					
74 19- 521- 000- 0000- 5885		7.81	Receipt Nbr 10960 10/15/2019	Commissary Sales Taxable	N
75 19- 521- 000- 0000- 5885		26.13	Receipt Nbr 11013 10/17/2019	Commissary Sales Taxable	N
76 19- 521- 000- 0000- 5885		1.00	Receipt Nbr 11154 10/29/2019	Commissary Sales Taxable	N
77 19- 521- 000- 0000- 5885		11.18	Receipt Nbr 11182 10/30/2019	Commissary Sales Taxable	N
<b>89991 Bremer Bank</b>		<b>46.12</b>	4 Transactions		
<b>19 Fund Total:</b>		<b>46.12</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>4 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1  
11/15/19 8:45AM  
21 Parks

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991 Bremer Bank					
78 21-520-000-0000-5510		9.01	Receipt Nbr 1248 10/01/2019	Co. Parks Campground Fees	N
79 21-520-000-0000-5510		3.54	Receipt Nbr 1248 10/01/2019	Co. Parks Campground Fees	N
80 21-520-000-0000-5510		5.79	Receipt Nbr 1248 10/01/2019	Co. Parks Campground Fees	N
81 21-520-000-0000-5510		12.87	Receipt Nbr 1248 10/01/2019	Co. Parks Campground Fees	N
82 21-520-000-0000-5510		3.64	Receipt Nbr 1248 10/01/2019	Co. Parks Campground Fees	N
83 21-520-000-0000-5510		10.61	Receipt Nbr 1249 10/03/2019	Co. Parks Campground Fees	N
84 21-520-000-0000-5510		10.61	Receipt Nbr 1250 10/03/2019	Co. Parks Campground Fees	N
85 21-520-000-0000-5510		10.61-	Receipt Nbr 1250 10/03/2019	Co. Parks Campground Fees	N
86 21-520-000-0000-5510		1.29	Receipt Nbr 1251 10/09/2019	Co. Parks Campground Fees	N
87 21-520-000-0000-5510		3.86	Receipt Nbr 1251 10/09/2019	Co. Parks Campground Fees	N
88 21-520-000-0000-5510		11.58	Receipt Nbr 1252 10/10/2019	Co. Parks Campground Fees	N
89 21-520-000-0000-5510		2.32	Receipt Nbr 1252 10/10/2019	Co. Parks Campground Fees	N
90 21-520-000-0000-5510		3.86	Receipt Nbr 1259 10/15/2019	Co. Parks Campground Fees	N
91 21-520-000-0000-5510		0.64	Receipt Nbr 1259 10/15/2019	Co. Parks Campground Fees	N
92 21-520-000-0000-5510		1.93	Receipt Nbr 1259 10/15/2019	Co. Parks Campground Fees	N
93 21-520-000-0000-5510		3.86	Receipt Nbr 1259 10/15/2019	Co. Parks Campground Fees	N
94 21-520-000-0000-5510		2.57	Receipt Nbr 1259 10/15/2019	Co. Parks Campground Fees	N
95 21-520-000-0000-5510		2.57	Receipt Nbr 1270 10/29/2019	Co. Parks Campground Fees	N
96 21-520-000-0000-5510		1.29	Receipt Nbr 1281 10/30/2019	Co. Parks Campground Fees	N
97 21-520-000-0000-5510		1.03	Receipt Nbr 1281 10/30/2019	Co. Parks Campground Fees	N
98 21-520-000-0000-5510		3.86	Receipt Nbr 1281 10/30/2019	Co. Parks Campground Fees	N
89991 Bremer Bank		86.12	21 Transactions		
<b>21 Fund Total:</b>		<b>86.12</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>21 Transactions</b>
<b>Final Total:</b>		<b>1,969.89</b>	<b>6 Vendors</b>	<b>99 Transactions</b>	

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	592.81	General Fund
3	1,209.28	Road & Bridge
10	28.11	Trust
11	7.45	Forest Development
19	46.12	Long Lake Conservation Center
21	86.12	Parks
<b>All Funds</b>	<b>1,969.89</b>	<b>Total</b>

Approved by, .....

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LAH1  
11/18/19 3:31PM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Print List in Order By: 1

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

October Settlement

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D

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

Save Report Options?: N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1  
11/18/19 3:31PM  
12 Agency

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1010 City Of Aitkin 12-931-156-0000-2045		518,988.74	Nov 2019 Settlement		Payable To Village Of Aitkin N
1010 City Of Aitkin		518,988.74		1 Transactions	
173 City Of Hill City 12-931-157-0000-2045		119,964.28	Nov 2019 Settlement		Payable To Village Of Hill City N
173 City Of Hill City		119,964.28		1 Transactions	
1025 City Of McGrath- Treasurer 12-931-158-0000-2045		7,604.13	Nov 2019 Settlement		Payable To Village Of Mcgrath N
1025 City Of McGrath- Treasurer		7,604.13		1 Transactions	
175 City Of Mcgregor 12-931-159-0000-2045		124,972.55	Nov 2019 Settlement		Payable To Village Of Mcgregor N
175 City Of Mcgregor		124,972.55		1 Transactions	
176 City Of Palisade 12-931-160-0000-2045		33,719.05	Nov 2019 Settlement		Payable To Village Of Palisade N
176 City Of Palisade		33,719.05		1 Transactions	
178 City Of Tamarack 12-931-161-0000-2045		21,381.89	Nov 2019 Settlement		Payable To Village Of Tamarack N
178 City Of Tamarack		21,381.89		1 Transactions	
393 ISD 1 Aitkin- Treasurer 12-932-000-0000-6801		69,092.45	Nov 2019 Settlement		Appropriations N
393 ISD 1 Aitkin- Treasurer		69,092.45		1 Transactions	
1985 ISD 182 Crosby- Treasurer 12-932-000-0000-6801		0.15	Nov 2019 Settlement		Appropriations N
1985 ISD 182 Crosby- Treasurer		0.15		1 Transactions	
392 ISD 2 Hill City- Treasurer 12-932-000-0000-6801		50,606.07	Nov 2019 Settlement		Appropriations N
392 ISD 2 Hill City- Treasurer		50,606.07		1 Transactions	
1983 ISD 2165 Hinckley Finlayson- Treasurer 12-932-000-0000-6801		1,433.65	Nov 2019 Settlement		Appropriations N
1983 ISD 2165 Hinckley Finlayson- Treasurer		1,433.65		1 Transactions	



# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1  
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12 Agency

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
1979	ISD 2580 East Central- Treasurer 12- 932- 000- 0000- 6801		129.83	Nov 2019 Settlement		Appropriations	N
1979	ISD 2580 East Central- Treasurer		129.83		1 Transactions		
395	ISD 4 McGregor- Treasurer 12- 932- 000- 0000- 6801		339,458.07	Nov 2019 Settlement		Appropriations	N
395	ISD 4 McGregor- Treasurer		339,458.07		1 Transactions		
1982	ISD 473 Isle- Treasurer 12- 932- 000- 0000- 6801		6,854.23	Nov 2019 Settlement		Appropriations	N
1982	ISD 473 Isle- Treasurer		6,854.23		1 Transactions		
1981	ISD 577 Willow River- Treasurer 12- 932- 000- 0000- 6801		269.07	Nov 2019 Settlement		Appropriations	N
1981	ISD 577 Willow River- Treasurer		269.07		1 Transactions		
394	ISD 698 Floodwood- Treasurer 12- 932- 000- 0000- 6801		3,567.60	Nov 2019 Settlement		Appropriations	N
394	ISD 698 Floodwood- Treasurer		3,567.60		1 Transactions		
1984	ISD 95 Cromwell- Wright- Treasurer 12- 932- 000- 0000- 6801		3.37	Nov 2019 Settlement		Appropriations	N
1984	ISD 95 Cromwell- Wright- Treasurer		3.37		1 Transactions		
13110	Lake Minnewawa Lake Improvement Dist 12- 931- 163- 0000- 2045		13,794.03	Nov 2019 Settlement		Payable To Lake Minnewawa LID	N
13110	Lake Minnewawa Lake Improvement Dist		13,794.03		1 Transactions		
7000	Town Of Aitkin Treasurer 12- 931- 101- 0000- 2045		68,941.41	Nov 2019 Settlement		Payable To Aitkin Twp	N
7000	Town Of Aitkin Treasurer		68,941.41		1 Transactions		
7001	Town Of Ball Bluff Treasurer 12- 931- 102- 0000- 2045		36,539.60	Nov 2019 Settlement		Payable To Ball Bluff Twp	N
7001	Town Of Ball Bluff Treasurer		36,539.60		1 Transactions		
7002	Town Of Balsam Treasurer 12- 931- 103- 0000- 2045		22,053.69	Nov 2019 Settlement		Payable To Balsam Twp	N
7002	Town Of Balsam Treasurer		22,053.69		1 Transactions		

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1  
11/18/19 3:31PM  
12 Agency

Vendor No.	Name <u>Account/Formula</u>	Rpt <u>Accr</u>	Amount	Warrant Description <u>Service Dates</u>	Invoice # <u>Paid On Bhf #</u>	Account/Formula Descripti <u>On Behalf of Name</u>	1099
7003	Town Of Beaver Treasurer 12-931-104-0000-2045		19,332.02	Nov 2019 Settlement		Payable To Beaver Twp	N
7003	Town Of Beaver Treasurer		19,332.02		1 Transactions		
7004	Town Of Clark Treasurer 12-931-105-0000-2045		31,651.94	Nov 2019 Settlement		Payable To Clark Twp	N
7004	Town Of Clark Treasurer		31,651.94		1 Transactions		
7005	Town Of Cornish Treasurer 12-931-106-0000-2045		8,851.30	Nov 2019 Settlement		Payable To Cornish Twp	N
7005	Town Of Cornish Treasurer		8,851.30		1 Transactions		
7006	Town Of Farm Island Treasurer 12-931-107-0000-2045		111,719.08	Nov 2019 Settlement		Payable To Farm Island Twp	N
7006	Town Of Farm Island Treasurer		111,719.08		1 Transactions		
7007	Town Of Fleming Treasurer 12-931-108-0000-2045		60,498.45	Nov 2019 Settlement		Payable To Fleming Twp	N
7007	Town Of Fleming Treasurer		60,498.45		1 Transactions		
7008	Town Of Glen Treasurer 12-931-109-0000-2045		44,910.01	Nov 2019 Settlement		Payable To Glen Twp	N
7008	Town Of Glen Treasurer		44,910.01		1 Transactions		
7009	Town Of Haugen Treasurer 12-931-110-0000-2045		50,904.76	Nov 2019 Settlement		Payable To Haugen Twp	N
7009	Town Of Haugen Treasurer		50,904.76		1 Transactions		
7010	Town Of Hazelton Treasurer 12-931-111-0000-2045		87,879.64	Nov 2019 Settlement		Payable To Hazelton Twp	N
7010	Town Of Hazelton Treasurer		87,879.64		1 Transactions		
4879	Town Of Hill Lake Clerk-Treas 12-931-112-0000-2045		40,378.10	Nov 2019 Settlement		Payable To Hill Lake Twp	N
4879	Town Of Hill Lake Clerk-Treas		40,378.10		1 Transactions		
7011	Town Of Idun Treasurer 12-931-113-0000-2045		23,566.83	Nov 2019 Settlement		Payable To Idun Twp	N
7011	Town Of Idun Treasurer		23,566.83		1 Transactions		

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1  
11/18/19 3:31PM  
12 Agency

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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>	
7012 Town Of Jevne Treasurer 12- 931- 114- 0000- 2045		39,969.20	Nov 2019 Settlement	Payable To Jevne Twp	N
7012 Town Of Jevne Treasurer		39,969.20	1 Transactions		
7013 Town Of Kimberly Treasurer 12- 931- 115- 0000- 2045		50,111.27	Nov 2019 Settlement	Payable To Kimberly Twp	N
7013 Town Of Kimberly Treasurer		50,111.27	1 Transactions		
7014 Town Of Lakeside Treasurer 12- 931- 116- 0000- 2045		133,541.96	Nov 2019 Settlement	Payable To Lakeside Twp	N
7014 Town Of Lakeside Treasurer		133,541.96	1 Transactions		
7015 Town Of Lee Treasurer 12- 931- 117- 0000- 2045		8,046.24	Nov 2019 Settlement	Payable To Lee Twp	N
7015 Town Of Lee Treasurer		8,046.24	1 Transactions		
7016 Town Of Libby Treasurer 12- 931- 118- 0000- 2045		8,019.71	Nov 2019 Settlement	Payable To Libby Twp	N
7016 Town Of Libby Treasurer		8,019.71	1 Transactions		
7017 Town Of Logan Treasurer 12- 931- 119- 0000- 2045		24,285.21	Nov 2019 Settlement	Payable To Logan Twp	N
7017 Town Of Logan Treasurer		24,285.21	1 Transactions		
7018 Town Of Macville Treasurer 12- 931- 120- 0000- 2045		18,910.29	Nov 2019 Settlement	Payable To Macville Twp	N
7018 Town Of Macville Treasurer		18,910.29	1 Transactions		
7019 Town Of Malmo Treasurer 12- 931- 121- 0000- 2045		36,799.30	Nov 2019 Settlement	Payable To Malmo Twp	N
7019 Town Of Malmo Treasurer		36,799.30	1 Transactions		
7020 Town Of Mcgregor - Treasurer 12- 931- 122- 0000- 2045		9,692.93	Nov 2019 Settlement	Payable To Mcgregor Twp	N
7020 Town Of Mcgregor - Treasurer		9,692.93	1 Transactions		
7021 Town Of Millward Treasurer 12- 931- 141- 0000- 2045		19,412.00	Nov 2019 Settlement	Payable To Millward Twp	N
7021 Town Of Millward Treasurer		19,412.00	1 Transactions		

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1  
11/18/19  
12 Agency

3:31PM

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name	
7022 Town Of Morrison Treasurer 12- 931- 123- 0000- 2045		18,402.06	Nov 2019 Settlement	Payable To Morrison Twp	N
7022 Town Of Morrison Treasurer		18,402.06	1 Transactions		
7023 Town Of Nordland Treasurer 12- 931- 124- 0000- 2045		104,872.19	Nov 2019 Settlement	Payable To Nordland Twp	N
7023 Town Of Nordland Treasurer		104,872.19	1 Transactions		
7024 Town Of Pliny Treasurer 12- 931- 125- 0000- 2045		8,421.64	Nov 2019 Settlement	Payable To Pliny Twp	N
7024 Town Of Pliny Treasurer		8,421.64	1 Transactions		
7025 Town Of Rice River Treasurer 12- 931- 126- 0000- 2045		17,936.78	Nov 2019 Settlement	Payable To Rice River Twp	N
7025 Town Of Rice River Treasurer		17,936.78	1 Transactions		
7026 Town Of Salo Treasurer 12- 931- 127- 0000- 2045		10,956.59	Nov 2019 Settlement	Payable To Salo Twp	N
7026 Town Of Salo Treasurer		10,956.59	1 Transactions		
7027 Town Of Seavey Treasurer 12- 931- 128- 0000- 2045		14,973.37	Nov 2019 Settlement	Payable To Seavey Twp	N
7027 Town Of Seavey Treasurer		14,973.37	1 Transactions		
7028 Town Of Shamrock Treasurer 12- 931- 129- 0000- 2045		290,318.60	Nov 2019 Settlement	Payable To Shamrock Twp	N
7028 Town Of Shamrock Treasurer		290,318.60	1 Transactions		
7029 Town Of Spalding Treasurer 12- 931- 130- 0000- 2045		18,526.40	Nov 2019 Settlement	Payable To Spalding Twp	N
7029 Town Of Spalding Treasurer		18,526.40	1 Transactions		
7030 Town Of Spencer Treasurer 12- 931- 131- 0000- 2045		42,955.30	Nov 2019 Settlement	Payable To Spencer Twp	N
7030 Town Of Spencer Treasurer		42,955.30	1 Transactions		
7031 Town Of Turner Treasurer 12- 931- 132- 0000- 2045		54,126.41	Nov 2019 Settlement	Payable To Turner Twp	N
7031 Town Of Turner Treasurer		54,126.41	1 Transactions		

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1  
11/18/19 3:31PM  
12 Agency

Vendor No.	Name <u>Account/Formula</u>	Rpt <u>Accr</u>	Amount	Warrant Description <u>Service Dates</u>	Invoice # <u>Paid On Bhf #</u>	Account/Formula Descripti <u>On Behalf of Name</u>	1099
7032	Town Of Verdon Treasurer 12- 931- 133- 0000- 2045		9,224.98	Nov 2019 Settlement		Payable To Verdon Twp	N
7032	Town Of Verdon Treasurer		9,224.98		1 Transactions		
7033	Town Of Wagner Treasurer 12- 931- 134- 0000- 2045		35,276.19	Nov 2019 Settlement		Payable To Wagner Twp	N
7033	Town Of Wagner Treasurer		35,276.19		1 Transactions		
7034	Town Of Waukenabo Treasurer 12- 931- 135- 0000- 2045		44,603.47	Nov 2019 Settlement		Payable To Waukenabo Twp	N
7034	Town Of Waukenabo Treasurer		44,603.47		1 Transactions		
7035	Town Of Wealthwood Treasurer 12- 931- 136- 0000- 2045		21,418.72	Nov 2019 Settlement		Payable To Wealthwood Twp	N
7035	Town Of Wealthwood Treasurer		21,418.72		1 Transactions		
7036	Town Of White Pine Treasurer 12- 931- 137- 0000- 2045		12,873.22	Nov 2019 Settlement		Payable To White Pine Twp	N
7036	Town Of White Pine Treasurer		12,873.22		1 Transactions		
7037	Town Of Williams Treasurer 12- 931- 138- 0000- 2045		13,672.15	Nov 2019 Settlement		Payable To Williams Twp	N
7037	Town Of Williams Treasurer		13,672.15		1 Transactions		
7038	Town Of Workman - Treasurer 12- 931- 139- 0000- 2045		31,842.96	Nov 2019 Settlement		Payable To Workman Twp	N
7038	Town Of Workman - Treasurer		31,842.96		1 Transactions		
<b>12 Fund Total:</b>			<b>3,018,255.13</b>	<b>Agency</b>	<b>57 Vendors</b>	<b>57 Transactions</b>	
<b>Final Total:</b>			<b>3,018,255.13</b>	<b>57 Vendors</b>	<b>57 Transactions</b>		

LAH1  
11/18/19

3:31PM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
12	3,018,255.13	Agency
<b>All Funds</b>	<b>3,018,255.13</b>	<b>Total</b>

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

2K  
Agenda Item #

**Requested Meeting Date:** November 26, 2019

**Title of Item:** Resolution for MN Dept. of Ag. Invasive Species Grant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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*
<b>Submitted by:</b> Rich Courtemanche		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Aitkin County Land Department wishes to apply for a grant with the MN Department of Agriculture to combat European buckthorn, tansy, spotted knapweed and other invasive and noxious plant species. The grant would provide \$10,000 to help cover the expenses of chemicals and spraying equipment. County staff hours will be used as the required match.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt Resolution		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ \$10,000 grant, match from in-kind hours Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> In-kind match covered by regular land management activities as part of existing budget.		

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

By Commissioner: xx

20191126-0xx

MN Department of Agriculture Invasive Species Grant

**WHEREAS**, the Aitkin County Board of Commissioners supports the grant application made to the Minnesota Department of Agriculture for the Noxious Weed and Invasive Plant Grant Program. The application is to acquire herbicide chemicals and equipment.

**WHEREAS**, Aitkin County has the financial capability to meet the match of non-state funds or in-kind resources.

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

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

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26<sup>th</sup> day of November, 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26<sup>th</sup> day of November 2019

\_\_\_\_\_  
Jessica Seibert  
County Administrator





# Board of County Commissioners Agenda Request

2L  
Agenda Item #

**Requested Meeting Date:** November 26, 2019

**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	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Land Commissioner		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Rich Courtemanche		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b> The attached resolution is required to apply for the 2020 State Grant-in-Aid (GIA) maintenance funds for the Northwoods ATV trail.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt Resolution.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

By Commissioner: xx

20191126-0xx

**2020 All Terrain Vehicle Trail Funding**

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

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

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

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

**NOW THEREFORE, BE IT RESOLVED**, that the Aitkin County Trail Administrator be authorized to apply for Grants in Aide 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, 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 xx moved the adoption of the resolution and it was declared adopted upon the following vote

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26<sup>th</sup> day of November, 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26<sup>th</sup> day of November 2019

\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

2M  
-----  
Agenda Item #

**Requested Meeting Date:** November 26, 2019

**Title of Item:** Fire Protection Contract with City of Palisade

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <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*
<b>Submitted by:</b> Kirk Peysar, County Auditor		<b>Department:</b> County Auditor
<b>Presenter (Name and Title):</b> Kirk Peysar, County Auditor		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  Approve and authorize signatures to the 2020 Fire Protection Contract for the unorganized townships served by the Palisade Fire Department.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Approve and authorize signatures to the contract with City of Palisade for 2020		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ as attached Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

**Kirk Peysar**  
**Aitkin County Auditor**  
209 Second Street Northwest Room 202  
Aitkin, Minnesota 56431  
218.927.7354

November 14, 2019

To: Board of Commissioners

From: Kirk Peysar, County Auditor

Re: 2020 Fire Protection contract with the City of Palisade

The City of Palisade has submitted a renewal contract to provide fire protection to the 5 neighboring unorganized townships. The allocation of fire protection costs are as follows: 50-26 \$1,554.12; 51-25 \$282.27; 49-27 \$ 5,043.03; 50-27 \$332.02; and 50-25 \$1,553.03, (Total \$8,764.47).

Request to authorize signatures to the 2020 Fire Protection contract with the City Palisade for the unorganized townships.



# Palisade Fire Department

City of Palisade PO Box 144 304 Main Street Palisade, MN 56469 [city@frontiernet.net](mailto:city@frontiernet.net) 218-845-2051

## Agreement or Fire Protection

This Agreement, Made and entered into this 12 day of Nov 2018 by and between the **City of Palisade**, a Municipal corporation of Aitkin County, MN and the **City of Palisade** of Aitkin, County, MN, **WHEREAS**, the second party, deeming it advisable to have available for the benefit of the residents said Township, service of the first parties Fire Department, and the Electors of said Town having pursuant to law, provided a fund for furnishing of said service and **WHEREAS**, the first party has by appropriate action authorized its Mayor and Council Members to enter into a contract with the second party for furnishing of said service. **NOW, THEREFORE**, it is mutually agreed between the parties hereto, that for a period of **ONE YEAR** from and after the date hereof, the FIRE DEPARTMENT of the first party will answer any and all fire calls of the residents in the following sections of **Unorganized Townships** and will respond to such calls with suitable firefighting apparatus manned by at least three members of the Palisade Fire Department, who will render all assistance possible in the saving of life and property. In consideration of said service, second party agrees to pay as following; 50-26 \$ 1554.<sup>10</sup>; 51-25 \$ ~~232.21~~; 49-27 \$ ~~5049.03~~; 50-27 \$ ~~830.03~~; 50-25 \$ 1553.<sup>03</sup> = \$ ~~8765.46~~ \$ 3765.46 due and payable by July 1<sup>st</sup> 2019. 8764.47

It is understood and agreed however, that at times weather and road conditions through the various seasons of the year can and no doubt will interfere in the rendering of such service, in which event, failure to furnish the service herein agreed upon, shall not be taken to be a breach of this agreement. It is further agreed that this contract shall continue to be effect for a period of not more than ten years with the privilege of cancelling by either party with a written notice within 30 days. Late fees of 1.5% of total agreement will be assessed monthly after due date of July 1<sup>st</sup>.

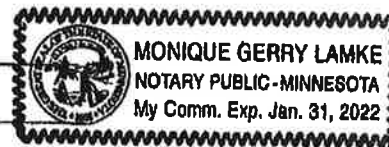
**CONTRACT DATE:** JANUARY 1, 2020 to DECEMBER 31, 2020

IN WITNESS, WHEREOF, the respective parties have caused this instrument to be executed by respective officers thereof and the respective seals of the parties to be affixed thereto.

**CITY OF PALISADE, A MUNICIPAL CORPORATION OF AITKIN COUNTY, MN. IN PRESENCE OF:**

Randy Wordstrom  
Sharon M. DeWitt

Mark Johnson  
Monique Lamke



\_\_\_\_\_ TOWNSHIP, A MUNICIPAL CORPORATION OF AITKIN COUNTY, MN

\_\_\_\_\_  
 \_\_\_\_\_



# Board of County Commissioners Agenda Request

**2N**  
Agenda Item #

**Requested Meeting Date:** November 26, 2019

**Title of Item:** LG220 Application for Exempt Permit - Up North Riders ATV Club Inc.

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> <p style="text-align: center;">Sally M. Huhta</p>		<b>Department:</b> <p style="text-align: center;">Auditor's</p>
<b>Presenter (Name and Title):</b> <p style="text-align: center;">N/A</p>		<b>Estimated Time Needed:</b> <p style="text-align: center;">N/A</p>
<b>Summary of Issue:</b> <p>Please adopt the following resolution:</p> <p>BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Up North Riders ATV Club Inc., at the following location – Fisherman’s Bay, which has an address of 50933 State Highway 65, McGregor, MN 55760 – Workman Township. (Note: Date of activity for Raffle – October 10th, 2020)</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> <p style="text-align: center;">Adopt Resolution</p>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

20  
Agenda Item #

**Requested Meeting Date:** November 26, 2019

**Title of Item:** Application to Make Retail Sales of Cigarette & other Tobacco Prod

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

<b>Submitted by:</b> Sally M. Huhta	<b>Department:</b> Auditor's
--	---------------------------------

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

**Summary of Issue:**

It is the recommendation of the Auditor, Kirk Peysar, that all delinquent taxes be paid in full before the License to Sell Tobacco Products is issued, as per County policy. Please see attached documentation.

Please approve the following Application for License to Sell Tobacco Products for the period ending March 31, 2020, contingent upon all delinquent real estate taxes being paid in full:

# 29 Village Pump Saloon LLC, d/b/a Village Pump Saloon – Tamarack City

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

**Recommended Action/Motion:**

Approve Application for License to Sell Tobacco Products, with contingency as shown above.

**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:*

*On Aitkin County Website:*

## Tobacco Sales License

If you currently hold a Tobacco license for your establishment, you will be mailed a renewal application. If you do not receive a renewal application by 8 weeks before your current license is due to expire, contact the Aitkin County Auditor's Office at 218-927-7354. (If you are not sure when your license expires, contact the Auditor's office.)

If you are newly applying for a Tobacco License for your establishment, complete and submit an application to the Aitkin County Auditor's office with the required fee.

Upon receipt of all documents, the Auditor's Office will submit the application to the County Board of Commissioners for approval. Please allow ample time (at least 1 month or more).

### SALES OF CIGARETTES AND TOBACCO PRODUCTS IN MINNESOTA

- Form CT102 State of Minnesota

### TOBACCO LICENSE APPLICATION:

Application for License to sell Tobacco Products:



- All delinquent real estate taxes must be paid in full before a license will be issued.
- All forms must be processed and a license issued prior to selling tobacco products.
- Application, if sole proprietor, partnership, or corporation, it should be that person or company name or doing business as (dba).
- Business Address: Address location of business, if mail is received at another location or PO Box, indicate this also.
- Signature of applicant. This should be owner's signature or president's signature if a partnership or corporation.
- Obtain signatures of the County Sheriff and County Attorney. We will assist you with this if either is unavailable.
- Payment of license fee (obtain amount from Auditor's Office)

Worker's Compensation



**APPLICATION FOR LICENSE TO SELL TOBACCO PRODUCTS**

To the County Board of the County of Aitkin, State of Minnesota

MINETTE JUNI make(s) application for a Tobacco license to sell at  
APPLICANT  
the following premises in the County of Aitkin, State of Minnesota, known and described  
as follows:

- 1. Applicants Full Name-Specify if a Corporation Minette I Juni
- 2. Contact Person (If corporate name) \_\_\_\_\_
- 3. Applicant's Residential Address 112332 370th Lane, McGregor
- 4. Applicant's Phone Number 218-821-9746
- 5. Business Name Village Pump Saloon
- 6. Business Address 111 Tamarack Blvd W, Tamarack
- 7. Business Phone Number 218-768-7867
- 8. Minnesota Sales Tax ID # 5906989
- 9. Real Estate Tax Codes (Parcel Code) 61-1-019805 & 61-0-006600
- 10. Signature & Date Minette Juni 10/6/19

**STATE OF MINNESOTA, COUNTY OF AITKIN**

The undersigned, County Attorney and County Sheriff of said County, recommend the within application, it appearing to the best of our knowledge that said applicant has not, within a period of five years prior to the date of this application, violated any law relating to the sale of Tobacco, and that in our judgement the applicant will comply with the laws and regulations relating to the conduct of said business.

Dated 10-21, 2019, [Signature]  
County Sheriff

Dated 10-22, 2019, [Signature]  
County A

**For Office Use Only**

**Note**

County Board Approval Date \_\_\_\_\_

License Number #2019-29

Delinquent Taxes  Yes ( ) No (SEE ATTACHED)

Workers' Compensation Form (  ) Yes ( ) No

Tremendously Large  
amount of taxes due!

AITKIN COUNTY  
 AUDITOR  
 KIRK PEYSAR  
 209 SECOND ST NW RM 202  
 AITKIN MN 56431  
 218-927-7354 Fax 2189277324  
 ISSUED: 10/18/2019

DELINQUENT TAXES

Cash  Check   
 Counter  Mail

Account # 45382

Property ID Number:	61-0-006600
Tax:	7,500.00
Penalty:	1,011.15
Cost:	20.00
Interest:	1,465.02
Total Due:	9,996.17
Calc thru Date:	10/31/2019
Total Paid:	

01

Taxpayer # 115042

MAUDEL, MARK  
 345 KIRSCH AVE NE  
 MCGREGOR MN 55760

Please detach this portion and return with your payment

10000006100066000000045382

00000000000000009996178

NOTICE OF DELINQUENT TAXES

Property ID: 61-0-006600

TAMARACK CITY  
 Sec:16 Twp: 48 Rge:22 Plat:  
 Lot: Blk: Acres: .80

THAT PART OF 1 AC IN NE COR OF

TOTAL AMOUNT DUE FIGURED THROUGH: 10/31/2019

Year	Tax	Penalty	Cost	Interest	Total
2018	\$2,590.00	\$323.75	\$0.00	\$242.80	\$3,156.55
2017	\$3,240.00	\$453.60	\$0.00	\$677.15	\$4,370.75
2016	\$1,670.00	\$233.80	\$20.00	\$545.07	\$2,468.87
	\$7,500.00	\$1,011.15	\$20.00	\$1,465.02	\$9,996.17

Dear Taxpayer/Owner/Interested Party

A list of real property in AITKIN COUNTY on which delinquent property taxes and penalties are due has been filed with the District Court Administrator of AITKIN COUNTY. The parcel of property which is described above and in which you have legal interest is included in the delinquent tax list.

If you have not paid the above total amount by February 28, 2019 please add the following percent of interest to the sum of the tax, penalty, and cost for each additional month of delinquency: .833% or \$71.09 a month.

Please make checks payable to: LORI GRAMS, TREASURER. Please return the detachable stub with your payment.

If you have any questions about these proceedings or need help in determining the total amount due to pay the delinquent taxes in full, please contact the AITKIN COUNTY, AUDITORS Office.

If paid by November 30, pay \$10,067.26  
 If paid by December 31, pay \$10,138.35  
 If paid by January 31, pay \$10,209.44

Respectfully,

KIRK PEYSAR  
 AITKIN COUNTY, AUDITOR

**AITKIN COUNTY**

Aitkin County Treasurer  
209 2nd ST NW  
Room 203  
Aitkin, MN 56431

218-927-7325  
WWW.CO.AITKIN.MN.US

Property ID: 61-0-006600  
Owner: LAUCAMP, ROBERT J

**Taxpayer(s):**

TAXPAYER # 115042  
MAUDEL, MARK  
345 KIRSCH AVE NE  
MCGREGOR MN 55760

**Property Description:**

TAMARACK CITY  
SEC:16 TWP: 48.0 RG:22 LOT: BLK: ACRES: .80  
THAT PART OF 1 AC IN NE COR OF NE SE N OF  
HWY #210 IN DOC 401241

Property Addr: 111 TAMARACK BLVD W\TAMARACK MN

**2019 Property Tax Statement**

		VALUES & CLASSIFICATION	
		Taxes Payable Year: 2018 2019	
STEP <b>1</b>	Estimated Market Value:	119,300	119,300
	Homestead Exclusion: Taxable Market Value:	119,300	119,300
	New Improvements/ Expired Exclusions: Property Classification:	COMM	COMM
Sent in March 2018			
STEP <b>2</b>	<b>PROPOSED TAX</b>		
Proposed Tax:(excluding special assessments) Sent in November 2018			
STEP <b>3</b>	<b>PROPERTY TAX STATEMENT</b>		
First-half Taxes: May 15		1,294.00	
Second-half Taxes: October 15		1,294.00	
Total Taxes Due in 2019:		2,588.00	

**\$\$\$** You may be eligible for one or even two refunds to reduce your property tax.  
**REFUNDS?** Read the back of this statement to find out how to apply.

		Taxes Payable Year: 2018 2019	
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.		<input checked="" type="checkbox"/>	
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.			
<b>PROPERTY TAX AND CREDITS</b>			
3. Property tax before credits .....		2,590.00	2,588.00
4. Credits that reduce property taxes:			
A. Agricultural and rural land credits .....			
B. Taconite tax relief .....			
C. Other credits .....			
5. Property tax after credits .....		2,590.00	2,588.00
<b>PROPERTY TAX BY JURISDICTION</b>			
6. County .....		877.64	912.00
7. City or Town .....		1,264.10	1,227.91
8. State General Tax .....		127.25	122.97
9. School District: A. Voter approved levies .....		132.61	133.56
0004 B. Other local levies .....		185.18	188.48
10A. Special taxing district .....		3.22	3.08
B. Tax increment .....			
C. Fiscal disparity .....			
11. Non-school voter approved referenda levies .....			
12. Total property tax before special assessments .....		2,590.00	2,588.00
<b>SPECIAL ASSESSMENTS</b>			
13A. ....			
B. ....			
C. ....			
14. Total property tax and special assessments .....		2,590.00	2,588.00

11/20/19 2896.80 \*

ISSUED: 10/21/2019

**2** NO HALF PAYMENT STUB

Pay on or before October 15 to avoid penalty  
Real Estate AITKIN COUNTY

Payable in **2019**



\*610006600

TAXPAYER # 115042  
MAUDEL, MARK

Make checks payable to:  
COUNTY TREASURER

CASH	<input type="checkbox"/>
CHECK	<input type="checkbox"/>
COUNTER	<input type="checkbox"/>
MAIL	<input type="checkbox"/>

COMM ACCT# 45382

Property ID Number: 61-0-006600	
Full Tax for Year	2,588.00
Balance Due	1,294.00
Penalty thru:10/31	51.76
Total Paid	

Mail to: Aitkin County Treasurer  
209 2nd ST NW  
Room 203  
Aitkin, MN 56431

Check if address change on back  
If box is checked you owe delinquent taxes  
Detach stub and include with second half payment

ISSUED: 10/21/2019  
\$30.00 service charge for all returned checks. Your cancelled check will be your receipt.

10000006100066002019045382

00000129400000002588008

AITKIN COUNTY  
 AUDITOR  
 KIRK PEYSAR  
 209 SECOND ST NW RM 202  
 AITKIN MN 56431  
 218-927-7354 Fax 2189277324  
 ISSUED: 10/21/2019

DELINQUENT TAXES

Cash  Check   
 Counter  Mail

Account # 45588

01

Taxpayer # 115042

MAUDEL, MARK  
 345 KIRSCH AVE NE  
 MCGREGOR MN 55760

Property ID Number:	61-1-019805
Tax:	128.00
Penalty:	16.93
Cost:	20.00
Interest:	22.81
Total Due:	187.74
Calc thru Date:	10/31/2019
Total Paid:	

Please detach this portion and return with your payment

10000006110198050000045588

00000000000000000187740

NOTICE OF DELINQUENT TAXES

Property ID: 61-1-019805

TAMARACK CITY  
 Sec:15 Twp: 48 Rge:22 Plat: 2  
 Lot: Blk: Acres: .00  
 TINGDALES ORIGINAL TOWNSITE OF TA  
 S 28 FT OF E 209 FT OF LOT C

TOTAL AMOUNT DUE FIGURED THROUGH: 10/31/2019

Year	Tax	Penalty	Cost	Interest	Total
2018	\$66.00	\$8.25	\$0.00	\$6.19	\$80.44
2017	\$62.00	\$8.68	\$20.00	\$16.62	\$107.30
	\$128.00	\$16.93	\$20.00	\$22.81	\$187.74

Dear Taxpayer/Owner/Interested Party

A list of real property in AITKIN COUNTY on which delinquent property taxes and penalties are due has been filed with the District Court Administrator of AITKIN COUNTY. The parcel of property which is described above and in which you have legal interest is included in the delinquent tax list.

If you have not paid the above total amount by February 28, 2019 please add the following percent of interest to the sum of the tax, penalty, and cost for each additional month of delinquency: .833% or \$1.38 a month.

Please make checks payable to: LORI GRAMS, TREASURER. Please return the detachable stub with your payment.

If you have any questions about these proceedings or need help in determining the total amount due to pay the delinquent taxes in full, please contact the AITKIN COUNTY, AUDITORS Office.

If paid by November 30, pay \$189.12  
 If paid by December 31, pay \$190.50  
 If paid by January 31, pay \$191.88

Respectfully,

KIRK PEYSAR  
 AITKIN COUNTY, AUDITOR

**AITKIN COUNTY**

Aitkin County Treasurer  
209 2nd ST NW  
Room 203  
Aitkin, MN 56431

218-927-7325  
WWW.CO.AITKIN.MN.US

Property ID: 61-1-019805  
Owner: LAUCAMP, ROBERT J

**Taxpayer(s):**

TAXPAYER # 115042  
MAUDEL, MARK  
345 KIRSCH AVE NE  
MCGREGOR MN 55760

**Property Description:**

TAMARACK CITY  
SEC:15 TWP: 48.0 RG:22 LOT: BLK: ACRES:  
TINGDALES ORIGINAL TOWNSITE OF TAMARACK  
S 28 FT OF E 209 FT OF LOT C

**2019 Property Tax Statement**

		VALUES & CLASSIFICATION	
		Taxes Payable Year: 2018	
		2018	2019
STEP <b>1</b>	Estimated Market Value:	2,400	2,400
	Homestead Exclusion:		
	Taxable Market Value:	2,400	2,400
		Explred Exclusions:	
		Property Classification:	COMM
		COMM	COMM
Sent in March 2018			
STEP <b>2</b>	<b>PROPOSED TAX</b>		
		Proposed Tax:(excluding special assessments)	
		Sent in November 2018	
STEP <b>3</b>	<b>PROPERTY TAX STATEMENT</b>		
		First-half Taxes: May 15	64.00
		Second-half Taxes:	
		Total Taxes Due in 2019:	64.00

**\$\$\$** You may be eligible for one or even two refunds to reduce your property tax.  
**REFUNDS?** Read the back of this statement to find out how to apply.

	Taxes Payable Year: 2018	2018	2019
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.	<input checked="" type="checkbox"/>		
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.			
<b>PROPERTY TAX AND CREDITS</b>			
3. Property tax before credits		66.00	64.00
<b>4. Credits that reduce property taxes:</b>			
A. Agricultural and rural land credits			
B. Taconite tax relief			
C. Other credits			
5. Property tax after credits		66.00	64.00
<b>PROPERTY TAX BY JURISDICTION</b>			
6. County		17.84	18.11
7. City or Town		25.68	24.37
8. State General Tax		15.96	15.07
9. School District: A. Voter approved levies		2.69	2.64
0004 B. Other local levies		3.77	3.75
10A. Special taxing district		.06	.06
B. Tax increment			
C. Fiscal disparity			
11. Non-school voter approved referenda levies			
12. Total property tax before special assessments		66.00	64.00
<b>SPECIAL ASSESSMENTS</b>			
13A.			
B.			
C.			
14. Total property tax and special assessments		66.00	64.00

ISSUED: 10/21/2019

**2** ND HALF PAYMENT STUB

Real Estate AITKIN COUNTY

Payable in **2019**



\*611019805

TAXPAYER # 115042  
MAUDEL, MARK

COMM ACCT# 45588

Property ID Number: 61-1-019805	
Full Tax for Year	.00
Balance Due	.00
Penalty	
Total Paid	

TAX IS \$100.00 OR LESS  
DISCARD 2nd HALF PAY STUB

Mail to: Aitkin County Treasurer  
209 2nd ST NW  
Room 203  
Aitkin, MN 56431

Make checks payable to:  
COUNTY TREASURER

CASH   
CHECK   
COUNTER   
MAIL

R

Check if address change on back  
If box is checked you owe delinquent taxes  
Detach stub and include with second half payment

X

\$30.00 service charge for all returned checks. ISSUED: 10/21/2019 Your cancelled check will be your receipt.

10000006110198052019045588

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# Board of County Commissioners Agenda Request

2P  
Agenda Item #

**Requested Meeting Date:** November 26, 2019

**Title of Item:** 2020 Countywide Fee Schedule

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

Each year staff brings an updated Countywide Fee Schedule to the Board for approval. All changes are indicated in red. Changes for 2020 are being proposed under Common Fees, Auditor's Office, Community Corrections, Environmental Services, GIS (and Surveyor), Health & Human Services, Recorder's Office, and Sheriff's Office.

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

**Recommended Action/Motion:**  
Approve Countywide Fee Schedule for 2020, effective January 1, 2020.

**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 (DRAFT)  
Fee Schedule 2020  
Approved by the Board on November 26, 2019  
Effective January 1, 2020**

*Postage expenses shall be borne by requestor.*

**COMMON FEES**

COPIES - Black and White (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.25 per page (single or double sided) \$ 3.00 per page (single or double sided)
COPIES - Color (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.50 per page (single or double sided) \$ 6.00 per page (single or double sided)
FAX, per page	\$ 1.00
International Fax Fee	\$ 7.00 first page, \$4.00 each additional page
AS400 OR PRINTED REPORTS	\$ 25.00 minimum or \$0.25 per page, whichever is greater
LABELS	\$ 25.00 minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater
BLUEPRINTS (non copyright)	\$ 5.00 each
<b>DISHONORED CHECK/PAYMENT FEE</b>	<b>\$ 30.00</b>

**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
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	\$2.00 Auditor's fee \$8.00 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	\$40.00 off sale \$10.00 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
PLATS (NEW) - AUDITOR'S FEE	\$75.00 plus \$2.00 per lot
PLAT (NEW) - SURVEYORS FEE	\$150.00 after 5 lots, \$5.00 per lot
PRECIOUS METALS	\$25.00
REPURCHASE - COST OF FORF. FEE	\$100.00
REPURCHASE - SHERIFF'S COST	\$40.00
TAX/ASSESSMENT SEARCH	\$5.00 per parcel
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 Supervision 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**

**FOOD BEVERAGE LODGING (FBL)**

FOOD (if both food & alcoholic beverages are served then a separate fee is charged for each)		
Base Fee	\$ 180.00	
Plus:		
Limited	\$ 28.50	Example: One base fee is paid if you own a small restaurant & resort, but it must be located on the same property
Small Establishment	\$ 171.50	
Medium	\$ 228.50	
Large	\$ 343.50	
For each "Satellite"	\$ 57.00	
Schools - includes two annual inspections	\$ 360.00	
HACCP Annual Review	\$ 100.00	MDH = \$175.00
Retail Food	\$ 150.00	MDA has a sliding fee scale
Retail Food pre-packaged non-perishable	\$ 50.00	MDA = \$50.00
BEVERAGE		
Plus:		
Beer or wine served at the table	\$ 58.00	
Full bar service	\$ 150.00	
MOBILE FOOD UNIT, PUSH CARTS, SEASONAL AND PERMANENT FOOD STANDS, ETC.		
Base Fee	\$ 180.00	
Plus:	\$ 10.00	Per unit
TEMPORARY FOOD SERVICE (MAXIMUM 3 TIMES PER YEAR AND 21 DAYS AT A SITE)		
Base Fee	\$ -	
Plus:	\$ 35.00	Per 3 events
		Note: all 3 events must be applied for at the same time to receive the \$35.00 per 3
LODGING AND RECREATION		
Base Fee	\$ 180.00	
Plus:		
Motel, Hotel or Lodge Room per unit (a room is a unit)	\$ 11.50	
Resort Cabin or Vacation Home Rental per unit (a cabin is a unit)	\$ 11.50	
Camper Cabin or Bunk House within Resort per unit	\$ 6.75	



Mobile Home Park/Recreational Camping Area per site	\$ 6.75
Fish House campsite per site	\$ 3.50
<b>YOUTH CAMP</b>	
Base Fee	\$ 180.00
Plus:	\$ 114.50 1 - 99 campers
	\$ 229.00 100 - 199 campers
	\$ 343.00 > 200 campers
<b>POOLS AND SPAS</b>	
Base Fee	\$ 180.00
Plus:	\$ 130.00 Each pool
	\$ 130.00 Each spa
<b>DRINKING WATER</b>	
Annual testing for those who are not a NCPW supply of > 25 people for 60 days or more	\$ 40.00 includes sampling, testing and reporting of results

<b>ADMINISTRATIVE FEES</b>	
1/2 the annual license fee	Re-inspection fee after the 2nd inspection
1/2 the annual license fee	Operating without a license for the first 30 days after license is due
Double the annual license fee	Operating without a license for day 30 - 60 after license is due
License Suspension	Operating without a license after day 60

*Please make checks payable to: Aitkin County Environmental Services*

**FBL PLAN REVIEW FEES**

**New Construction/Conversion**

Food Service	\$ 250.00
Lodging-Resort/Motel/Hotel	\$ 165.00
Bed and Breakfast	\$ 165.00
Mobile Food Unit	\$ 250.00
Youth Camp	\$ 165.00
Vacation Home Rental	\$ 165.00
Campground/Mobile Home Park	\$ 165.00

**Remodel**

Food Service	\$ 165.00
Lodging-Resort/Motel/Hotel	\$ 165.00
Bed and Breakfast	\$ 165.00
Mobile Food Unit	\$ 165.00
Youth Camp	\$ 165.00
Vacation Home Rental	\$ 165.00
Campground/Mobile Home Park	\$ 165.00

**HACCP**

HACCP Plan Review (Initial)	\$ 250.00 MDH = \$500.00
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**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

**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	<del>\$ 150.00</del> \$200.00
Accessory Buildings 1001 sq.ft. and larger	<del>\$ 250.00</del> \$300.00

**FENCE (8 feet or greater in height)**

\$ 50.00

**COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE)**

<500sq.ft.	<del>\$ 250.00</del> \$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
REPUBLICANION 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)		
ENGINEERS REVIEW FEE	\$	150.00
REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee)	\$	200.00
ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval)	\$	100.00 per lot
-if wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'nl	\$	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)	\$	55.00

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	<del>\$ 250.00</del>	\$300.00
Mound/At-Grade	<del>\$ 300.00</del>	\$350.00
Other/Performance Systems	<del>\$ 350.00</del>	\$400.00
Tank Replacement/Outhouse/Privy	\$	150.00
Holding Tank (requires onsite)	<del>\$ 150.00</del>	\$200.00
Operating Permits	<del>\$ 100.00</del>	\$150.00
Late Operating Permit Renewal Fee	<del>\$ 150.00</del>	\$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 = \$78.00 \$80.00)**

**COPIES FOR RECORDS REQUESTS**

Data Subject	\$	0.06 per copy, plus \$5.59 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	
Initial Processing Fee (Non-NetStudy) Family Child Care Providers (18 years of age and older)	\$	<del>50.00</del>	\$40.00
Fees per HH member over Age 13 (total fees not to exceed \$100.00 annually)	\$	<del>20.00</del>	\$20.00
<del>--- (Non-NetStudy) Family Child Care Providers (under 18 years of age)</del>			

**CORPORATE FOSTER CARE 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.

**VISITATION EXPEDITOR/VISITATION SUPERVISOR**

Ordered by the Court \$ 25.00 per hour, per family.

**ADOPTION FINALIZING**

Fingerprint Process for Licensing \$ 10.00 per person

**PUBLIC HEALTH**

**SAFETY SEATS**

Convertible	\$	55.00
Combo	\$	65.00
No Back Booster	\$	25.00

**NIPPLE SHIELDS**

\*\*for NON WIC or Home Visiting Clients \$ 7.00

**HYDROGEL PADS**

\*\*for NON WIC or Home Visiting Clients \$ 9.00

**THERASHELLS**

\*\*for NON WIC or Home Visiting Clients \$ 13.00

**LEAD DRAW**

\$ 19.00

**IMMUNIZATIONS (prices subject to change based on price of serum)**

Hepatitis A (1st in Series)	\$	<del>52.00</del>	\$61.00
Hepatitis A (2nd in Series)	\$	<del>52.00</del>	\$61.00
Hepatitis B (1st in Series)	\$	<del>59.00</del>	\$64.00
Hepatitis B (2nd in Series)	\$	<del>59.00</del>	\$64.00
Hepatitis B (3rd in Series) **15% discount for no outstanding balance, cash payment and complete series given by PH	\$	<del>59.00</del>	\$64.00
Td	\$	39.00	
Tdap	\$	54.00	
Varicella	\$	127.00	
Pneumonia	\$	66.00	
Fluzone Influenza-Quad 90688	\$	<del>35.00</del>	
FluLaval Influenza (90688)	\$	34.00	
FluMist Influenza (90672)	\$	38.00	
Fluzone High-dose (90662)	\$	<del>65.00</del>	\$66.00
Fluzone Influenza-Quad 90687 < 36 mo. And 90688 > 36 mo.	\$	<del>35.00</del>	\$34.00
MNVFC Immunizations (Child and Adult)	\$	19.00	
Mantoux (Serum, Admin, and Read)	\$	31.00	
Mantoux (Admin and Read Only)	\$	19.00	
Meningoccal	\$	135.00	
MMR-II	\$	90.00	

**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	\$	100.00	per hour
Tandem Truck	\$	105.00	per hour
Single Axle Truck	\$	100.00	per hour
3 Cubic Yard Articulating Loader	\$	90.00	per hour
Dozer	\$	95.00	per hour
Tractor	\$	55.00	per hour
Tractor/Loader/Backhoe	\$	80.00	per hour
Track Backhoe	\$	95.00	per hour
ASV Posi Track with Brush Head	\$	85.00	per hour
Tractor/Mower	\$	80.00	per hour
Sioux Steamer w/Truck	\$	50.00	per hour
Self Propelled Steel Drum Roller	\$	60.00	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

<b>MATERIAL (for Private Sale):</b>	
E-911 Address (includes sign and post)	\$ 30.00 each
Mailbox Supports	\$ 53.44 each
Dust Control Treatment	Based on Spring bid
Driveway Approach Culverts (as determined by Permit)	60% of Inventory Cost

<b>MISCELLANEOUS:</b>	
Driveway Approach Deposits	\$ 500.00 Refundable
Utility Permit	\$ 100.00 each up to 1 mile, additional \$50.00 per mile

**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

**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

FAX OR EMAIL FEE FOR RECORDED DOCUMENTS \$5.00 base fee, plus \$1.00 per page  
 DOCUMENT RESEARCH AND DELIVERY FEE

**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 \$ 10.00 \$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

**FINGERPRINTING**

Aitkin County Resident No charge  
 Non-resident \$ 10.00

**BOAT & WATER**

Raft Permits \$ 2.00 \$4.00 per year (renewed in 5 year increments)

**CIVIL PROCESS**

<sup>1</sup> 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	\$ 5.00 per day
Boat	\$ 1.00 per foot, per day
Snowmobile	\$ 5.00 per day
Forfeited Vehicles, payment in full of	Tow Bill, plus \$5.00 per day storage

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

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

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

**SHERIFF'S OFFICE (JAIL)**

BOARDING OF PRISONERS	per Sheriff
BOOKING FEE	\$ 20.00
FINGERPRINTING	\$ 10.00 for out of county
HUBER FEES	\$ 20.00 per day
JAIL NURSE	
Co-pay	\$ 5.00
Medication Co-Pay	\$ 5.00
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
PASSPORT	Varies
RESEARCH FEE	\$ 25.00 per hour
TAX STATEMENTS - Duplicate	\$ 2.00



# Board of County Commissioners Agenda Request

2 Q  
Agenda Item #

**Requested Meeting Date:** November 26, 2019

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

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

<b>Submitted by:</b> Julie Hughes	<b>Department:</b> Treasurer
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A
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**Summary of Issue:**

Approve Affidavit for Duplicate of Lost Municipal Order or Warrant:  
Arrowhead Counties Association, Commissioner, Warrant number 77315, dated January 29, 2019, in the amount of \$ 2750.00

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

**Recommended Action/Motion:**

Approve Affidavit for Duplicate of Lost Municipal Order or Warrant:  
Arrowhead Counties Association, Commissioner Warrant number 77315, dated January 29, 2019, in the amount of \$ 2750.00

**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:*

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

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA, )  
 ) ss. Arrowhead Counties Association  
COUNTY OF AITKIN )

being duly sworn, on oath says; that (s)he is the owner of a certain commissioner warrant,  
dated the Twenty-ninth day of January, 2019, numbered 77315 issued by Aitkin County to  
Arrowhead Counties Association in the sum of \$ 2750.00

has been lost in the manner following to wit:  
\* ("Lost" or "Destroyed")

*The warrant was mailed to the wrong address and was not received by the Arrowhead Counties Association.*

and that (s)he 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 the sum equal to double the amount of said commissioner warrant.

→ X *Jana A. Jousio*

Subscribed and sworn to before me this 25 day of October, 2019

*Krista Marie Mattila*

Notary Public St. Louis County, Minnesota

My Commission Expires January 31, 2023





# Board of County Commissioners Agenda Request

2R

Agenda Item #

**Requested Meeting Date:** November 26, 2019

**Title of Item:** Designating Mail Balloting for elections in unorganized towns

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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*
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<b>Submitted by:</b> Kirk Peysar, County Auditor	<b>Department:</b> Auditor
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<b>Presenter (Name and Title):</b> Kirk Peysar, County Auditor	<b>Estimated Time Needed:</b> n/a
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**Summary of Issue:**

Two additional townships that supported unorganized township elections are no longer available for that support. Waukenabo Township, which supported the NW P2 Unorganized Towns of (49-27, 50-27, 50-26, 50-25, & 51-25) has adopted mail balloting; Hill Lake Township, which supported the NW P1 Unorganized Towns of (52-25 and 52-27) has also adopted mail balloting.

With the majority of unorganized towns moving to mail balloting, it is further recommended that the remainder of unorganized towns be designated mail ballot precincts, those are Unorganized Town 45-24 (Jewett), Unorganized Town 47-24 (Davidson), and Unorganized Town 51-27 (LeMay)

The County Board has the authority to designate mail balloting for these unorganized towns under MN Statute 204B.45 for federal, state, county, and local elections.

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

**Recommended Action/Motion:**  
 Adopt resolution designating mail balloting for the NW P1 Unorganized Towns, NW P2 Unorganized Towns, Unorganized Town 45-24, 47-24, and 51-27.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

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



By Commissioner: xx

20191126-0xx

**Mail Balloting**

**WHEREAS**, Minnesota Statute 204B.45 requires the designation of local polling places for elections annually; Two additional townships that supported unorganized township elections are no longer available for that support.

Waukenabo Township, which supported the NW P2 Unorganized Towns of (49-27, 50-27, 50-26, 50-25, & 51-25) has adopted mail balloting; Hill Lake Township, which supported the NW P1 Unorganized Towns of (52-25 and 52-27) has also adopted mail balloting.

With the majority of unorganized towns moving to mail balloting, it is further recommended that the remainder of unorganized towns be designated mail ballot precincts, those are Unorganized Town 45-24 (Jewett), Unorganized Town 47-24 (Davidson), and Unorganized Town 51-27 (LeMay).

The County Board has the authority to designate mail balloting for these unorganized towns under MN Statute 204B.45 for federal, state, county, and local elections.

**NOW THEREFORE, BE IT RESOLVED** that the Aitkin County Board of Commissioners, acting on behalf of the unorganized townships in Aitkin County designate Mail Balloting for the precincts of NW P2 Unorganized Towns of (49-27, 50-27, 50-26, 50-25, & 51-25), Hill Lake Township, which supported the NW P1 Unorganized Towns of (52-25; and Unorganized Town 45-24 (Jewett), Unorganized Town 47-24 (Davidson), and Unorganized Town 51-27 (LeMay).

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26<sup>th</sup> day of November, 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26<sup>th</sup> day of November 2019

\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

3A  
-----  
Agenda Item #

**Requested Meeting Date:** November 26, 2019

**Title of Item:** Adopt Resolution Approving State Acquisition

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input 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*
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<b>Submitted by:</b> Jessica Seibert, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 15 min.
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**Summary of Issue:**

A landowner has informed the DNR of their intent to sell a portion of their land on Hill lake to the DNR. Reinvest in Minnesota (RIM) dollars will be used for the purchase, therefore a resolution approving the sale is required by the Aitkin County Board. Please see the attached letter from DNR Fisheries Manager, Rick Bruesewitz, and the proposed resolution.

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

**Recommended Action/Motion:**  
Approve/Deny proposed resolution of State Conservation Acquisition.

**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:*

**m** DEPARTMENT OF  
NATURAL RESOURCES

September 30, 2019

Dear Aitkin County Board of Commissioners and Aitkin County Administrator Jessica Seibert:

A landowner has informed us of their intentions to sell a portion of their land on Hill Lake for inclusion into Minnesota Department of Natural Resources (DNR) Aquatic Management Area (AMA) system.

Cumulatively "Hill Lake AMA Tract 2" totals 98.6 acres and 2,354 feet of lake access, which will be available to the public for angling, hunting, non-motorized and other compatible outdoor recreation. The land is located in Township 52, Range 26, Section 12. These lands meet our criteria for a quality AMA that includes critical fish habitat, and we believe public support exists for this purchase.

In an effort to build on the good working relationship that the DNR has with county governments throughout the State, the DNR will continue to notify county governments on all pending donations/sales of land or easements for AMA purposes. While DNR typically uses funding that requires only county board notification, Reinvest in Minnesota (RIM) monies are being used to acquire this land. Thus, we will require County Board approval, and this letter serves to request placement on the County Board November 12, 2019 meeting agenda.

The Payment in Lieu of Taxes (PILT) for this acquisition is estimated to be \$2,047.50 annually, based on the appraised value.

We are excited to add this land to our AMA inventory. This parcel includes almost 2,000 ft of undeveloped shoreline, which includes some exceptional habitat for fish in Hill Lake. This area has many diverse habitat features that will be protected along with public access for angling and other outdoor recreation long into the future.

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

Sincerely,



Rick Bruesewitz  
Aitkin Area Fisheries Manager  
1200 Minnesota Ave S.  
Aitkin, MN 56431  
(218) 429-3037

cc: Chris Kavanaugh - Regional Fisheries Manager  
Adam Murkowski - Land Acquisition  
Chad McDonald - Realty Specialist

enclosed: Draft copy of Review of Proposed State Conservation Acquisition Form and Hill Lake Aquatic Management Area Map

By Commissioner: xx

20191126-0xx

Proposed State Conservation Acquisition

**WHEREAS**, in accordance with; Minnesota Statutes 84.944, Subd. 3, the Commissioner of the Department of Natural Resources on September 30, 2019, provided the county board with a description of lands to be acquired by the State of Minnesota for Aquatic Management Area purposes.

Hill Lake AMA, Tract 2. Those parts of Section 12, Township 52 North, Range 26 West, Aitkin County, Minnesota, described as follows:

Government Lot 3, the Southwest Quarter of the Southeast Quarter and the east 33 feet of the Northwest Quarter of the Southeast Quarter,

AND

Government Lot 2 EXCEPT a 2-acre parcel along the shore of Hill Lake. Government Lot 2 is subject to a 33-foot easement lying 16.5 feet on each side of the following described centerline: Commencing at the northeast corner of said Government Lot 2; thence west, bearing assumed, along the north line of said Government Lot 2 a distance of 260 feet, more or less, to the intersection with an in place driveway and the point of beginning; thence southwesterly 500 feet, more or less, to the aforementioned 2-acre EXCEPTION and there terminating.

**IT IS HEREBY RESOLVED**, by the Board of County Commissioners of Aitkin County on November 12, 2019 that the State's proposed acquisition of the attached described property be

- Approved
- Disapproved. If so, state reason(s) for disapproval: \_\_\_\_\_

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

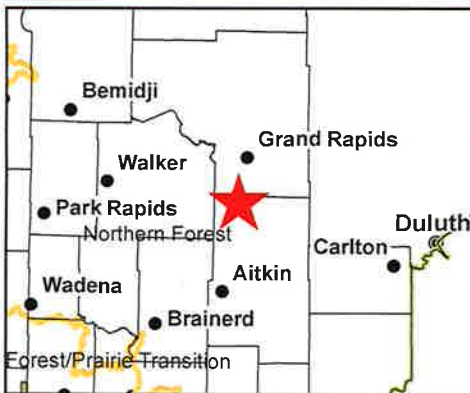
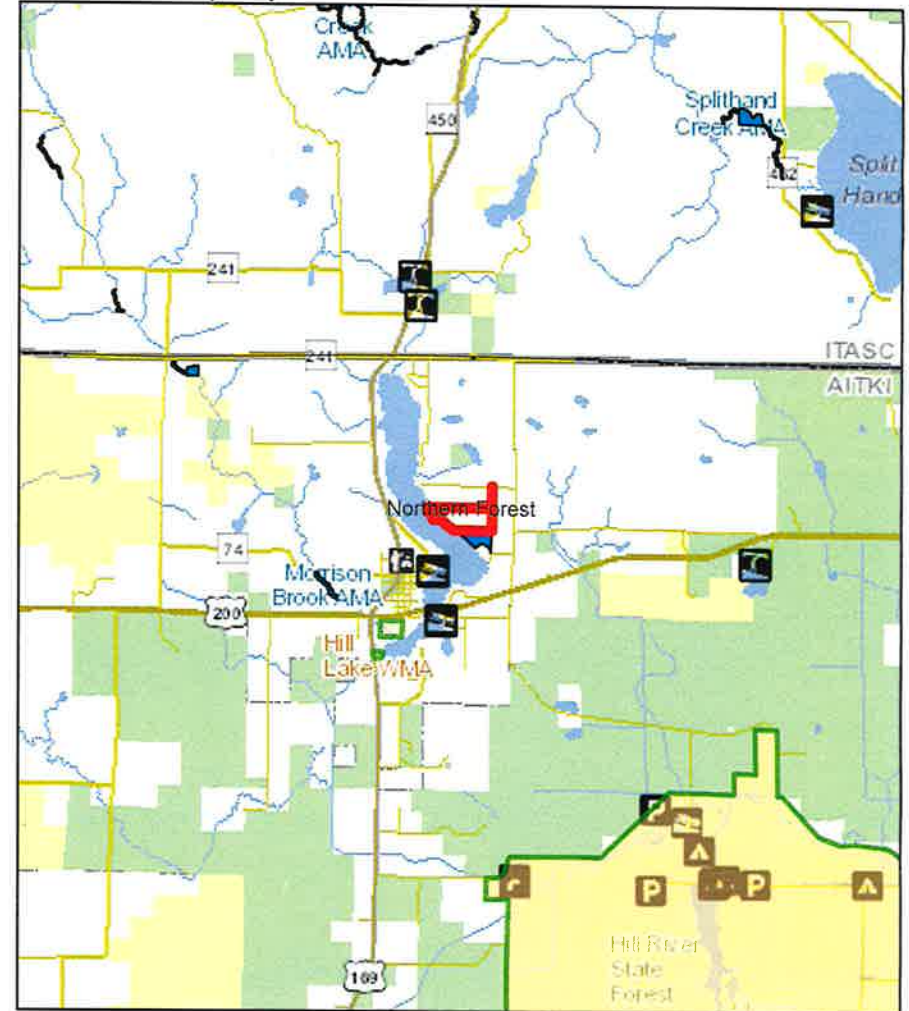
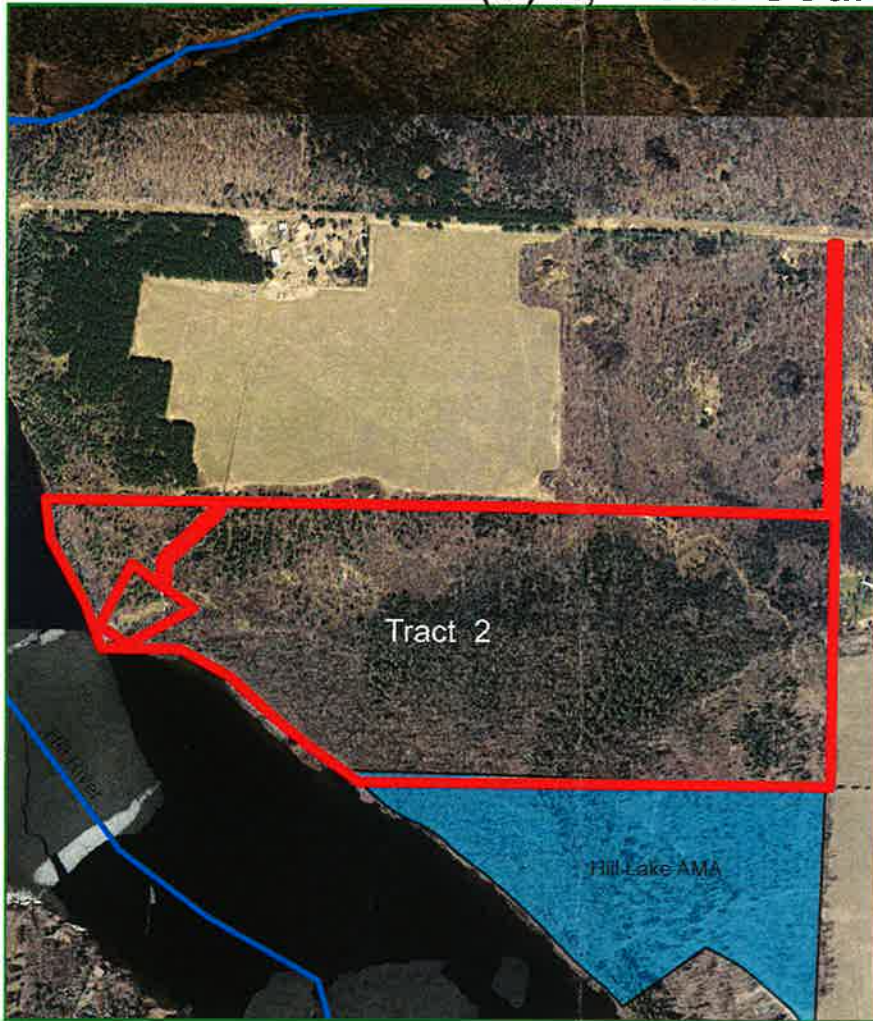
I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26<sup>th</sup> day of November 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26<sup>th</sup> day of November, 2019

\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Hill Lake Aquatic Management Area (AMA), T: 52, R : 26, S: 12 Tract(s) 2, Aitkin County, ~98.6 Acres, 2,354 Shoreline Feet.



0 0.15 0.3 Miles

0 0.75 1.5 3 4.5 6 Miles

- Approximate fee\_Acq 160807
- Confluences and Flow Direction
- NRCS Easement
- TNC Lands
- USFWS WPAs
- State AMAs
- Restorable Wetland
- County Boundaries

- RIM Reserve
- State WMAs
- State SNAs
- Forest/Prairie Transition
- Metropolitan Urbanizing Area
- Northern Forest
- Prairie
- Southeast Forest



**mn DEPARTMENT OF NATURAL RESOURCES**

Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.



# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** November 26, 2019

**Title of Item:** Pictometry Aerial Photography

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <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*
<b>Submitted by:</b> Mike Dangers, County Assessor		<b>Department:</b> County Assessor
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator and Mike Dangers, County Assessor		<b>Estimated Time Needed:</b> 15 minutes
<b>Summary of Issue:</b>  <p>At the November 12, 2019, County Board Meeting, Commissioner Wedel requested additional information on the usage of Recorder's Technology and Compliance Funds before he could support the purchase of Pictometry. This information is attached to this memo.</p> <p>Since November 12, the Aitkin County Soil and Water Conservation District Board has budgeted \$20,000 to help pay for Pictometry or a similar aerial photography program, over the next two years. District Manager Steve Hughes believes this program will help shoreland revegetation, forest management, and water quality buffer projects.</p> <p>It is the recommendation of the Budget Committee to purchase Pictometry using the Recorder's Compliance Fund with the understanding that the total fee of \$164,135.50 is split up into payments over three years. The exact payment schedule is four interest-free payments as described below:</p> <p>\$13,677.94 due at signing          \$41,033.88 due at initial shipment of imagery in spring 2020          \$54,711.84 due at first anniversary of shipment          \$54,711.84 due at second anniversary of shipment</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> <p>If Pictometry is not purchased, other aerial photography options could be explored. These two-dimensional options have fewer benefits to the users as compared to three-dimensional photography.</p>		
<b>Recommended Action/Motion:</b> <p>Please pass a motion to approve the purchase of Pictometry and authorize Mike Dangers to sign the contract on behalf of Aitkin County. The contract would not be signed until approved by the County Attorney.</p>		
<b>Financial Impact:</b> <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? \$ 164,135.50</p> <p>Is this budgeted?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    <i>Please Explain:</i></p> <p>This amount would be paid for by existing funds and not property tax dollars.</p>		

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

## Planned Use of Recorders Funds

	<u>Tech. Fund</u>	<u>Comp. Fund</u>
<u>Government Center Costs:</u>		
Conference Room 1 laptop	\$500.00	
Conference Room 1 smartboard	\$5,000.00	
POE Switch	\$7,000.00	
Rack UPS (2)	\$2,000.00	
1 <sup>st</sup> Floor Wireless Access Point	\$1,000.00	
VOIP System	\$127,500.00	
Wyse 5020 Thin Client (3)	\$1,841.00	
Wyse 5040 Thin Client (3)	\$4,127.00	
VDI Server	\$7,716.00	
Monitors	<u>\$1,700.00</u>	
<b>GOVERNMENT CENTER TOTAL:</b>	<b>\$158,384.00</b>	
 <u>2020 Budget:</u>		
Networking		\$1,227.00
Email		\$4,374.00
AV		\$1,007.00
Backup/DR		\$3,800.00
MCIS		\$22,362.00
VOIP	\$13,385.00	
AD Server		<u>\$3,420.00</u>
Image Server	<u>\$9,000.00</u>	
<b>2020 BUDGET TOTAL:</b>	<b>\$22,385.00</b>	<b>\$32,770.00</b>
 <b>GRAND TOTALS:</b>	 <b>\$180,769.00</b>	 <b>\$32,770.00</b>



# Board of County Commissioners Agenda Request

5A

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Agenda Item #

**Requested Meeting Date:** November 26, 2019

**Title of Item:** Blandin Iron Range Community Broadband Grants

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
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<b>Submitted by:</b> Ross Wagner	<b>Department:</b> Economic Development & Forest Ind
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<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator	<b>Estimated Time Needed:</b> 10 Minutes
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**Summary of Issue:**  
 As a member of the Blandin Foundation Iron Range Broadband Community, Aitkin County has received a grant of \$50,000.00 to in turn grant out to community projects that promote broadband adoption in Aitkin County. Part of this process is to hold Community Listening Sessions to get community feedback and ideas on potential projects. This past December, a second Community Listening session was held and several ideas were generated. As a result, the following projects are being brought to the County Board for final approval of receiving a grant from the Blandin Iron Range Broadband Community grant fund. This is now the third time Aitkin County has received Blandin Foundation Iron Range Broadband Community grants to distribute to community projects that promote broadband adoption. The projects are listed below and summary sheets are attached. Please note that the Fiber into Long Lake Conservation Center has already been approved to accommodate SCI's work schedule. There is \$5,490.00 left in the fund for upcoming projects such as remote learning at LLCC that will be connected with the sites in McGregor, Aitkin and Hill City and or business training, Aitkin County mobile apps.  
 \* Wi-Fi Hotspot, Jacobson Community Center, \$3,600.00  
 \* Long Lake Conservation Center Fiber Build, \$15,000.00  
 \* My Chart, Riverwood Healthcare Center, \$20,000.00  
 \* Enhancements to Remote Learning Centers, \$5,910.00  
 Total current requests, \$44,510.00; total matching funds/in-kind, \$13,670.00; total projects, \$58,180.00.

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

**Recommended Action/Motion:**  
 Approve grant requests.

**Financial Impact:**  
*Is there a cost associated with this request?*       Yes       No  
*What is the total cost, with tax and shipping?* \$ 44,510.00, already received grant funds.  
*Is this budgeted?*       Yes       No      *Please Explain:*





# Board of County Commissioners Agenda Request

58  
Agenda Item #

**Requested Meeting Date:** November 26, 2019

**Title of Item:** ARDC Brownfield Assessment Coalition Letter of Support

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

<b>Submitted by:</b> Ross Wagner	<b>Department:</b> Economic Development Coordinator
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<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator	<b>Estimated Time Needed:</b> 5 Minutes
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**Summary of Issue:**  
Aitkin County has been asked to be a member and offer support for the Arrowhead Regional Development Commissions Brownfield Coalition. On behalf of the Coalition, ARDC will be submitting a grant application to the US EPA in the amount of \$600,000.00. Grant funds will be used for inventorying, assessing and performing remediation and reuse planning. Brownfield's are considered to be properties that could be used for commercial or other development should the property be remediated. Generally, some type of pollution has occurred on these properties. There is no cost to the County in the form of matching grant or other expenses. If successful, these funds could be utilized in Aitkin County. A draft letter of support from Andy Huble, Director, ARDC is attached. The Economic Development Committee recommends membership and providing a letter of support.

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

**Recommended Action/Motion:**  
Approve membership to ARDC Brownfield Coalition, submit Letter of Support.

**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:*

November 20, 2019

Andy Hubley, AICP  
Director  
Arrowhead Regional Development Commission  
221 West First Street  
Duluth, Minnesota 55802

**RE: Participation in the Arrowhead Regional Development Commission's Brownfield Assessment Coalition and Support for the FY2020 Application for a U.S. EPA Brownfields Assessment Grant for Petroleum and Hazardous Substance Brownfields**

Dear Mr. Hubley,

Please accept this letter as confirmation of Aitkin County commitment to participate as a member of a "brownfields assessment coalition" being organized by Arrowhead Regional Development Commission (ARDC) for the seven-county area in northeastern Minnesota that includes Aitkin, Carlton, Cook, Itasca, Lake, Koochiching, and St. Louis counties and the municipalities located within these counties. This letter also documents our strong support for the application being submitted by ARDC for a United States Environmental Protection Agency (U. S. EPA) Fiscal Year 2020 Brownfields Community-wide Assessment Grant funding in the amount of \$600,000 to be used for inventorying, assessing, and performing remediation and reuse planning (as well as coordinate public outreach activities) for select priority brownfield sites located throughout the seven-county area.

The grant, if awarded, will provide critical funding needed to support economic development initiatives in our community. If awarded the grant, at least one County staff member will serve on the Brownfields Advisory Committee that helps administer the grant, coordinate outreach efforts, participate in the site prioritization process, and make decisions regarding allocation of funding to individual sites. For sites within the County that are targeted for assessment, we will assist with securing access and coordinating involvement by the Health and other departments as appropriate.

We understand that ARDC will serve as the lead member of the Coalition and will have primary responsibility for administering the grant and managing the project. We further understand that prior to expenditure of any grant funds, a Memorandum of Agreement will be executed between all coalition members documenting the coalition's site selection process, identifying, and establishing relationships necessary to achieve project goals, detailing the process for successful execution of the grant, the distribution of funds, and mechanisms for implementing the assessment work. We understand that many of these details are described in the grant application to be submitted with this letter.

Should you have any questions, please feel free to contact me at [jessica.seibert@co.aitkin.mn.us](mailto:jessica.seibert@co.aitkin.mn.us) or 218-927-7276

Jessica Seibert, Administrator  
Aitkin County



# Board of County Commissioners Agenda Request

6A  
Agenda Item #

**Requested Meeting Date:** 11-26-19

**Title of Item:** Award Contract No. 20198

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input 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*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> <p>As reported at the November 12, 2019 Board Meeting, bids were opened on Monday, October 28, 2019 for Contract No. 20198 which includes construction of S.A.P. 001-625-001, grading and aggregate base on 3.3 miles of CSAH 25 in Wagner Township.</p> <p>The abstract of bids provided previously outlined the eight bids received, with Kern &amp; Tabery Inc., Wadena, MN submitting the low bid in the amount of \$1,855,752.80. With the cost of this contract estimated at \$1,602,894.25, the low bid was 15.78% over the estimated cost.</p> <p>Award of this contract was delayed as a result of pending discussion between the contractor and the county regarding several questions that arose as a result of the submitted bid. Those discussions have since taken place, with all pending questions adequately addressed by the contractor.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Recommend award of Contract No. 20198 to Kern & Tabery Inc.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$    Estimated total cost: \$1,855,752.80 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Please Explain:		

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

By Commissioner: xx

20191126-0xx

**Award Contract No. 20198**

**WHEREAS**, Contract No. 20198 is for construction of S.A.P 001-625-001, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, October 28, 2019 with a total of eight bids received, and

**WHEREAS**, Kern & Tabery, Inc., Wadena, MN was the lowest responsible bidder in the amount of \$1,855,752.80.

**THEREFORE, BE IT RESOLVED**, that Kern & Tabery, Inc. is awarded Contract No. 20198.

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

**FIVE MEMBERS PRESENT**  
**STATE OF MINNESOTA}**  
**COUNTY OF AITKIN}**

**All Members Voting Yes**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26<sup>th</sup> day of November, 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26<sup>th</sup> day of November 2019

\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

6B  
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Agenda Item #

**Requested Meeting Date:** 11-26-19

**Title of Item:** Approve AIA Agreement - Aitkin Hwy Dept Office Addition/Renovation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <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*
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<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 10 minutes
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**Summary of Issue:**  
 As discussed at the November 12, 2019 Board meeting, an office addition/renovation project has been programmed in the Aitkin County Highway Department Capital Facility Improvement Plan since 2010, with a total of \$465,000 levied for this project from 2014 through 2019. The planned year for construction is 2020. The project includes an 1800 square foot addition to address current space needs and renovation of the existing 2,800 square foot office that was constructed in 1976. With the total project cost estimated at \$750,000, the remaining \$285,000 total project cost will be paid from existing road and bridge funds.

To date, Widseth Smith Nolting & Associates from Baxter, MN has prepared a space needs study and the attached draft floorplan and associated budget for this project. To complete all aspects of architectural, engineering, and construction services needed to complete this project, they have proposed the attached AIA Agreement in the stipulated sum amount of \$66,000.

No action was taken at the November 12th meeting due to additional Facility Committee review and several modifications needed to the agreement language. The Facility Committee has since recommended that the project proceed under the revised AIA agreement. Modifications to the agreement, as discussed at the November 12th meeting, have been made.

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

**Recommended Action/Motion:**  
 Motion to accept AIA Agreement from Widseth Smith Nolting & Associates

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ Estimated total cost: \$66,000  
 Is this budgeted?  Yes  No *Please Explain:*



# AIA<sup>®</sup> Document B101<sup>™</sup> – 2017

## Standard Form of Agreement Between Owner and Architect

**AGREEMENT** made as of the Fifteenth day of August in the year 2019  
(*In words, indicate day, month and year.*)

**BETWEEN** the Architect's client identified as the Owner:  
(*Name, legal status, address and other information*)

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

and the Architect:  
(*Name, legal status, address and other information*)

Widseth Smith Nolting and Assoc., Inc.  
7804 Industrial Park Road, PO Box 2720  
Baxter, MN 56425

for the following Project:  
(*Name, location and detailed description*)

Aitkin County Highway Department Building Addition and Remodeling  
Design Services for Architecture, Mechanical, Electrical, Structural and Civil Design  
Services will consist of implementing items within the 2009 Aitkin County Maintenance  
Building Addition and Remodeling Study.

WSN Project No. 2019-13247

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.

**TABLE OF ARTICLES**

- 1 INITIAL INFORMATION
- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
- 4 SUPPLEMENTAL AND ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
- 8 CLAIMS AND DISPUTES
- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

**ARTICLE 1 INITIAL INFORMATION**

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.  
*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project:  
*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

| Implementation of items within the 2009 Aitkin County Maintenance Building Addition and Remodeling Study.

§ 1.1.2 The Project's physical characteristics:  
*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:  
*(Provide total and, if known, a line item breakdown.)*

| Implementation of items within the 2009 Aitkin County Maintenance Building Addition and Remodeling Study.

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:

Init.

Fall 2019

.2 Construction commencement date:

Summer 2020

.3 Substantial Completion date or dates:

Winter 2020

.4 Other milestone dates:

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:  
*(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)*

The Project will be publicly bid and the project delivery method will be Design – Bid – Build.

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:  
*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*

N/A

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:  
*(List name, address, and other contact information.)*

John Welle, P.E., Aitkin County Engineer  
Aitkin County Highway Department  
1211 Air Park Drive  
Aitkin, MN 56431  
Phone (218) 927-7469  
Fax: (218) 927-2356  
jwelle@co.aitkin.mn.us

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:  
*(List name, address, and other contact information.)*

§ 1.1.9 The Owner shall retain the following consultants and contractors:  
*(List name, legal status, address, and other contact information.)*

*(Paragraphs deleted)*



- 2** Other, if any:  
*(List any other consultants and contractors retained by the Owner.)*

**§ 1.1.10** The Architect identifies the following representative in accordance with Section 2.3:  
*(List name, address, and other contact information.)*

Mike Angland, Project Architect  
Wideth Smith Nolting & Assoc., Inc.  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425

**§ 1.1.11** The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:  
*(List name, legal status, address, and other contact information.)*

**§ 1.1.11.1** Consultants retained under Basic Services:

- .1** Structural Engineer:

Wideth Smith Nolting & Assoc., Inc.  
7804 Industrial Park Road  
Baxter, MN 56425

- .2** Mechanical Engineer:

Wideth Smith Nolting & Assoc., Inc.  
7804 Industrial Park Road  
Baxter, MN 56425

- .3** Electrical Engineer:

Wideth Smith Nolting & Assoc., Inc.  
7804 Industrial Park Road  
Baxter, MN 56425

- .4** Civil Engineer:

Wideth Smith Nolting & Assoc., Inc.  
7804 Industrial Park Road  
Baxter, MN 56425

**§ 1.1.11.2** Consultants retained under Supplemental Services:

**§ 1.1.12** Other Initial Information on which the Agreement is based:

Init.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for 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.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 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 in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, 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 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 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 Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 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 Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this 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 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than Two Million Dollars and Zero Cents (\$2,000,000.00) for each occurrence and in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars and Zero Cents (\$1,000,000.00) 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.

§ 2.5.3 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 2.5.1 and 2.5.2, 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.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than Five Hundred Thousand Dollars and Zero Cents (\$500,000.00) each accident, Five Hundred Thousand Dollars and Zero Cents (\$500,000.00) each employee, and Five Hundred Thousand Dollars and Zero Cents (\$500,000.00) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Two Million Dollars and Zero Cents (\$2,000,000.00) per claim and in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

### ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, civil, mechanical, and electrical engineering and survey services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 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.

§ 3.1.2 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, and shall not be responsible for, the accuracy, completeness, and timeliness of, 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.

§ 3.1.3 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 the Initial Information. 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.

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

§ 3.1.5 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.

§ 3.1.6 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.

### § 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design 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 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.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 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.

### § 3.4 Construction Documents Phase Services

§ 3.4.1 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 3.6.4.

**§ 3.4.2** The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

**§ 3.4.3** 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.

**§ 3.4.4** The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

**§ 3.4.5** 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 6.5, and request the Owner's approval.

### **§ 3.5 Procurement Phase Services**

#### **§ 3.5.1 General**

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.

#### **§ 3.5.2 Competitive Bidding**

**§ 3.5.2.1** Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

**§ 3.5.2.2** The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 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,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

**§ 3.5.2.3** 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.

#### **§ 3.5.3 Negotiated Proposals**

**§ 3.5.3.1** Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

**§ 3.5.3.2** The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 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,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

**§ 3.5.3.3** 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.

## **§ 3.6 Construction Phase Services**

### **§ 3.6.1 General**

**§ 3.6.1.1** 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.

**§ 3.6.1.2** 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.

**§ 3.6.1.3** Subject to Section 4.2 and except as provided in Section 3.6.6.5, 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.

### **§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, 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.

**§ 3.6.2.2** 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.

**§ 3.6.2.3** 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.

**§ 3.6.2.4** 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.

**§ 3.6.2.5** 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.

### **§ 3.6.3 Certificates for Payment to Contractor**

**§ 3.6.3.1** The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect’s certification for payment shall constitute a representation to the Owner, based on the

Init.

Architect's evaluation of the Work as provided in Section 3.6.2 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 in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. 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.

**§ 3.6.3.2** The issuance of a Certificate for Payment shall not be a representation 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.

**§ 3.6.3.3** The Architect shall maintain a record of the Applications and Certificates for Payment.

#### **§ 3.6.4 Submittals**

**§ 3.6.4.1** 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.

**§ 3.6.4.2** 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.

**§ 3.6.4.3** 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.

**§ 3.6.4.4** Subject to Section 4.2, 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.

**§ 3.6.4.5** 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.

#### **§ 3.6.5 Changes in the Work**

**§ 3.6.5.1** 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 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

**§ 3.6.6 Project Completion**

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 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,
- .4 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.

§ 3.6.6.2 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.

§ 3.6.6.3 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.

§ 3.6.6.4 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.

§ 3.6.6.5 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.

**ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

**§ 4.1 Supplemental Services**

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	Architect (Basic Services)
§ 4.1.1.2 Multiple preliminary designs	Architect (Basic Services)
§ 4.1.1.3 Measured drawings	N/A
§ 4.1.1.4 Existing facilities surveys	N/A
§ 4.1.1.5 Site evaluation and planning	Architect (Basic Services)
§ 4.1.1.6 Building Information Model management responsibilities	N/A



Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.7 Development of Building Information Models for post construction use	N/A
§ 4.1.1.8 Civil engineering	Architect (Basic Services)
§ 4.1.1.9 Landscape design	N/A
§ 4.1.1.10 Architectural interior design	Architect (Basic Services)
§ 4.1.1.11 Value analysis	N/A
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	N/A
§ 4.1.1.13 On-site project representation	N/A
§ 4.1.1.14 Conformed documents for construction	N/A
§ 4.1.1.15 As-designed record drawings	N/A
§ 4.1.1.16 As-constructed record drawings	Architect (Basic Services)
§ 4.1.1.17 Post-occupancy evaluation	N/A
§ 4.1.1.18 Facility support services	N/A
§ 4.1.1.19 Tenant-related services	N/A
§ 4.1.1.20 Architect's coordination of the Owner's consultants	N/A
§ 4.1.1.21 Telecommunications/data design	N/A
§ 4.1.1.22 Security evaluation and planning	N/A
§ 4.1.1.23 Commissioning	N/A
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	N/A
§ 4.1.1.25 Fast-track design services	N/A
§ 4.1.1.26 Multiple bid packages	N/A
§ 4.1.1.27 Historic preservation	N/A
§ 4.1.1.28 Furniture, furnishings, and equipment design	N/A
§ 4.1.1.29 Other services provided by specialty Consultants	N/A
§ 4.1.1.30 Other Supplemental Services	N/A

**§ 4.1.2 Description of Supplemental Services**

**§ 4.1.2.1** A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

*(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)*

**§ 4.1.2.2** A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

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§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

#### § 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, 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;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 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.

§ 4.2.3 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:

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- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Twelve (12) visits to the site by the Architect during construction
- .3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two (2) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, 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.

§ 4.2.5 If the services covered by this Agreement have not been completed within two (2) 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.

#### **ARTICLE 5 OWNER'S RESPONSIBILITIES**

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. 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.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 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 services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as

the responsibility of the Architect in this Agreement, 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 Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 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.

## ARTICLE 6 COST OF THE WORK

§ 6.1 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.

§ 6.2 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 Sections 5.2, 6.4 and 6.5. 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.

§ 6.3 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 4.1.1, as a Supplemental Service.

§ 6.4 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.

§ 6.5 If at any time 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.

§ 6.6 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 9.5;
- .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.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, 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 6.6.1. 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 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 11.3; 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 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 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 on the Project.

§ 7.2 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 the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 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 this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this 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 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 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 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

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§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this 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.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 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.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

### § 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this 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.

§ 8.2.2 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 Agreement. A request for mediation shall be made in writing, delivered to the other party to this 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.

§ 8.2.3 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.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

Arbitration pursuant to Section 8.3 of this 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.

### **§ 8.3 Arbitration**

**§ 8.3.1** If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this 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 Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

**§ 8.3.1.1** 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.

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

**§ 8.3.3** 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.

### **§ 8.3.4 Consolidation or Joinder**

**§ 8.3.4.1** Either party, at its sole discretion, may consolidate an arbitration conducted under this 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).

**§ 8.3.4.2** 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.

**§ 8.3.4.3** The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

**§ 8.4** The provisions of this Article 8 shall survive the termination of this Agreement.

## **ARTICLE 9 TERMINATION OR SUSPENSION**

**§ 9.1** If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. 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.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is 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.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

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

.1 Termination Fee:

Not Applicable

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

20% of remaining fee at time of termination

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

#### ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project 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 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

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

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§ 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 this 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 this Agreement.

§ 10.5 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 Architect.

§ 10.6 Unless otherwise required in this 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.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project 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 Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information 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 10.8.

§ 10.9 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.

## ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum  
(Insert amount)

\$66,000.00

.2 Percentage Basis  
(Insert percentage value)

( ) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

.3 Other  
(Describe the method of compensation)

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation.)*

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus percent ( %), or as follows:  
*(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)*

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	\$ 6,600.00	Ten Percent	(10%)
Design Development Phase	\$13,200.00	Twenty Percent	(20%)
Construction Documents Phase	\$29,700.00	Forty-Five Percent	(45%)
Bidding Phase	\$ 3,300.00	Five Percent	( 5%)
Construction Administration Phase	\$13,200.00	Twenty Percent	(20%)
 Total Basic Compensation	 \$66,000.00	 One Hundred Percent	 (100%)

§ 11.6 When compensation identified in Section 11.1 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.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants 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.)*

Attachment A – WSN 2019 Fee Schedule

<b>Employee or Category</b>	<b>Rate (\$0.00)</b>
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**§ 11.8 Compensation for Reimbursable Expenses**

**§ 11.8.1** Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

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

**§ 11.8.2** 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.

**§ 11.9 Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)*

**§ 11.10 Payments to the Architect**

**§ 11.10.1 Initial Payments**

**§ 11.10.1.1** An initial payment of zero dollars (\$0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

**§ 11.10.1.2** If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$ ) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

**§ 11.10.2 Progress Payments**

**§ 11.10.2.1** Unless otherwise agreed, payments for services 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.)*

12 % per annum

**§ 11.10.2.2** 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.

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

## ARTICLE 12 SPECIAL TERMS AND CONDITIONS

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

### General Indemnification

Architect agrees to defend, indemnify, and hold Owner, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney fees and expenses arising out of any act or omission on the part of Architect, or its subcontractors, partners or independent contractors or any of their agents or employees, in the performance of or with relation to any of the work or services to be performed or furnished by Architect or the subcontractors, partners or independent contractors or any of their agents or employees under the Agreement.

## ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This 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 Agreement may be amended only by written instrument signed by both the Owner and Architect.

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

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:  
(Insert the date of the E203-2013 incorporated into this agreement.)

- .3 Exhibits:  
(Check the appropriate box for any exhibits incorporated into this Agreement.)

AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:  
(Insert the date of the E204-2017 incorporated into this agreement.)

Other Exhibits incorporated into this Agreement:  
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

Exhibit A – WSN 2019 Fee Schedule

Exhibit B – WSN February 10, 2009 Aitkin County Maintenance Building Addition and Remodeling Study

- .4 Other documents:  
(List other documents, if any, forming part of the Agreement.)


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

\_\_\_\_\_  
**OWNER** (Signature)

\_\_\_\_\_  
Jessica Seibert, Aitkin County Administrator  
(Printed name and title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Anne Marcotte, Board Chair  
(Printed name and title)

  
\_\_\_\_\_  
**ARCHITECT** (Signature)

\_\_\_\_\_  
Mike England, AIA, Vice-President  
(Printed name, title, and license number, if required)



# Board of County Commissioners Agenda Request

6C  
Agenda Item #

**Requested Meeting Date:** 11-26-19

**Title of Item:** 2019 Construction Project Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 15 minutes
<b>Summary of Issue:</b> The attached 2019 Summary of Highway Contracts will be reviewed to give a status update on each project under contract construction during 2019.		
<b>Alternatives, Options, Effects on Others/Comments:</b> None.		
<b>Recommended Action/Motion:</b> None.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

### 2019 Highway Contracts

Contract Number	Road Number	Project Number	Project Description	Project Location	Project Length (miles)	Bid Opening Date	Cost Estimate	Actual Bid	Comments
<b>Maintenance:</b>									
NA	NA		Application of pavement markings	various locations		3/25/2019	\$ 44,028.00	\$ 46,396.53	Completed
20191	NA		Application of calcium chloride	various locations		3/25/2019	\$ 252,000	\$ 251,720.00	Completed
20192		CP 001-090-031	Crack Sealing	CSAH 1, 10, 15, 28	28.74	4/29/2019	\$ 178,980	\$ 97,160.00	Completed
20193		CP 001-090-032	Aggregate Crushing	Gun Lake, Fish Trap, and Ball Bluff Pits		4/29/2019	\$ 230,700	\$ 205,800.00	Includes \$34,300 stockpile for Land Dept. Completed
<b>Total:</b>							\$ 705,708	\$ 601,077	
<b>Construction:</b>									
	CSAH 41	SAP 001-641-002	Reconstruction	1st Street to 2nd Street (TH 210)	0.1	3/26/2019	\$ 159,725	\$ 159,725.00	Bid as part of City Project. Completed
20194	CSAH 3	SAP 001-603-019	Pavement Resurfacing	CSAH 29 to US Hwy 169	4.15	6/3/2019	\$ 640,939.53	\$ 715,563.73	Completed
	CSAH 10	SAP 001-610-030	Pavement Resurfacing	TH 200 to Itasca County Line	2.25	6/3/2019	\$ 373,190.76	\$ 466,232.13	Completed
	CSAH 16	SAP 001-616-007	Pavement Resurfacing	CSAH 13 to TH 210	8.9	6/3/2019	\$ 1,257,721.72	\$ 1,283,064.80	Completed
	CR 70	CP 001-070-001	Pavement Resurfacing	TH 65 to TH 65	1.08	6/3/2019	\$ 199,888.00	\$ 228,870.43	Completed
		CP 001-090-033	Aggregate Shouldering	CSAH 3, 4, 10	46.2	6/3/2019	\$ 212,041.00	\$ 226,157.90	Completed
20195		SP 001-070-005	HSIP Pavement Markings	CSAH 1, 3, 6, 11, 14, 39		6/24/2019	\$ 231,431.80	\$ 145,023.55	Completed
20198		SP 001-070-006	HSIP Interection Lighting	CSAH 2, 4, 5, 6, 8, 10, 11, 12		7/29/2019	\$ 112,000.00	\$ 129,477.00	Completion Date 6-26-20
20197	CSAH 3	SAP 001-603-020	Clearing and Grubbing	6 miles east of CSAH 5 to TH 65		9/30/2019	\$ 176,386.00	\$ 243,107.50	Added due to SAP 001-603-018 delay. Completion Date 6-6-20
20198	CSAH 25	SAP 001-625-001	Reconstruction (Grading and Agg. Base)	Kanabec County Line to CSAH 23	3.3	10/28/2019	\$ 1,602,894.25	\$ 1,855,752.80	Completion Date 8-28-20
	CR 76	CP 001-076-001	Culvert Replacements	US Hwy 169 to US Hwy 169	2.82		\$ 200,000		Delayed to 2020.
	CSAH 3	SAP 001-603-018	Reconstruction	6 miles east of CSAH 5 to TH 65	3.2		\$ 3,200,000		Delayed to 2020.
	CSAH 5	SAP 001-605-013	Bridge (Culvert) Replacement	CSAH 5 over Fleming Lake inlet			\$ 179,182		Delayed until funding is available.
<b>Total:</b>							\$ 8,545,400	\$ 5,452,976	



# Board of County Commissioners Agenda Request

60  
Agenda Item #

**Requested Meeting Date:** 11-26-19

**Title of Item:** 2020 Construction Program Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <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*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 15 minutes
<b>Summary of Issue:</b> The attached 2020 Summary of Highway Contracts will be reviewed to give an outline of projects anticipated to be constructed during the 2020 construction season.		
<b>Alternatives, Options, Effects on Others/Comments:</b> None.		
<b>Recommended Action/Motion:</b> None.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      Please Explain:		



### 2020 Highway Contracts

Contract Number	Road Number	Project Number	Project Description	Project Location	Project Length (miles)	Bid Opening Date	Cost Estimate	Actual Bid	Comments
<b>Maintenance:</b>									
NA	NA		Application of pavement markings	various locations		3/16/2019	\$ 48,600.00		
2020_	NA		Application of calcium chloride	various locations		3/16/2019	\$ 240,000.00		
2020_		CP 001-090-03_	Crack Sealing	CSAH 4, 6, 8, 10, 14, 36, 38	40.74	3/16/2019	\$ 150,000.00		
2020_		CP 001-090-03_	Chip Seal	CR 77, CR 81	2.1	3/16/2019	\$ 80,000.00		
<b>Total:</b>							\$ 518,600.00	\$ -	
<b>Construction:</b>									
2020_	CSAH 1	SAP 001-601-021	Bridge Rehabilitation	Bridge 01506 over the Mississippi River	0.2	3/2/2020	\$ 395,563.00		
2020_	CSAH 3	SAP 001-603-018	Reconstruction	6 miles east of CSAH 5 to TH 65	3.2	4/6/2019	\$ 3,200,000.00		
2020_	CSAH 5	SAP 001-605-013	Bridge (Culvert) Replacement	CSAH 5 over Fleming Lake inlet	0.1	5/5/2019	\$ 179,182.00		
	CSAH 14	SAP 001-614-014	Bridge Replacement	Bridge 01503 over Savanna River	0.2	5/5/2019	\$ 284,000.00		
	CSAH 36	SAP 001-636-004	Culvert Replacement	CSAH 36 over unnamed inlet to Big Sandy	0.01	5/5/2019	\$ 60,000.00		
	CR 76	CP 001-076-001	Culvert Replacements	US Hwy 169 to US Hwy 169	2.82	5/5/2019	\$ 200,000		
		CP 001-090-03_	Mississippi River Diversion Channel culverts	Culvert under south bank of Diversion Chan.	0.1	5/5/2019	\$ 20,000		
2020_	CR 27	CP 001-027-001	Partial Regrade, aggregate surfacing	TH 27 to CSAH 13 in Lawler	6.6	5/19/2019	\$ 800,000.00		
2020_		SAP 001-599-042	Waukenabo Township Bridge Replacement	Bridge L2357 over Waukenabo Lake outlet		5/19/2019	\$ 150,000.00		
<b>Total:</b>							\$ 5,288,745	\$ -	



Aitkin  
County

# Board of County Commissioners Agenda Request

6E  
Agenda Item #

**Requested Meeting Date:** 11-26-19

**Title of Item:** Bridge Priority Resolution

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 10 minutes
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**Summary of Issue:**  
The MnDOT Office of State Aid requests that counties periodically update their 5-year bridge replacement plans so they are able to plan, on a statewide basis, the amount of funding needed for the Local Bridge Replacement Program. Aitkin County last updated it's bridge priority resolution in April, 2018.

The bridges on the resolution are proposed for replacement based on annual bridge safety inspections and corresponding condition ratings and are also reflected in the 2020-2024 Capital Road Improvement Program. For the township bridges on the list, agreements are in place between the townships and Aitkin County Highway Department to facilitate the bridge replacement.

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

**Recommended Action/Motion:**  
Approve resolution.

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

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

ADOPTED November 26, 2019

By Commissioner: xx

**20191126-0xx**

**Bridge Priority**

**WHEREAS**, Aitkin County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, and

**WHEREAS**, Aitkin County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

**NOW, THEREFORE BE IT RESOLVED** that the following deficient bridges are high priority and Aitkin County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

Existing Bridge Number	Road Number	Section/ Township/ Range	Project Cost	State-Aid Funds	Town Bridge Funds	Local Funds	Local Bridge Replacement Program Funds	Program Year
NA	CSAH 5	23-48N-25W	\$170,000	\$100,000			\$70,000	2020
01503	CSAH 14	19-50N-22W	\$284,000	\$184,000			\$100,000	2020
L2357	490 <sup>th</sup> Lane Waukenabo Twp	15-49N-26W	\$160,000		\$150,000	\$10,000		2020
NA	420 <sup>th</sup> Avenue Farm Island Twp	26-46N-27W	\$105,000		\$95,000	\$10,000		2021
1507	CSAH 12	16-46N-26W	\$600,000	\$365,000			\$235,000	2021
88100	CSAH 11	6-45N-27W	\$150,000	\$75,000			\$75,000	2022
01505	CSAH 18	7-50N-24W	\$975,000	\$565,000			\$410,000	2022
01510	CR 62	13-48N-24W	\$650,000			\$150,000	\$500,000	2022
01508	CSAH 5	14-47N-25W	\$735,000	\$415,000			\$320,000	2023
7375	CR 54	17-47N-26W	\$450,000			\$100,000	\$350,000	2023

**FURTHERMORE**, Aitkin County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

**FURTHERMORE**, Aitkin County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26<sup>th</sup> day of November 2019, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 26<sup>th</sup> day of November, 2019**

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Jessica Seibert  
County Administrator



# Aitkin County Board of Commissioners Agenda Request Form

7

Agenda Item #

**Requested Meeting Date:** November 26, 2019  
**Title of Item:** Committee Reports

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested by:</b> County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	3 <sup>rd</sup> Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	Monthly	3 <sup>rd</sup> Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 <sup>rd</sup> Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 <sup>rd</sup> Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 <sup>rd</sup> Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Wednesday	Pratt, Alt. Marcotte
Budget Committee	Most months	1 <sup>st</sup> Tuesday	Wedel and Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> or 4 <sup>th</sup> Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 <sup>th</sup> Monday	Pratt and Land Cmr Courtemanche
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Pratt
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	10x year	3 <sup>rd</sup> Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 <sup>th</sup> Friday	Marcotte, Alt. Pratt
MN Rural Caucus	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 <sup>nd</sup> Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Pratt and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 <sup>th</sup> Thursday	Marcotte, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed	2 <sup>nd</sup> Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Pratt
Sobriety Court	Bi-Monthly	3 <sup>rd</sup> Thursday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund