

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS November 12, 2019 – BOARD AGENDA

Aitkin City Hall

- 9:00 1) **Anne Marcotte, County Board Chair**
- A) **Call to Order**
 - B) **Pledge of Allegiance**
 - C) **Board of Commissioners Meeting Procedure**
 - D) **Approval of Agenda**
 - E) **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 October 22, 2019 to November 11, 2019**
 - B) **Approve October 22, 2019 County Board Minutes**
 - C) **Approve Electronic Funds Transfers**
 - D) **Approve Commissioner Warrants**
 - E) **Approve Auditor Warrants – Anderson Brothers Payment**
 - F) **Approve Auditor Warrants – October School Advances**
 - G) **Approve Auditor Warrants – 10/24/19**
 - H) **Approve Auditor Warrants – 10/31/19**
 - I) **Approve October Manual Warrants**
 - J) **Approve Manual Warrants - Elan**
 - K) **Approve Participation in Class Action Opioid Case**
 - L) **Approve Aitkin County SWCD Lease Agreement**
 - 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**
- 9:02 3) **Honor Aitkin County Employee Veterans**
- 9:30 4) **Bobbie Danielson, Human Resources Director**
- A) **Approve Teamsters Non-licensed MOA re MSRS HCSP**
- 9:35 5) **Dan Guida, Sheriff**
- A) **Adopt Resolution: JPA MN Internet Crimes Against Children Task Force**
 - B) **Approve Outdoor Vehicle Fencing**

- 9:55 6) Jessica Seibert, County Administrator**
 - A) Kathy Beatty, Frank Merry – ANGELS Update**
 - B) 2019 Third Quarter Budget Review**
 - C) Fund Balance Review**
 - D) County Administrator Updates**

- 10:30 7) John Welle, County Administrator**
 - A) Award Contract No. 20198**
 - B) Approve AIA Agreement – Aitkin County Highway Department Office**

- 10:50 8) Committee Updates**

- 11:30 Adjourn**

The Aitkin County Board of Commissioners met this 22nd day of October, 2019 at 9:01 a.m., at the Aitkin Public Library, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham. Commissioner Laurie Westerlund was absent.

CALL TO ORDER

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to approve the October 22, 2019 amended agenda. Agenda Items 4.5 – Teen Driver Safety Grant Agreement, and 4.6 – Hillyard Lease Agreement, were added.

APPROVED AGENDA

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
October 22, 2019**

HEALTH & HUMAN SERVICES BOARD

Attendance

The Aitkin County Board of Commissioners met this 22nd day of October, 2019, at 9:02 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners J. Mark Wedel, Don Niemi, and Bill Pratt. Commissioner Westerlund was absent. Others present included: County Administrator Jessica Seibert, Cynthia Bennett ACH&HS Director, Accounting Supervisor Carli Goble, Kim Larson Adult Social Services Supervisor, Assistant to the County Administrator Sue Bingham, H&HS Executive Assistant Shawn Speed, and Guests: Carole Holten/HHS Advisory Board Member, Terri Mathis/HHS Advisory Board Member, and /Aitkin Independent Age.

Agenda

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the October 22, 2019 Health & Human Services Board agenda as presented.

Minutes

Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to approve the September 24, 2019 Health and Human Services Board minutes.

Bills

Carli noted that there was nothing notable on the bills this month.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the bills.

Health & Human Services Director Report, Cynthia Bennett, ACH&HS Director

Cynthia began by giving an update on her attendance of the Association of Minnesota Counties (AMC) district meeting and relayed there was a presentation on "Bridging the Divide" which was about reaching consensus when there are opposing opinions, values, or beliefs. This preceded a conversation on the Transportation funding gap and how we might to come to consensus over how to close the \$200 million gap between what the state pays to the counties and what it actually costs the counties for transportation

The format utilized was a new approach and the attending Commissioners worked in small groups to do some brainstorming, problem solving, and then reach consensus about how

we move forward to develop a plan to fill the funding gap for transportation. Commissioners commented that this was very valuable to listen to varying opinions and solutions and work together to find consensus.

The group also voted on the proposed legislative platform issues. The group selected three priorities which were:

1. To promote legislation that preserves the tax base in response to increased property tax appeals, utility tax refunds, and potential dark store assessing practices. This priority relates to our county by the impact of the Enbridge Utility Company refund that we could have to pay.
2. To promote a sustainable approach to payment of PILP funds that includes proposals to address instability in PILP payments and acquired acres land. Payments to PILP have been stagnant in recent years and have not had any increases along with the cost of living and inflation and counties have lost tax base because of that. AMC's proposal asks for an increase in revenues to figure out a way to make it consistent so we are not losing money in that area.
3. AMC supports a comprehensive and sustainable transportation funding package that includes new revenues for roads, bridges, and transit. This involves asking for sustainable investment options from the legislature to help counties plan for future projects and address the growing needs at the local level.

Commissioner Marcotte remarked that she thought the conversation was very open and the willingness to participate was beyond what she had expected.

Commissioner Pratt added that the meeting showed that if you are willing to listen to others viewpoints it will greatly increase the probability of coming to a consensus.

Commissioner Marcotte added that conversations at the AMC board meeting the HHS Policy Committee Chair indicated that there are a great deal of hot issues to discuss within HHS that have not necessarily been settled yet. AMC is including the Sunday night before the conference in December for extra time for that group to meet and further discuss.

Lastly Commissioner Marcotte talked about her discussion with the Minnesota Attorney General about the prices of Insulin and that he was making it one of his top priorities to work on but there is a potential for legislation or a special session relating to the Insulin prices specifically. She state that AMC supports anything that can be done related to this issue.

Approval of Out-of-State Travel

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the travel of Nick Anderson for the Police, Treatment, and Community Collaborative (PTACC) Conference in Ponte??? Or Point Verde Beach, Florida November 10-13, 2019.

Approval of Contracts/Agreements/Policies

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the Memorandum of Understanding between Aitkin County and Nystrom and Associates to provide onsite substance use disorder assessments.

Financial Update, Carli Goble, Accounting Supervisor

Carli started by talking about the five year trend in HHS's fund balance and that it has gone down for the last five years as we have been using it to reduce the levy costs that we have asked for each year.

Commissioner Marcotte inquired about at how much of a percentage does HHS have to keep their fund balance and Carli responded that the State Auditor recommends anywhere from 35-50% be kept in fund balance but that the County Fund Balance policy indicates between 40-50% for HHS. Right now we are slightly above 50%, but foster care costs can fluctuate \$100-200 thousand in a matter of a month so it is nice to keep a safe amount in there.

Carli noted that foster care costs, this year, are still below what they have traditionally been.

Out-of-Home placement costs are right around \$64,000 below where they were at the same time last year.

Carli continued her report by going through the 2019 Q3 Financial Reports, which are included.

There was a discussion about the cost differences between a State Regional Treatment Center and a State operated Community Behavioral Health Hospital
Commissioner Wedel inquired what percentage of the total cost per day we are paying for the clients in St. Peter and Cynthia responded that she would get that information and forward it onto the Board members.

Commissioner Wedel then added that he would like to see what services we are getting for our costs at any of the facilities. There was also discussion about transparency and accountability with costs associated with these placements.

Carli ended her budget with letting the Board members know where we were, budget wise, right now. At the end of the third quarter we should be at around 75% of our expenditures and we are at 70-71% and revenues are at 68%, revenues are typically posted twice a year in June and November so those November numbers will be coming soon.

Committee Reports

Tri-County Community Health Services Board (CHS) Update

Cynthia briefed the Board that The CHS board of directors voted that the Tri-County alliance would submit a separate grant application for the SHIP Grant. Previously the Tri-County applied jointly with the Quad-Counties (Carlton, Cook, Lake and St Louis) and were listed as a sub-contractor to the Quad-Counties. This created some restrictions on decision making within the Tri-county and to create more autonomy and flexibility it was determined to be in the best interest of the Tri-County to apply for the SHIP grant separately. For that grant and they did not feel that was a fair representation of the merging of the seven counties and that they were having to ask the Quad-Counties for permission to do things.

HHS Advisory Committee Update

Carole Holten, Advisory Committee Chairperson, was in attendance and briefed the Board members on the October 2nd meeting. Minutes from that meeting were included in the Board packet given to the members prior to the meeting.

Commissioner Wedel encouraged the other Board members to pay particular attention to Item V of the minutes for the committee and to see that there is a lot involved in giving the elevator speeches about Suicide Awareness.

NEMOJT Update

Commissioner Niemi briefed that they had a phone conference instead of meeting and the primary conversation was that the NEMOJT director who was leaving to take another job at a school is being allowed to do both duties.

Commissioner Wedel added that he wanted to applaud the Career Force Center in Aitkin with helping a few people, who had contacted him, with finding employment.

The meeting was adjourned at 10:01 a.m.

Next Meeting – November 26, 2019

Break: 10:01 a.m. to 10:13 a.m.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve the Consent Agenda as follows: A) Correspondence File: October 8, 2019 to October 21, 2019; B) Approve County Board Minutes: October 8, 2019; C) Approve Electronic Funds Transfers: \$738,107.84; D) Approve Commissioner Warrants – 10-15-19: General Fund \$187,120.13, Road & Bridge \$118,688.74, Health & Human Services \$53,764.35, State \$12,157.50, Trust \$23,073.25, Forest Development \$16,579.71, Taxes & Penalties \$86,246.53, Long Lake Conservation Center \$14,147.62, Parks \$9,032.15 for a total of \$520,809.98; E) September Sales & Diesel Tax: General Fund \$305.86, Road & Bridge \$1,500.07, Health & Human Services \$0.06, Trust \$9.01, Forest Development \$146.60, Long Lake Conservation Center \$55.84, Parks \$217.54 for a total of \$2,234.98; F) Approve (3) Manual Warrants – Elan: Elan #1. General Fund \$6,948.04, Road & Bridge \$-801.34, Health & Human Services \$2,202.06, Trust \$279.00, Long Lake Conservation Center \$682.56 for a total of \$9,310.32; Elan #2. General Fund \$5,422.26, Road & Bridge \$6.40, Health & Human Services \$920.10, Trust \$360.00, Long Lake Conservation Center \$453.03 for a total of \$7,161.79; Elan #3. General Fund \$4,653.56, Road & Bridge \$6.40, Health & Human Services \$2,532.26, Forest Development \$74.99, Capital Project \$4,630.92, Long Lake Conservation Center \$639.90 for a total of \$12,538.03; G) Approve Auditor Warrants – 10-10-19: Road & Bridge \$3,400.95; H) Approve Auditor Warrants – 10-15-19: Road & Bridge \$58,597.14, Trust \$80.00 for a total of \$58,677.14; I) Adopt Resolution: Mail Balloting; J) Approve Purchase of Election Equipment

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

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

Ball Bluff Township, which supported the NE Unorganized Towns of (51-22, 52-22, and 52-24) has adopted mail balloting; Aitkin Township has chosen to discontinue that support for Unorganized Town 48-27 (Blind Lake).

**HHS BOARD
ADJOURNS**

BREAK

**CONSENT
AGENDA**

**RESOLUTION
20191022-086
MAIL
BALLOTING**

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 NE Unorganized Towns and Unorganized Town 48-27 (Blind Lake).

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve purchase of election equipment by Dominion Voting Systems, as presented, at a cost of \$144,885.00 under the MN State Contract pricing.

The County Board of Commissioners recognized and congratulated Terry Neff, Environmental Services Director on receiving the prestigious Tina Rosenstein Award.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to approve draft Isedor Iverson Airport Safety Ordinance to be published for public hearing and comment.

Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members present voting to deny the City of Aitkin's request to designate the County Auditor as the fiscal agent for the Teen Driver Safety Grant Agreement, on behalf of the City of Aitkin. The County Board feels it would be more fitting to designate a fiscal agent from those directly involved, such as the City of Aitkin or the Aitkin School District.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve entering into a 3-year zero interest, lease-to-own program for floor cleaning equipment with Hillyard, in the amount of \$26,184.00.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to approve updated Aitkin County Transportation Employee Drug and Alcohol Policy under the Omnibus Transportation Employee Testing Act, as presented.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to approve updated Employee Wellness and Recognition Policy, with changes at 25, 30, and 35 years, as discussed.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to approve AFSCME HHS Unit MOA: MSRS HCSP, as presented.

**ELECTION
EQUIPMENT
PURCHASE**

**TERRY NEFF
RECOGNITION**

**DRAFT SAFETY
ORDINANCE -
MCGREGOR
AIRPORT**

**TEEN DRIVER
SAFETY GRANT
AGREEMENT**

**HILLYARD
LEASE
AGREEMENT**

**DRUG &
ALCOHOL
TESTING
POLICY**

**WELLNESS &
RECOGNITION
POLICY**

**AFSCME HHS
UNIT MOA:
MSRS HCSP**

Kristen Houle from CliftonLarsonAllen reviewed the 2018 Audit with the Board and answered questions.

2018 AUDIT

Jessica Seibert, County Administrator discussed the following with the Board:

COUNTY ADMINISTRATOR UPDATES

- November 1st Open House: There will be a Quorum of County Commissioners
- November 12th County Board meeting will be at Aitkin City Hall
- November 1st MHB meeting in Walker: Possible Quorum of County Commissioners
- Government Center Building Updates
- Quarterly Association of Township Meeting

John Welle, County Engineer reviewed the Aitkin County Highway Department 2018 Annual Report with the Board. Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve the report.

HIGHWAY DEPT. 2018 ANNUAL REPORT

The Board discussed: AMC District Mtg., AMC Board Mtg., ECRL, NE MN Transportation, BSLWMP, NRAC, Association of Townships, TZD and EDA.

BOARD DISCUSSION

Break: 12:12 p.m. to 12:20 p.m.

BREAK

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting to close the meeting at 12:20 p.m. under MN Statute 13D.05 Attorney Client Privilege – Class Action Notice To All Counties, Cities, and Local Governments as listed at www.OpioidsNegotiationClass.info.

CLOSED MEETING

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting to reopen the meeting at 12:25 p.m.

REOPEN MEETING

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members present voting yes to adjourn the meeting at 12:29 p.m. until Tuesday, November 12, 2019 at Aitkin City Hall.

ADJOURN

Anne Marcotte, Board Chair
Aitkin County Board of Commissioners

Jessica Seibert, County Administrator



Aitkin
County

Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 11/12/2019

Title of Item: Electronic funds transfers

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

Submitted by: Lori Grams	Department: County Treasurer
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Presenter (Name and Title): N/A	Estimated Time Needed:
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Summary of Issue:
Electronic funds transfers thru 11/4/19

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 4, 2019 Board Meeting November 12, 2019

Date	Amount	Reason
10/17/19	11212.13	Manual Abstract
10/18/19	\$53,314.26	Commissioner Warrants
10/18/19	\$1,774.16	Auditor Warrants
10/22/19	\$1,513,752.99	Auditor Warrants
10/22/19	\$2,050.63	Commissioner Warrants
10/22/19	\$906,317.71	Manual Abstract
10/23/19	\$1,328,270.35	Auditor Warrants
10/23/19	\$1,397.73	Manual Abstract
10/25/19	\$1,430.55	Auditor Warrants
10/25/19	\$2,427.00	Manual Abstract
10/25/19	\$538,881.70	Payroll Abstract
10/30/19	\$2,024.10	Manual Abstract
10/31/19	\$11,059.08	Manual Abstract
11/1/19	\$38,200.05	Commissioner Warrants

\$4,412,112.44

LAH1
10/28/19 9:31AM

Aitkin County

20



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

LAH1
 10/28/19 9:31AM
 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1 DEPT		Commissioners			
86222 Aitkin Independent Age					
01-001-000-0000-6230		78.75 Synopsis 9/10/19	728678	Printing, Publishing & Adv	N
01-001-000-0000-6230		15.75 Beacon Meeting	728679	Printing, Publishing & Adv	N
01-001-000-0000-6230		105.00 Synopsis 9/24/19	732417	Printing, Publishing & Adv	N
86222 Aitkin Independent Age		199.50			
			3 Transactions		
3590 Niemi/Donald					
01-001-000-0000-6340		22.91 AMC meals		Meals (Overnight)	N
3590 Niemi/Donald		22.91			
			1 Transactions		
6097 Verizon Wireless					
01-001-000-0000-6250		32.25 Cell phone Wedel	28628780200001	Telephone	N
01-001-000-0000-6250		35.01 Correcting payment to IT	386695110	Telephone	N
01-001-000-0000-6250		35.01 Marcotte Mifi	78666388100002	Telephone	N
6097 Verizon Wireless		102.27			
			3 Transactions		
1 DEPT Total:		324.68	Commissioners	3 Vendors	7 Transactions
12 DEPT			Court Administration		
8175 Centurylink					
01-012-000-0000-6250		12.18 Long distance	313645966	Telephone	N
8175 Centurylink		12.18			
			1 Transactions		
14560 State of Minnesota					
01-012-000-0000-6625		967.58 Court Room 3 Equipment	19-2	Office Equipment	N
14560 State of Minnesota		967.58			
			1 Transactions		
12 DEPT Total:		979.76	Court Administration	2 Vendors	2 Transactions
40 DEPT			Auditor		
88284 Aitkin Co Recorder					
01-040-000-0000-6241		20.00 Notary renewal recording	Harmon	Registration Fee	N
88284 Aitkin Co Recorder		20.00			
			1 Transactions		
783 Canon Financial Services, Inc					
01-040-021-0000-6231		20.36 License Center fax 042	20622507	Services, Labor, Contracts	N
01-040-000-0000-6231		200.16 Copier contract 044	20622509	Services, Labor, Contracts	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
1 General Fund

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>	
783 Canon Financial Services, Inc		Copier contract 041	20636423	Services, Labor, Contracts	N
		3 Transactions			
8175 Centurylink		Long distance	313645966	Telephone	N
		Long distance	313645966	License Center- Phone	N
		Local phone	314154028	License Center- Phone	N
8175 Centurylink		3 Transactions			
163 Charter Communications		Monthly internet	83523056600458	License Center- Phone	N
163 Charter Communications		1 Transactions			
2386 Information Systems Corp		App Extender support	25191	Services, Labor, Contracts	N
		01/07/2020 01/07/2021			
2386 Information Systems Corp		1 Transactions			
3358 Minnesota State Auditor		Local Govt Training	1338	Training/Education	N
3358 Minnesota State Auditor		1 Transactions			
14881 National Business Systems		Est Budget Hearing Postage	509233	Postage	N
14881 National Business Systems		1 Transactions			
3267 Peysar/Kirk		MCIS Meeting mileage	102@.58	Transportation & Travel	N
3267 Peysar/Kirk		1 Transactions			
89796 Ryan/Kathleen		Mileage MACATFO meeting	58@.48	Transportation & Travel	N
89796 Ryan/Kathleen		1 Transactions			
86235 The Office Shop Inc		Toner	1070602-0	Office & Computer Supplies	N
		Adding machine tape	1070856-0	Office & Computer Supplies	N
		Paper, clips, rubber bands	307519-0	Office & Computer Supplies	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
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	
86235 The Office Shop Inc		91.46	3 Transactions		
40 DEPT Total:		9,467.23	Auditor	10 Vendors	16 Transactions
42 DEPT			Treasurer		
8175 Centurylink					
01-042-000-0000-6250		12.18	Long distance	313645966	Telephone N
8175 Centurylink		12.18		1 Transactions	
4173 Grams/Lori					
01-042-000-0000-6405		329.98	Cash drawer, brackets, paper		Office & Computer Supplies N
4173 Grams/Lori		329.98		1 Transactions	
2386 Information Systems Corp					
01-042-000-0000-6231		503.04	App Extender support	25191	Services, Labor, Contracts N
			01/07/2020 01/07/2021		
2386 Information Systems Corp		503.04		1 Transactions	
14885 Jaguar Software					
01-042-000-0000-6231		2,282.00	Jagaitcou131105	8690	Services, Labor, Contracts N
			11/13/2019 11/13/2020		
14885 Jaguar Software		2,282.00		1 Transactions	
42 DEPT Total:		3,127.20	Treasurer	4 Vendors	4 Transactions
43 DEPT			Assessor		
8175 Centurylink					
01-043-000-0000-6250		20.88	Long distance	313645966	Telephone N
8175 Centurylink		20.88		1 Transactions	
4641 Holiday Credit Office					
01-043-000-0000-6511		370.65	Assessor gas	1400000147443	Gas And Oil N
4641 Holiday Credit Office		370.65		1 Transactions	
5430 Minnesota State Board Of Assessors					
01-043-000-0000-6240		100.00	Assessor Trainee License		Dues & License Renewal N
5430 Minnesota State Board Of Assessors		100.00		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAHI
10/28/19 9:31AM
1 General Fund

Vendor Name	<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>	
6097 Verizon Wireless		35.01	Correcting payment to IT	386695110	Telephone	N
6097 Verizon Wireless		35.01	1 Transactions			
43 DEPT Total:		526.54	Assessor	4 Vendors	4 Transactions	
44 DEPT			Central Services			
783 Canon Financial Services, Inc		200.16	Copier contract 043	20622508	Services, Labor, Contracts	N
783 Canon Financial Services, Inc		200.16	1 Transactions			
8175 Centurylink		5.22	Long distance	313645966	Telephone	N
8175 Centurylink		5.22	1 Transactions			
10185 Centurylink Communications Inc		0.27	Local phone	320295974	Telephone	N
10185 Centurylink Communications Inc		0.27	1 Transactions			
1010 City Of Aitkin		8,367.18	2nd half abatement Co Mkt		Tax Abatements	N
1010 City Of Aitkin		8,367.18	1 Transactions			
13722 NEOFUNDS		3,676.00	Postage, supplies	79000440801866	Postage Supplies	N
13722 NEOFUNDS		3,676.00	1 Transactions			
8691 Northland Hydraulic Service		850.00	2019 Tax abatement	57-0-002903	Tax Abatements	Y
8691 Northland Hydraulic Service		850.00	1 Transactions			
3336 Office Of MN. IT Services		1,300.00	Sept 2019	DV19090378	Services, Labor, Contracts	N
3336 Office Of MN. IT Services		1,300.00	1 Transactions			
13845 SB PHARMACY LLC		1,514.99	1/2 tax abatement	59-1-039306	Tax Abatements	N
13845 SB PHARMACY LLC		1,514.99	1 Transactions			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
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	
44 DEPT Total:		15,913.82	Central Services	8 Vendors	8 Transactions
45 DEPT			Motor Pool		
50 Aitkin Body Shop, Inc			Windshield #9	11575	Car Maintenance
01-045-000-0000-6302		713.03			N
50 Aitkin Body Shop, Inc		713.03		1 Transactions	
4070 Riley Auto Supply			Wipers & wash for #21	612258	Car Maintenance
01-045-000-0000-6302		55.52			N
4070 Riley Auto Supply		55.52		1 Transactions	
45 DEPT Total:		768.55	Motor Pool	2 Vendors	2 Transactions
49 DEPT			Information Technologies		
8175 Centurylink			Long distance	313645966	Telephone
01-049-000-0000-6250		17.40			N
8175 Centurylink		17.40		1 Transactions	
6097 Verizon Wireless			Missed June 2018 payment	386695110	Programming, Services, Contracts
01-049-000-0000-6231		35.01			N
01-049-000-0000-6231		35.01	Monthly broadband	386695110000002	Programming, Services, Contracts
6097 Verizon Wireless		70.02		2 Transactions	N
49 DEPT Total:		87.42	Information Technologies	2 Vendors	3 Transactions
52 DEPT			Administration		
248 Association of Mn Counties			MACA Fall conference	54559	Registration Fee
01-052-000-0000-6241		175.00			N
248 Association of Mn Counties		175.00		1 Transactions	
8175 Centurylink			Long distance	313645966	Telephone
01-052-000-0000-6250		43.50			N
8175 Centurylink		43.50		1 Transactions	
4641 Holiday Credit Office			Admin gas	1400000135194	Gas And Oil
01-052-000-0000-6511		33.14			N
4641 Holiday Credit Office		33.14		1 Transactions	

LAHI
 10/28/19 9:31AM
 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
52	DEPT Total:		251.64	Administration	3 Vendors	3 Transactions	
53	DEPT			Human Resources			
86222	Aitkin Independent Age 01-053-000-0000-6230		69.00	Help wanted ad 09/04/2019	722634	Printing, Publishing & Adv	N
	01-053-000-0000-6230		75.00	Help wanted ad 09/11/2019	724079	Printing, Publishing & Adv	N
	01-053-000-0000-6230		63.00	Help wanted ad 09/18/2019	725614	Printing, Publishing & Adv	N
	01-053-000-0000-6230		66.00	Help wanted ad 09/25/2019	727355	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		273.00		4 Transactions		
248	Association of Mn Counties 01-053-000-0000-6241		175.00	MACA Fall conference	54559	Registration Fee	N
248	Association of Mn Counties		175.00		1 Transactions		
13412	Pemberton, Sorlie, Rufer & Kershner PLLI 01-053-000-0000-6232		190.50	County Law	57	Attorney Services	Y
13412	Pemberton, Sorlie, Rufer & Kershner PLLI		190.50		1 Transactions		
86235	The Office Shop Inc 01-053-000-0000-6298		53.64	Certificate holders	1070203-0	Employee Recognition	N
86235	The Office Shop Inc		53.64		1 Transactions		
53	DEPT Total:		692.14	Human Resources	4 Vendors	7 Transactions	
60	DEPT			Elections			
11051	Department of Human Services 01-060-000-0000-6231		229.15	Mailing services	A300IC01199I	Services, Labor, Contracts	N
11051	Department of Human Services		229.15		1 Transactions		
13129	SeaChange 01-060-000-0000-6406		562.50	Ballot printing for Hill City	31581	Ballots & Programming	N
13129	SeaChange		562.50		1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Paid On Bhf #	On Behalf of Name	
60 DEPT Total:		791.65	Elections	2 Vendors	2 Transactions
90 DEPT			Attorney		
10452 AT&T Mobility					
01-090-000-0000-6250		277.53	Attorney cell phones	287287384077	Telephone N
10452 AT&T Mobility		277.53		1 Transactions	
783 Canon Financial Services, Inc					
01-090-000-0000-6405		359.91	Copier contract 038	20636422	Office & Computer Supplies N
783 Canon Financial Services, Inc		359.91		1 Transactions	
8175 Centurylink					
01-090-000-0000-6250		34.80	Long distance	313645966	Telephone N
8175 Centurylink		34.80		1 Transactions	
10185 Centurylink Communications Inc					
01-090-000-0000-6250		2.04	Local phone	320295974	Telephone N
10185 Centurylink Communications Inc		2.04		1 Transactions	
1180 Crow Wing Co Sheriff's Office					
01-090-000-0000-6234		75.00	Subpoena 01cr18789	7658	Co Sheriff Services N
1180 Crow Wing Co Sheriff's Office		75.00		1 Transactions	
15372 Crow Wing- Aitkin County Bar Associatio					
01-090-000-0000-6240		40.00	Membership L Rakotz		Dues & Registration Fee N
15372 Crow Wing- Aitkin County Bar Associatio		40.00		1 Transactions	
10855 Culligan					
01-090-000-0000-6213		66.60	Monthly water	1500200984347	Drug & Forfeiture Ms387.213 N
10855 Culligan		66.60		1 Transactions	
3150 Mille Lacs Co Sheriff					
01-090-000-0000-6234		83.50	Subpoena 01cr19645	8542	Co Sheriff Services N
01-090-000-0000-6234		120.02	Subpoena 01cr18225	9569	Co Sheriff Services N
3150 Mille Lacs Co Sheriff		203.52		2 Transactions	
11176 Schiferl/Natalie Miller					
01-090-000-0000-6330		148.48	Training St Cloud Mileage	256@.58	Transportation & Travel & Parking N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
1 General Fund

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
11176 Schiferl/Natalie Miller		148.48				
			1 Transactions			
10879 Shred- It						
01- 090- 000- 0000- 6231		182.97	On site regular service	8128223261	Services, Labor, Contracts	N
10879 Shred- It		182.97				
			1 Transactions			
86235 The Office Shop Inc						
01- 090- 000- 0000- 6405		252.72	CD Envelope	1070233- 0	Office & Computer Supplies	N
01- 090- 000- 0000- 6625		1,166.93	Copier contract	307273- 0	Office Equipment	N
86235 The Office Shop Inc		1,419.65				
			2 Transactions			
5173 Thomson Reuters- West Publishing						
01- 090- 000- 0000- 6239		1,492.37	West Info charges	841050327	Computer Research	N
01- 090- 000- 0000- 6239		326.73	Subscription charges	841142412	Computer Research	N
5173 Thomson Reuters- West Publishing		1,819.10				
			2 Transactions			
90 DEPT Total:		4,629.60	Attorney	12 Vendors	15 Transactions	
100 DEPT			Recorder			
8175 Centurylink						
01- 100- 000- 0000- 6250		20.88	Long distance	313645966	Telephone	N
8175 Centurylink		20.88				
			1 Transactions			
2386 Information Systems Corp						
01- 100- 195- 0000- 6231		335.35	App Extender support	25191	Services, Labor, Contracts- Land Reco	N
			01/07/2020	01/07/2021		
01- 100- 196- 0000- 6231		838.39	App Extender support	25191	Services, Labor, Contracts- Recorder's	N
			01/07/2020	01/07/2021		
2386 Information Systems Corp		1,173.74				
			2 Transactions			
100 DEPT Total:		1,194.62	Recorder	2 Vendors	3 Transactions	
110 DEPT			Courthouse Maintenance			
8175 Centurylink						
01- 110- 000- 0000- 6250		3.48	Long distance	313645966	Phone	N
8175 Centurylink		3.48				
			1 Transactions			
88628 Dalco Enterprises, Inc.						

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
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	
01-110-000-0000-6422		Credit memo	3488718	Janitorial Supplies	N
01-110-000-0000-6422		Wheel	3502478	Janitorial Supplies	N
01-110-000-0000-6422		Towel dispensers	3502498	Janitorial Supplies	N
88628 Dalco Enterprises, Inc.					
			3 Transactions		
3950 Public Utilities					
01-110-000-0000-6254		CH Building Coordinator	0200050109016	Utilities & Heating	N
01-110-000-0000-6254		Glarco	0200050186004	Utilities & Heating	N
01-110-000-0000-6254		Old County Garage	0200050202003	Utilities & Heating	N
01-110-000-0000-6254		Courthouse	0300000509007	Utilities & Heating	N
01-110-000-0000-6254		LA Tool Building	0300050188007	Utilities & Heating	N
3950 Public Utilities			5 Transactions		
10698 Stericycle, Inc					
01-110-000-0000-6255		Steri-Safe	4008848076	Garbage	6
		11/01/2019	11/30/2019		
10698 Stericycle, Inc			1 Transactions		
86235 The Office Shop Inc					
01-110-000-0000-6405		Pencil sharpener, pads	307472-0	Office Supplies	N
01-110-000-0000-6405		Markers	307531-0	Office Supplies	N
01-110-000-0000-6405		Markers	307533-0	Office Supplies	N
86235 The Office Shop Inc			3 Transactions		
13146 The Retrofit Companies, Inc					
01-110-000-0000-6231		Recycling charges	0106189-IN	Services, Labor, Contracts	N
13146 The Retrofit Companies, Inc			1 Transactions		
110 DEPT Total:		Courthouse Maintenance	6 Vendors	14 Transactions	
120 DEPT		Service Officer			
8175 Centurylink					
01-120-000-0000-6250		Long distance	313645966	Telephone	N
8175 Centurylink			1 Transactions		
10185 Centurylink Communications Inc					
01-120-000-0000-6250		Local phone	320295974	Telephone	N
10185 Centurylink Communications Inc			1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAHI
10/28/19 9:31AM
1 General Fund

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3518 Voyageur Press Of Mcgregor/The		100.00	Display ad	40751	Printing, Publishing & Adv	N
3518 Voyageur Press Of Mcgregor/The		100.00		1 Transactions		
120 DEPT Total:		168.95	Service Officer	3 Vendors	3 Transactions	
122 DEPT			Planning & Zoning			
14320 Benson/Lin		20.00	BOA onsite		Per Diem	Y
14320 Benson/Lin		50.00	BOA Meeting	10/2/19	Per Diem	Y
14320 Benson/Lin		102.66	BOA Mileage	177@.58	Boa/Pc Mileage	N
14320 Benson/Lin		172.66		3 Transactions		
783 Canon Financial Services, Inc		166.12	Copier contract 046	20658248	Services, Labor, Contracts, Programm	N
783 Canon Financial Services, Inc		166.12		1 Transactions		
8175 Centurylink		80.04	Long distance	313645966	Telephone	N
8175 Centurylink		80.04		1 Transactions		
15142 Christensen/Charles		20.00	BOA on sites		Per Diem	N
15142 Christensen/Charles		50.00	BOA Meeting	10/2/19	Per Diem	N
15142 Christensen/Charles		50.46	BOA Mileage	87@.58	Boa/Pc Mileage	N
15142 Christensen/Charles		120.46		3 Transactions		
9992 Gansen/Peter		12.67	Lunches MACPZA training		Meals	N
9992 Gansen/Peter		12.67		1 Transactions		
4641 Holiday Credit Office		103.13	P&Z gas	1400000135321	Gas And Oil	N
4641 Holiday Credit Office		103.13		1 Transactions		
2340 Hyytinen Hardware Hank		2.49	Flagging tape for site visits	1545665	Office, Computer, Film, & Field Suppl	N
2340 Hyytinen Hardware Hank		2.49		1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
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 01- 122- 000- 0000- 6231		1,173.75	App Extender support 01/07/2020 01/07/2021	25191	Services, Labor, Contracts, Programm N
2386 Information Systems Corp		1,173.75	1 Transactions		
11990 Lange/David 01- 122- 038- 0000- 6330		50.00	PC Meeting	10/18/19	Boa/Pc Mileage Y
01- 122- 038- 0000- 6330		40.60	PC Mileage	70@.58	Boa/Pc Mileage N
11990 Lange/David		90.60	2 Transactions		
13339 Marsh/Marcus 01- 122- 000- 0000- 6350		50.00	BOA Meeting	10/2/19	Per Diem N
01- 122- 038- 0000- 6330		6.96	BOA Mileage	12@.58	Boa/Pc Mileage N
13339 Marsh/Marcus		56.96	2 Transactions		
5516 Paquette/Jeremy M 01- 122- 000- 0000- 6350		20.00	BOA Onsites		Per Diem Y
01- 122- 000- 0000- 6350		50.00	BOA Meeting	10/2/19	Per Diem Y
01- 122- 038- 0000- 6330		102.08	BOA Mileage	176@.58	Boa/Pc Mileage N
5516 Paquette/Jeremy M		172.08	3 Transactions		
4010 Rasley Oil Company 01- 122- 000- 0000- 6511		97.08	Fuel Charges	AITCOZOS	Gas And Oil N
4010 Rasley Oil Company		97.08	1 Transactions		
15380 Scarcella/Michael 01- 122- 000- 0000- 6820		150.00	Partial refund App2019- 005083		Refunds & Reimbursements N
15380 Scarcella/Michael		150.00	1 Transactions		
13424 Sonnee/Dennise J 01- 122- 000- 0000- 6350		50.00	PC Meeting	10/18/19	Per Diem Y
01- 122- 038- 0000- 6330		29.00	PC Mileage	50@.58	Boa/Pc Mileage N
13424 Sonnee/Dennise J		79.00	2 Transactions		
10028 Spiel/Edward 01- 122- 000- 0000- 6350		20.00	BOA Onsites		Per Diem Y
01- 122- 000- 0000- 6350		50.00	BOA Meeting	10/2/19	Per Diem Y
01- 122- 038- 0000- 6330		34.80	BOA Mileage	60@.58	Boa/Pc Mileage N

LAHI
 10/28/19 9:31AM
 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<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>	
10028 Spiel/Edward		104.80				
			3 Transactions			
6097 Verizon Wireless						
01- 122- 000- 0000- 6250		42.34	Cell phone P&Z	380690138	Telephone	N
6097 Verizon Wireless		42.34				
			1 Transactions			
122 DEPT Total:		2,624.18	Planning & Zoning	16 Vendors	27 Transactions	
200 DEPT			Enforcement			
86359 Aitkin Co Attorney						
01- 200- 039- 0000- 6425		1,275.00	3rd Q 2019 consultations		Gun Permit Expenses	N
86359 Aitkin Co Attorney		1,275.00		1 Transactions		
170 Aitkin Motor Company						
01- 200- 000- 0000- 6302		19.99	bulb for #219 squad	14362	Car Maintenance	N
170 Aitkin Motor Company		19.99		1 Transactions		
10442 Bureau Of Crim.Apprehension						
01- 200- 039- 0000- 6425		500.00	carry permits	01- 000062	Gun Permit Expenses	N
10442 Bureau Of Crim.Apprehension		500.00		1 Transactions		
8175 Centurylink						
01- 200- 000- 0000- 6250		144.43	Long distance	313645966	Telephone	N
8175 Centurylink		144.43		1 Transactions		
10185 Centurylink Communications Inc						
01- 200- 000- 0000- 6250		9.88	Local phone	320295974	Telephone	N
10185 Centurylink Communications Inc		9.88		1 Transactions		
1775 Galls LLC						
01- 200- 000- 0000- 6410		45.99-	return #223 pant	013895313	Clothing Allowance	N
1775 Galls LLC		45.99-		1 Transactions		
1829 Goble's Sewer Service Inc.						
01- 200- 000- 0000- 6231		380.00	19- 2759 septic pumping	15580	Services & Labor (Incl Contracts)	N
1829 Goble's Sewer Service Inc.		380.00		1 Transactions		
10412 O'Reilly Auto Parts						
01- 200- 000- 0000- 6302		56.98	pair wiper blades #212	1878- 436433	Car Maintenance	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
1 General Fund

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No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10412 O'Reilly Auto Parts		Syl mini bulb	1878-438096	Car Maintenance	N
		2 Transactions			
84172 Riverwood Healthcare Center		blood test	93805927	Services & Labor (Incl Contracts)	6
84172 Riverwood Healthcare Center		1 Transactions			
86235 The Office Shop Inc		64G flash drive 19- 2759	307543-0	Office Supplies	N
86235 The Office Shop Inc		1 Transactions			
13934 The Tire Barn		rear brakes #223	49963	Car Maintenance	N
		4 tires #216	50057	Car Maintenance	N
		oil change, 4 tires #209	50142	Car Maintenance	N
		oil change, 4 tires #219	50222	Car Maintenance	N
13934 The Tire Barn		4 Transactions			
6097 Verizon Wireless		ACSO 1378, 88, 89, 98	9839456499	Telephone	N
6097 Verizon Wireless		1 Transactions			
14558 Verizon Wireless- VSAT		preservation request 19- 2759	190256352	Services & Labor (Incl Contracts)	N
		preservation request 19- 2759	190256695	Services & Labor (Incl Contracts)	N
		preservation request 19- 2759	190256697	Services & Labor (Incl Contracts)	N
14558 Verizon Wireless- VSAT		3 Transactions			
9642 WEX BANK		deputy gas	61853101	Gas And Oil	N
9642 WEX BANK		1 Transactions			
200 DEPT Total:		Enforcement	14 Vendors	20 Transactions	
202 DEPT		Boat & Water			
7628 Al's Welding & Sandblasting		jet boat transom, trailer ramp	10293	B&W Maintenance	Y
7628 Al's Welding & Sandblasting		1 Transactions			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
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>	
3950 Public Utilities						
01- 202- 000- 0000- 6254		25.50	Boat & Water	0200063119006	Utilities	N
3950 Public Utilities		25.50		1 Transactions		
9642 WEX BANK						
01- 202- 000- 0000- 6511		257.53	B&W gas	61853101	Gas And Oil	N
9642 WEX BANK		257.53		1 Transactions		
5171 Willey's Marine Inc						
01- 202- 000- 0000- 6302		14.98	boat plugs	48344	B&W Maintenance	N
5171 Willey's Marine Inc		14.98		1 Transactions		
202 DEPT Total:		1,352.34	Boat & Water	4 Vendors	4 Transactions	
204 DEPT			ATV			
13403 Siggy's Small Engine Repair						
01- 204- 000- 0000- 6302		520.70	service '09 Polaris Sportsman	09/05/19	Car Maintenance	Y
13403 Siggy's Small Engine Repair		520.70		1 Transactions		
9642 WEX BANK						
01- 204- 000- 0000- 6511		203.49	ATV gas	61853101	Gas And Oil	N
9642 WEX BANK		203.49		1 Transactions		
204 DEPT Total:		724.19	ATV	2 Vendors	2 Transactions	
206 DEPT			Forfeitures			
86359 Aitkin Co Attorney						
01- 206- 000- 0000- 6409		59.40	16- 0119 currency forfeiture		Forfeiture Supplies	N
01- 206- 000- 0000- 6409		78.00	19- 0782 currency forfeiture		Forfeiture Supplies	N
01- 206- 000- 0000- 6409		12.00	19- 0723 currency forfeiture		Forfeiture Supplies	N
01- 206- 000- 0000- 6409		236.56	19- 0197 currency forfeiture		Forfeiture Supplies	N
01- 206- 000- 0000- 6409		10.20	19- 0984 currency forfeiture		Forfeiture Supplies	N
01- 206- 000- 0000- 6409		32.00	19- 0409 currency forfeiture		Forfeiture Supplies	N
01- 206- 000- 0000- 6409		28.65	19- 0312 currency forfeiture		Forfeiture Supplies	N
01- 206- 000- 0000- 6409		63.30	19- 0109 currency forfeiture		Forfeiture Supplies	N
01- 206- 000- 0000- 6409		28.80	19- 0144 currency forfeiture		Forfeiture Supplies	N
01- 206- 000- 0000- 6409		91.63	19- 0188 currency forfeiture		Forfeiture Supplies	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
86359	Aitkin Co Attorney		640.54		10 Transactions		
9429	State Treasurer's Office General Acct.						
	01-206-000-0000-6409		118.28	19-0197 currency forfeiture		Forfeiture Supplies	N
	01-206-000-0000-6409		16.00	19-0409 currency forfeiture		Forfeiture Supplies	N
	01-206-000-0000-6409		29.70	16-0119 currency forfeiture		Forfeiture Supplies	N
9429	State Treasurer's Office General Acct.		163.98		3 Transactions		
206	DEPT Total:		804.52	Forfeitures	2 Vendors	13 Transactions	
252	DEPT			Corrections			
5658	Amerigas						
	01-252-000-0000-6254		208.17	water tower generator	804414695	Utilities & Heating	N
5658	Amerigas		208.17		1 Transactions		
788	Bureau of Crim. Apprehension						
	01-252-000-0000-6231		390.00	CJDN quarterly access fee	568272	Services & Labor (Incl Contracts)	N
788	Bureau of Crim. Apprehension		390.00		1 Transactions		
783	Canon Financial Services, Inc						
	01-252-000-0000-6231		101.52	dispatch copier lease	20622510	Services & Labor (Incl Contracts)	N
783	Canon Financial Services, Inc		101.52		1 Transactions		
5398	CDW Government, Inc						
	01-252-000-0000-6405		773.12	Office booking, dispatch 2	VHM0021	Office & Computer Supplies	N
5398	CDW Government, Inc		773.12		1 Transactions		
8175	Centurylink						
	01-252-000-0000-6250		208.81	Long distance	313645966	Telephone	N
8175	Centurylink		208.81		1 Transactions		
10185	Centurylink Communications Inc						
	01-252-000-0000-6250		9.88	Local phone	320295974	Telephone	N
10185	Centurylink Communications Inc		9.88		1 Transactions		
5557	Eddy/Nancy						
	01-252-003-0000-6330		130.56	Sysco food show St. Paul	09/24/19	School Tran & Travel & Parking	Y
	01-252-003-0000-6330		60.48	Reinhart Food Show Duluth	10/15/19	School Tran & Travel & Parking	Y

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



LAH1
10/28/19 9:31AM
1 General Fund

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
5557 Eddy/Nancy		191.04				
			2 Transactions			
1775 Galls LLC						
01-252-000-0000-6410		164.70	uniform shirts Kayla	013868879	Clothing Allowance	N
01-252-000-0000-6410		112.05	uniform pants Kayla	013894924	Clothing Allowance	N
1775 Galls LLC		276.75				
			2 Transactions			
11889 Honeywell International Inc.						
01-252-000-0000-6590		1,751.13	summer chiller issues	5249571275	Repair & Maintenance Supplies	N
11889 Honeywell International Inc.		1,751.13				
			1 Transactions			
3160 Mille Lacs Energy Coop- Albert Lea						
01-252-000-0000-6254		280.83	shelter/tower	10/10/19	Utilities & Heating	N
3160 Mille Lacs Energy Coop- Albert Lea		280.83				
			1 Transactions			
9692 Minnesota Energy Resources Corporation						
01-252-000-0000-6254		590.66	Jail	505221458	Utilities & Heating	N
01-252-000-0000-6254		278.15	Jail	505399584	Utilities & Heating	N
01-252-000-0000-6254		32.04	STS	506726121	Utilities & Heating	N
9692 Minnesota Energy Resources Corporation		900.85				
			3 Transactions			
3390 Minnesota UC Fund						
01-252-000-0000-6267		330.23	Fletcher 3rd Quarter	07972219	Unemployment Compensation	N
3390 Minnesota UC Fund		330.23				
			1 Transactions			
1652 Northland Fire Protection, LLC						
01-252-000-0000-6231		125.40	recharge jail extinguisher	38028	Services & Labor (Incl Contracts)	N
1652 Northland Fire Protection, LLC		125.40				
			1 Transactions			
3789 Pan-O-Gold Baking Company						
01-252-000-0000-6418		115.16	groceries	10002419283011	Groceries	N
01-252-000-0000-6418		84.74	groceries	10002419290027	Groceries	N
01-252-000-0000-6418		9.00	return groceries	10002419290031	Groceries	N
3789 Pan-O-Gold Baking Company		190.90				
			3 Transactions			
11947 Phoenix Supply						
01-252-000-0000-6424		652.25	inmate bras, briefs, etc	18303	Inmate Supplies	N
01-252-000-0000-6424		27.90	imate supplies (briefs)	18321	Inmate Supplies	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
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
11947 Phoenix Supply		680.15	2 Transactions		
5426 Plastocon, Inc.					
01- 252- 000- 0000- 6420		758.50	disposable lids	99818	Kitchen Supplies N
5426 Plastocon, Inc.		758.50	1 Transactions		
3950 Public Utilities					
01- 252- 000- 0000- 6254		59.09	Sheriff Emerg Storage	0200000507004	Utilities & Heating N
01- 252- 000- 0000- 6254		7,162.37	New jail 2	0300000511002	Utilities & Heating N
01- 252- 000- 0000- 6254		1,073.92	New Jail	0300000512016	Utilities & Heating N
3950 Public Utilities		8,295.38	3 Transactions		
5830 R.R. Brink Locking Systems, Inc.					
01- 252- 000- 0000- 6590		193.00	jail keys	044464	Repair & Maintenance Supplies N
5830 R.R. Brink Locking Systems, Inc.		193.00	1 Transactions		
9295 Reinhart Foodservice					
01- 252- 000- 0000- 6418		2,341.69	groceries	908346	Groceries Y
01- 252- 000- 0000- 6418		17.39	return groceries	911245	Groceries Y
01- 252- 000- 0000- 6418		2,482.48	groceries	916624	Groceries Y
9295 Reinhart Foodservice		4,806.78	3 Transactions		
12542 St. Louis County					
01- 252- 000- 0000- 6231		393.74	2019 Reg Radio Board Expense	IN- 0708	Services & Labor (Incl Contracts) N
12542 St. Louis County		393.74	1 Transactions		
9642 WEX BANK					
01- 252- 000- 0000- 6330		267.95	transport gas	61853101	Prisoner Transportation & Travel N
9642 WEX BANK		267.95	1 Transactions		
5295 Ziegler Inc					
01- 252- 000- 0000- 6590		499.94	CatG25 Level 2 inspection	SW050328605	Repair & Maintenance Supplies N
01- 252- 000- 0000- 6231		1,847.14	Cat3306 Level 2 inspection	SW050328606	Services & Labor (Incl Contracts) N
01- 252- 000- 0000- 6231		284.18	Gen64238 Level 2 Inspection	SW050328607	Services & Labor (Incl Contracts) N
5295 Ziegler Inc		2,631.26	3 Transactions		
252 DEPT Total:		23,765.39	Corrections	22 Vendors	35 Transactions
253 DEPT			Sentence to Serve		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099	On Behalf of Name
8175	Centurylink	01-253-000-0000-6250			6.96	Long distance		313645966		Telephone	N	
8175	Centurylink				6.96		1 Transactions					
253	DEPT Total:				6.96	Sentence to Serve		1 Vendors		1 Transactions		
255	DEPT					General Crime Victim Grant						
8175	Centurylink	01-255-000-0000-6250			20.88	Long distance		313645966		Telephone	N	
8175	Centurylink				20.88		1 Transactions					
255	DEPT Total:				20.88	General Crime Victim Grant		1 Vendors		1 Transactions		
257	DEPT					Community Corrections						
8175	Centurylink	01-257-000-0000-6220			88.74	Long distance		313645966		Telephone	N	
8175	Centurylink				88.74		1 Transactions					
6097	Verizon Wireless	01-257-257-0000-6215			35.01	Correcting payment to IT		386695110		Wireless Telephone Services	N	
6097	Verizon Wireless				35.01		1 Transactions					
257	DEPT Total:				123.75	Community Corrections		2 Vendors		2 Transactions		
280	DEPT					Emergency Management						
361	Arrowhead EMS Association	01-280-000-0000-6240			85.00	Dues 10/01/19 - 09/30/20		11435		Dues	N	
361	Arrowhead EMS Association				85.00		1 Transactions					
10185	Centurylink Communications Inc	01-280-000-0000-6250			1.72	Local phone		320295974		Telephone	N	
10185	Centurylink Communications Inc				1.72		1 Transactions					
13403	Siggy's Small Engine Repair	01-280-000-0000-6231			307.20	service Generac SVP5000 gen		09-10-19		Services, Labor, Etc	Y	
13403	Siggy's Small Engine Repair				307.20		1 Transactions					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
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	
280 DEPT Total:		Emergency Management	3 Vendors	3 Transactions	
390 DEPT		Environmental Health (FBL)			
8175 Centurylink		Long distance	313645966	Telephone	N
01-390-000-0000-6250	15.66				
8175 Centurylink	15.66		1 Transactions		
4641 Holiday Credit Office		FBL Gas	1400000135321	Gas And Oil	N
01-390-000-0000-6511	36.90		1 Transactions		
4641 Holiday Credit Office	36.90				
390 DEPT Total:	52.56	Environmental Health (FBL)	2 Vendors	2 Transactions	
391 DEPT		Solid Waste			
248 Association of Mn Counties		Neff Registration	54234	Registration Fee	N
01-391-000-0000-6241	375.00		1 Transactions		
248 Association of Mn Counties	375.00				
8175 Centurylink		Long distance	313645966	Telephone	N
01-391-000-0000-6250	5.22		1 Transactions		
8175 Centurylink	5.22				
3503 Neff/Terry B.		MACPZA meals		Meals	N
01-391-000-0000-6340	32.19		1 Transactions		
3503 Neff/Terry B.	32.19				
4010 Rasley Oil Company		Fuel Charges	AITCOZOS	Gas And Oil	N
01-391-000-0000-6511	23.18		1 Transactions		
4010 Rasley Oil Company	23.18				
4370 Science Museum Of Minnesota		EED Programs at LLCC	20-0113	EED Expenses/Supplies	N
01-391-036-0000-6416	1,100.00		1 Transactions		
4370 Science Museum Of Minnesota	1,100.00				
6097 Verizon Wireless		Neff cell phone	28625229900001	Telephone	N
01-391-000-0000-6250	47.87		1 Transactions		
6097 Verizon Wireless	47.87				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
1 General Fund

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
391 DEPT Total:		1,583.46	Solid Waste	6 Vendors	6 Transactions	
601 DEPT			Extension			
8175 Centurylink						
01- 601- 000- 0000- 6250		5.22	Long distance	313645966	Telephone	N
8175 Centurylink		5.22		1 Transactions		
11187 Regents Of The University of Minnesota						
01- 601- 000- 0000- 6625		300.00	Fair entry subscription	0300024089	Office Equipment	N
11187 Regents Of The University of Minnesota		300.00		1 Transactions		
601 DEPT Total:		305.22	Extension	2 Vendors	2 Transactions	
700 DEPT			Promotion,AEOA Tran,Airport,RC&D,Tot			
11458 MSPN						
01- 700- 909- 0000- 6800		300.00	Northwoods ATV ad	5287	Tourism Miscellaneous	N
11458 MSPN		300.00		1 Transactions		
700 DEPT Total:		300.00	Promotion,AEOA Tran,Airport,RC&D,T	1 Vendors	1 Transactions	
711 DEPT			Economic Development			
8175 Centurylink						
01- 711- 000- 0000- 6250		6.96	Long distance	313645966	Telephone	N
8175 Centurylink		6.96		1 Transactions		
711 DEPT Total:		6.96	Economic Development	1 Vendors	1 Transactions	
1 Fund Total:		83,268.42	General Fund		213 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		R&B Administration			
86022	Aitkin Co Health & Human Service 03-301-000-0000-6400		OFFICE AED	10/15/19	Supplies And Materials	N
86022	Aitkin Co Health & Human Service		1 Transactions			
783	Canon Financial Services, Inc 03-301-000-0000-6300		CONTRACT CHARGE	20658245	Service Contracts	N
783	Canon Financial Services, Inc		1 Transactions			
11406	Innovative Office Solutions, LLC 03-301-000-0000-6400		OFFICE SUPPLIES	IN2713885	Supplies And Materials	N
11406	Innovative Office Solutions, LLC		1 Transactions			
301	DEPT Total:		R&B Administration	3 Vendors	3 Transactions	
303	DEPT		R&B Highway Maintenance			
50	Aitkin Body Shop, Inc 03-303-000-0000-6298		AITKIN SHOP	1709	Shop Maintenance	N
50	Aitkin Body Shop, Inc		1 Transactions			
195	Aitkin Tire Shop 03-303-000-0000-6590		REPAIR LABOR	0-059377	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		TIRE	0-059399	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		REPAIR LABOR	0-059409	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop		3 Transactions			
13620	American Door Works 03-303-000-0000-6298		MCGRATH SHOP REPAIRS	0217933-IN	Shop Maintenance	N
13620	American Door Works		1 Transactions			
15379	AQUATIC INVASIVE PEST MANAGEMENT 03-303-000-0000-6521		SPRAYING	11044	Maintenance Supplies	N
15379	AQUATIC INVASIVE PEST MANAGEMENT		1 Transactions			
8544	Brock White 03-303-000-0000-6521		RIPRAP ROAD	13585751-00	Maintenance Supplies	N
8544	Brock White		1 Transactions			
8048	Cemstone Products Co					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
3 Road & Bridge

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>	
8048 Cemstone Products Co		1,156.40	SALT SAND	A6122189	Winter Sand	N
			1 Transactions			
8175 Centurylink		52.20	Long distance	313645966	Utilities	N
		31.57	FAX: HWY OFFICE	OCT/NOV	Utilities	N
8175 Centurylink		83.77				
			2 Transactions			
163 Charter Communications		140.25	PHONE: HWY OFFICE	0-022823101919	Utilities	N
163 Charter Communications		140.25				
			1 Transactions			
14887 Cintas Corporation		19.55	SHOP LAUNDRY	4032404655	Shop Maintenance	N
		19.55	SHOP LAUNDRY	4032952618	Shop Maintenance	N
14887 Cintas Corporation		39.10				
			2 Transactions			
8618 Compass Minerals America		4,841.07	DE-ICING SALT	508058	De-Icing Salt	N
		4,816.63	DE-ICING SALT	508812	De-Icing Salt	N
		1,363.03	DE-ICING SALT	510502	De-Icing Salt	N
8618 Compass Minerals America		11,020.73				
			3 Transactions			
5893 Consolidated Telecommunications Co.		150.00	HIGH SPEED INTERNET	20703535	Utilities	N
5893 Consolidated Telecommunications Co.		150.00				
			1 Transactions			
13892 COURIER/DON		93.49	WORK BOOTS REIMBURSEMENT	431776	Safety Footwear	N
13892 COURIER/DON		93.49				
			1 Transactions			
11180 Fastenal Company		93.34	AITKIN SHOP SUPPLIES	MNBAX230481	Shop Maintenance	N
		115.12	AITKIN SHOP SUPPLIES	MNBAX230678	Shop Maintenance	N
11180 Fastenal Company		208.46				
			2 Transactions			
1880 Gravelle Plumbing & Heating, Inc		92.58	MCGRATH SHOP	81703	Shop Maintenance	N
		926.92	PALISADE SHOP	81725	Shop Maintenance	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAHI
10/28/19 9:31AM
3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
			Paid On Bhf #		
1880 Gravelle Plumbing & Heating, Inc		1,019.50			
			2 Transactions		
1959 H & L Mesabi Inc					
03- 303- 000- 0000- 6590		6,888.00	4' PLOW BLADES	0- 4679	Repair & Maintenance Supplies N
03- 303- 000- 0000- 6590		25,830.00	6' PLOW BLADES	0- 4679	Repair & Maintenance Supplies N
03- 303- 000- 0000- 6590		4,304.80	5' PLOW BLADES	0- 4679	Repair & Maintenance Supplies N
03- 303- 000- 0000- 6298		964.83	AITKIN SHOP SUPPLIES	0- 4711	Shop Maintenance N
1959 H & L Mesabi Inc		37,987.63			
			4 Transactions		
2089 Heartland Distribution, Llc					
03- 303- 000- 0000- 6590		130.00	REPAIR LABOR	15007504	Repair & Maintenance Supplies Y
03- 303- 000- 0000- 6590		2,595.36	TIRES	15007504	Repair & Maintenance Supplies Y
03- 303- 000- 0000- 6590		10.40	REPAIR PARTS	15007504	Repair & Maintenance Supplies Y
2089 Heartland Distribution, Llc		2,735.76			
			3 Transactions		
8101 Kris Engineering Inc					
03- 303- 000- 0000- 6590		3,527.76	3' CARBIDE UNDERBODY	32413	Repair & Maintenance Supplies N
03- 303- 000- 0000- 6590		2,939.88	5' CARBIDE UNDERBODY	32413	Repair & Maintenance Supplies N
8101 Kris Engineering Inc		6,467.64			
			2 Transactions		
91187 Lake Country Power					
03- 303- 000- 0000- 6254		70.63	SEPT/OCT JACOBSON	1400073000	Utilities N
03- 303- 000- 0000- 6254		86.53	SEPT/OCT SWATARA	140946401	Utilities N
91187 Lake Country Power		157.16			
			2 Transactions		
3160 Mille Lacs Energy Coop- Albert Lea					
03- 303- 000- 0000- 6254		142.61	POWER: PALISADE	18- 52- 026- 01	Utilities N
03- 303- 000- 0000- 6254		62.68	169 & CSAH 3	19- 23- 010- 01	Utilities N
03- 303- 000- 0000- 6254		101.26	POWER: MCGREGOR	29- 53- 003- 01	Utilities N
03- 303- 000- 0000- 6254		799.08	POWER: AITKIN	33- 52- 007- 02	Utilities N
03- 303- 000- 0000- 6254		56.15	169 & CSAH 28	39- 62- 022- 01	Utilities N
03- 303- 000- 0000- 6254		42.34	CSAH 12	40- 06- 000- 01	Utilities N
03- 303- 000- 0000- 6254		64.45	47 & CSAH 2	54- 51- 104- 01	Utilities N
3160 Mille Lacs Energy Coop- Albert Lea		1,268.57			
			7 Transactions		
10720 Nuss Truck Group Inc					
03- 303- 000- 0000- 6590		26.30	REPAIR PARTS	643034	Repair & Maintenance Supplies Y
03- 303- 000- 0000- 6590		110.50	REPAIR LABOR	643034	Repair & Maintenance Supplies Y

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
3 Road & Bridge

<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>	
10720 Nuss Truck Group Inc		136.80				
				2 Transactions		
14861 Parman Energy Group						
03-303-000-0000-6298		284.41	AITKIN SHOP SUPPLIES	0824981-IN	Shop Maintenance	N
14861 Parman Energy Group		284.41		1 Transactions		
4070 Riley Auto Supply						
03-303-000-0000-6298		19.99	AITKIN SHOP SUPPLIES	611336	Shop Maintenance	N
03-303-000-0000-6590		69.99	REPAIR PARTS	611352	Repair & Maintenance Supplies	N
03-303-000-0000-6590		147.67	REPAIR PARTS	611435	Repair & Maintenance Supplies	N
03-303-000-0000-6590		3.99	REPAIR PARTS	611436	Repair & Maintenance Supplies	N
03-303-000-0000-6590		56.03	REPAIR PARTS	611509	Repair & Maintenance Supplies	N
03-303-000-0000-6590		13.99	REPAIR PARTS	611561	Repair & Maintenance Supplies	N
03-303-000-0000-6298		279.99	AITKIN SHOP SUPPLIES	611641	Shop Maintenance	N
03-303-000-0000-6298		28.54	AITKIN SHOP SUPPLIES	611734	Shop Maintenance	N
03-303-000-0000-6590		1.89	REPAIR PARTS	611738	Repair & Maintenance Supplies	N
03-303-000-0000-6590		16.99	REPAIR PARTS	611780	Repair & Maintenance Supplies	N
03-303-000-0000-6590		140.90	REPAIR PARTS	611822	Repair & Maintenance Supplies	N
03-303-000-0000-6590		21.27	REPAIR PARTS	611885	Repair & Maintenance Supplies	N
03-303-000-0000-6590		87.99	REPAIR PARTS	611899	Repair & Maintenance Supplies	N
03-303-000-0000-6590		99.98	REPAIR PARTS	611917	Repair & Maintenance Supplies	N
03-303-000-0000-6298		18.99	MCGREGOR SHOP SUPPLIES	611953	Shop Maintenance	N
4070 Riley Auto Supply		1,008.20		15 Transactions		
9285 Rocon Paving						
03-303-000-0000-6521		553.32	PATCHING MATERIAL	10/19	Maintenance Supplies	N
9285 Rocon Paving		553.32		1 Transactions		
8208 Royal Tire, Inc						
03-303-000-0000-6590		2,607.84	TIRE	317-38304	Repair & Maintenance Supplies	N
8208 Royal Tire, Inc		2,607.84		1 Transactions		
90805 Temco						
03-303-000-0000-6590		77.70	REPAIR PARTS	24375	Repair & Maintenance Supplies	Y
90805 Temco		77.70		1 Transactions		
6097 Verizon Wireless						
03-303-000-0000-6254		549.64	DEPT CELL PHONES	9839244642	Utilities	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
6097	Verizon Wireless					
		549.64		1 Transactions		
8605	Wayne's Sanitation Llc					
	03-303-000-0000-6254	52.51	GARBAGE: MCGRATH	297481	Utilities	N
8605	Wayne's Sanitation Llc					
		52.51		1 Transactions		
9642	WEX BANK					
	03-303-000-0000-6513	8.96	REBATE	9/8-10/7	Motor Fuel & Lubricants	N
	03-303-000-0000-6513	3,996.57	GASOLINE	9/8-10/7	Motor Fuel & Lubricants	N
9642	WEX BANK					
		4,005.53		2 Transactions		
303	DEPT Total:	75,328.51	R&B Highway Maintenance	28 Vendors	65 Transactions	
307	DEPT		R&B Capital Infrastructure			
86222	Aitkin Independent Age					
	03-307-000-0000-6230	180.68	SAP 001-625-001 AD FOR BID	732418	Printing & Publishing	N
86222	Aitkin Independent Age					
		180.68		1 Transactions		
7652	Erickson Engineering Co.					
	03-307-000-0000-6260	87.50	PROFESSIONAL SVCS	13097	Professional Services	Y
7652	Erickson Engineering Co.					
		87.50		1 Transactions		
9802	Kragness/Conrad					
	03-307-000-0000-6362	12.50	PAID DEED TAX	MULT PARCELS	Right Of Way	N
9802	Kragness/Conrad					
		12.50		1 Transactions		
8716	SEH					
	03-307-000-0000-6260	3,420.00	WETLAND DELINEATION CSAH 27	374711	Professional Services	Y
8716	SEH					
		3,420.00		1 Transactions		
86235	The Office Shop Inc					
	03-307-000-0000-6260	50.00	CONTRACT	307588-0	Professional Services	N
86235	The Office Shop Inc					
		50.00		1 Transactions		
307	DEPT Total:	3,750.68	R&B Capital Infrastructure	5 Vendors	5 Transactions	
3	Fund Total:	80,418.01	Road & Bridge		73 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
257	DEPT 14559 Goodin Company			Community Corrections			
	05- 257- 000- 0000- 6605		66.33	50 Gal Hot Water Heater 10/11/2019	06548357- 00	Building & Structure Related Expendi	N
	05- 257- 000- 0000- 6605		1.45	Anti- Vibration Pad- Hot water h 10/18/2019	06548357- 01	Building & Structure Related Expendi	N
	14559 Goodin Company		67.78	2 Transactions			
257	DEPT Total:		67.78	Community Corrections	1 Vendors	2 Transactions	
390	DEPT 14559 Goodin Company			Environmental Health (FBL)			
	05- 390- 000- 0000- 6605		12.06	50 Gal Hot Water Heater 10/11/2019	06548357- 00	Building & Structure Related Expendi	N
	05- 390- 000- 0000- 6605		0.26	Anti- Vibration Pad- Hot water h 10/18/2019	06548357- 01	Building & Structure Related Expendi	N
	14559 Goodin Company		12.32	2 Transactions			
390	DEPT Total:		12.32	Environmental Health (FBL)	1 Vendors	2 Transactions	
400	DEPT 85003 Aitkin County DAC			Public Health Department			
	05- 400- 440- 0410- 6231		4.97	Cleaning 09/05/2019 09/26/2019		Services/Labor/Contracts	N
	05- 400- 440- 0410- 6231		73.00	Papershred 09/03/2019 09/30/2019		Services/Labor/Contracts	N
	85003 Aitkin County DAC		77.97	2 Transactions			
	783 Canon Financial Services, Inc						
	05- 400- 440- 0410- 6301		27.13	OSS Contract Charge - 10/19 10/01/2019 10/31/2019	20658246	Equipment Lease/Space Rental	N
	05- 400- 440- 0410- 6301		44.29	Mailroom Contract Charge - 10/ 10/01/2019 10/31/2019	20658247	Equipment Lease/Space Rental	N
	783 Canon Financial Services, Inc		71.42	2 Transactions			
	8175 Centurylink						
	05- 400- 440- 0410- 6250		1.95	Long distance	313645966	Telephone	N
	05- 400- 440- 0410- 6250		13.64	Long distance	313645966	Telephone	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
5 Health & Human Services

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
8175	Centurylink 05- 400- 440- 0410- 6250		52.20 67.79	Long distance 3 Transactions	313645966	Telephone	N
10185	Centurylink Communications Inc 05- 400- 440- 0410- 6250		3.06	Local phone	320295974	Telephone	N
10185	Centurylink Communications Inc		3.06	1 Transactions			
9297	CPR Savers & First Aid Supply 05- 400- 400- 0402- 6430		4,080.00	DP & C - AED Equipment 10/15/2019	764317	DP & C - Medical Supplies	Y
9297	CPR Savers & First Aid Supply		4,080.00	1 Transactions			
14559	Goodin Company 05- 400- 440- 0410- 6605		84.41	50 Gal Hot Water Heater 10/11/2019	06548357- 00	Building & Structure Related Expendi	N
	05- 400- 440- 0410- 6605		1.85	Anti- Vibration Pad- Hot water h 10/18/2019	06548357- 01	Building & Structure Related Expendi	N
14559	Goodin Company		86.26	2 Transactions			
2386	Information Systems Corp 05- 400- 440- 0410- 6300		160.97	App Extender support 01/07/2020	25191	Maintenance/Service Contracts	N
2386	Information Systems Corp		160.97	01/07/2021 1 Transactions			
89080	Meds- 1 Ambulance Service Inc 05- 400- 401- 0000- 6813		2,000.00	Ambulance Runs 1/1/19- 9/30/19 01/01/2019	09/30/2019	Meds- 1 Hill City Ambulance	N
89080	Meds- 1 Ambulance Service Inc		2,000.00	1 Transactions			
84172	Riverwood Healthcare Center 05- 400- 450- 0451- 6231		175.00	HE - McGregor Health Fair Ad 09/30/2019	BUDGET	Services/Labor/Contracts	6
84172	Riverwood Healthcare Center		175.00	1 Transactions			
10698	Stericycle,Inc 05- 400- 440- 0410- 6231		19.27	Steri- Safe 11/01/2019	4008848076	Services/Labor/Contracts	6
10698	Stericycle,Inc		19.27	11/30/2019 1 Transactions			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
400	DEPT Total:		6,741.74	Public Health Department	10 Vendors	15 Transactions	
420	DEPT			Income Maintenance			
85003	Aitkin County DAC 05-420-600-4800-6231		10.25	Cleaning 09/05/2019 09/26/2019		Services/Labor/Contracts	N
	05-420-600-4800-6231		150.57	Papershred 09/03/2019 09/30/2019		Services/Labor/Contracts	N
85003	Aitkin County DAC		160.82	2 Transactions			
783	Canon Financial Services, Inc 05-420-600-4800-6301		55.97	OSS Contract Charge - 10/19 10/01/2019 10/31/2019	20658246	Equipment Lease/Space Rental	N
	05-420-600-4800-6301		91.34	Mailroom Contract Charge - 10/ 10/01/2019 10/31/2019	20658247	Equipment Lease/Space Rental	N
783	Canon Financial Services, Inc		147.31	2 Transactions			
8175	Centurylink 05-420-600-4800-6250		4.02	Long distance	313645966	Telephone	N
	05-420-600-4800-6250		28.14	Long distance	313645966	Telephone	N
	05-420-600-4800-6250		274.93	Long distance	313645966	Telephone	N
	05-420-640-4800-6250		66.12	Long distance	313645966	Telephone	N
8175	Centurylink		373.21	4 Transactions			
10185	Centurylink Communications Inc 05-420-600-4800-6250		6.30	Local phone	320295974	Telephone	N
10185	Centurylink Communications Inc		6.30	1 Transactions			
11051	Department of Human Services 05-420-640-4800-6231		19.30	CS Monthly Fed Offset Fee 09/01/2019 09/30/2019	A300C928501	Services/Labor/Contracts	N
	05-420-650-4400-6025		1,377.83	MA LTC UN 65 09/01/2019 09/30/2019	A300MM9Q01I	State/Fed Share - MA	N
	05-420-650-4400-6025		385.31	G8LTC LT65 CY19 09/01/2019 09/30/2019	A300MM9Q01I	State/Fed Share - MA	N
	05-420-650-4400-6025		6.20	MA ESTATE COLLECTIONS- FED 09/01/2019 09/30/2019	A300MM9Q01I	State/Fed Share - MA	N
	05-420-650-4400-6025		3.10	MA ESTATE COLLECTIONS- STATE 09/01/2019 09/30/2019	A300MM9Q01I	State/Fed Share - MA	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAHI
10/28/19 9:31AM
5 Health & Human Services

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
11051 Department of Human Services		1,791.74				
			5 Transactions			
14559 Goodin Company						
05- 420- 600- 4800- 6605		174.86	50 Gal Hot Water Heater	06548357- 00	Building & Structure Related Expendi	N
			10/11/2019			
05- 420- 600- 4800- 6605		3.82	Anti- Vibration Pad- Hot water h	06548357- 01	Building & Structure Related Expendi	N
			10/18/2019			
14559 Goodin Company		178.68	2 Transactions			
2386 Information Systems Corp						
05- 420- 600- 4800- 6300		332.00	App Extender support	25191	Maintenance/Service Contracts	N
			01/07/2020 01/07/2021			
2386 Information Systems Corp		332.00	1 Transactions			
13025 ST LOUIS COUNTY AUDITOR						
05- 420- 600- 4800- 6239		3,407.77	REG 3 EDMS- IT SUPPORT QTR 3 20	00000795	Software Fees/License Fees	N
			07/01/2019 09/30/2019			
13025 ST LOUIS COUNTY AUDITOR		3,407.77	1 Transactions			
10698 Stericycle,Inc						
05- 420- 600- 4800- 6231		39.73	Steri- Safe	4008848076	Services/Labor/Contracts	6
			11/01/2019 11/30/2019			
10698 Stericycle,Inc		39.73	1 Transactions			
420 DEPT Total:		6,437.56	Income Maintenance	9 Vendors	19 Transactions	
430 DEPT			Social Services			
85003 Aitkin County DAC						
05- 430- 700- 4800- 6231		15.84	Cleaning		Services/Labor/Contracts	N
			09/05/2019 09/26/2019			
05- 430- 700- 4800- 6231		232.70	Papershred		Services/Labor/Contracts	N
			09/03/2019 09/30/2019			
85003 Aitkin County DAC		248.54	2 Transactions			
783 Canon Financial Services, Inc						
05- 430- 700- 4800- 6301		86.50	OSS Contract Charge - 10/19	20658246	Equipment Lease/Space Rental	N
			10/01/2019 10/31/2019			
05- 430- 700- 4800- 6301		141.16	Mailroom Contract Charge - 10/	20658247	Equipment Lease/Space Rental	N
			10/01/2019 10/31/2019			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
5 Health & Human Services

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
783	Canon Financial Services, Inc					
		227.66				
			2 Transactions			
8175	Centurylink					
	05- 430- 700- 4800- 6250	6.21	Long distance	313645966	Telephone	N
	05- 430- 700- 4800- 6250	43.48	Long distance	313645966	Telephone	N
	05- 430- 700- 4800- 6250	339.31	Long distance	313645966	Telephone	N
8175	Centurylink	389.00				
			3 Transactions			
10185	Centurylink Communications Inc					
	05- 430- 700- 4800- 6250	9.74	Local phone	320295974	Telephone	N
10185	Centurylink Communications Inc	9.74				
			1 Transactions			
14559	Goodin Company					
	05- 430- 700- 4800- 6605	265.30	50 Gal Hot Water Heater	06548357- 00	Building & Structure Related Expendi	N
			10/11/2019			
	05- 430- 700- 4800- 6605	5.80	Anti- Vibration Pad- Hot water h	06548357- 01	Building & Structure Related Expendi	N
			10/18/2019			
14559	Goodin Company	271.10				
			2 Transactions			
2386	Information Systems Corp					
	05- 430- 700- 4800- 6300	513.10	App Extender support	25191	Maintenance/Service Contracts	N
			01/07/2020	01/07/2021		
2386	Information Systems Corp	513.10				
			1 Transactions			
3390	Minnesota UC Fund					
	05- 430- 700- 4820- 6267	1,274.15	Eibes- Rollins 3rd Quarter	07972219	Unemployment Compensation	N
3390	Minnesota UC Fund	1,274.15				
			1 Transactions			
10698	Stericycle,Inc					
	05- 430- 700- 4800- 6231	61.40	Steri- Safe	4008848076	Services/Labor/Contracts	6
			11/01/2019	11/30/2019		
10698	Stericycle,Inc	61.40				
			1 Transactions			
430	DEPT Total:	2,994.69	Social Services	8 Vendors	13 Transactions	
5	Fund Total:	16,254.09	Health & Human Services		51 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



LAH1
10/28/19 9:31AM
10 Trust

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
921	DEPT			Co. Development			
	8175 Centurylink						
	10- 921- 000- 0000- 6250		3.48	Long distance	313645966	Telephone	N
	10- 921- 000- 0000- 6250		6.96	Long distance	313645966	Telephone	N
	8175 Centurylink		10.44				
					2 Transactions		
	2386 Information Systems Corp						
	10- 921- 000- 0000- 6405		335.36	App Extender support	25191	Office Supplies	N
				01/07/2020	01/07/2021		
	2386 Information Systems Corp		335.36				
					1 Transactions		
	11324 Otto's Lawn Care Llc						
	10- 921- 000- 0000- 6231		175.00	Round Lake Aug/Sept	4913	Services, Labor, Contracts	Y
	11324 Otto's Lawn Care Llc		175.00				
					1 Transactions		
921	DEPT Total:		520.80	Co. Development	3 Vendors	4 Transactions	
923	DEPT			Forfeited Tax Sales			
	783 Canon Financial Services, Inc						
	10- 923- 000- 0000- 6231		327.05	Copier contract 034	20622505	Services, Labor, Contracts	N
	783 Canon Financial Services, Inc		327.05				
					1 Transactions		
	8175 Centurylink						
	10- 923- 000- 0000- 6250		26.10	Long distance	313645966	Telephone	N
	8175 Centurylink		26.10				
					1 Transactions		
	10855 Culligan						
	10- 923- 000- 0000- 6254		52.00	Water & rental	150100464562	Utilities	N
	10855 Culligan		52.00				
					1 Transactions		
	1430 Dotzler Power Equipment						
	10- 923- 000- 0000- 6511		95.88	XP fuel	10959	Gas And Oil	Y
	1430 Dotzler Power Equipment		95.88				
					1 Transactions		
	2340 Hyytinen Hardware Hank						
	10- 923- 000- 0000- 6406		19.11	Overpaid on warrant 76604		Field Supplies	N
	10- 923- 000- 0000- 6406		41.24	Paid Inv 1478215 twice		Field Supplies	N
	10- 923- 000- 0000- 6406		11.56	Lag screws	1538220	Field Supplies	N
	10- 923- 000- 0000- 6406		11.56	Lag screws	1541147	Field Supplies	N

LAH1
 10/28/19 9:31AM
 10 Trust

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	
	10- 923- 000- 0000- 6406		32.46	Tool box, staples, hammer	1542334	Field Supplies	N
	10- 923- 000- 0000- 6406		1.89	Ferrule	1542476	Field Supplies	N
	10- 923- 000- 0000- 6406		8.00	Carriage bolts	1543883	Field Supplies	N
2340	Hyytinen Hardware Hank		5.12				
				7 Transactions			
14119	John's Repair						
	10- 923- 000- 0000- 6590		520.00	Oil, filter, repairs #402		Repair & Maintenance Supplies	Y
	10- 923- 000- 0000- 6590		293.25	Hyd hose #403 Mower tractor		Repair & Maintenance Supplies	Y
14119	John's Repair		813.25				
				2 Transactions			
4070	Riley Auto Supply						
	10- 923- 000- 0000- 6590		14.97	Brake line	611979	Repair & Maintenance Supplies	N
4070	Riley Auto Supply		14.97				
				1 Transactions			
10930	Tidholm Productions						
	10- 923- 000- 0000- 6230		523.57	Signs, notices	0935 8602	Printing, Publishing & Adv	Y
10930	Tidholm Productions		523.57				
				1 Transactions			
12788	Timmer Implement of Aitkin						
	10- 923- 000- 0000- 6590		262.74	Change/adjustment		Repair & Maintenance Supplies	N
	10- 923- 000- 0000- 6590		660.00	Payment applied Ck73631		Repair & Maintenance Supplies	N
	10- 923- 000- 0000- 6590		29.68	Coupler	IA12408	Repair & Maintenance Supplies	N
	10- 923- 000- 0000- 6590		54.12	Filter, oil	IA12502	Repair & Maintenance Supplies	N
	10- 923- 000- 0000- 6590		92.99	Air, fuel filters	IA13571	Repair & Maintenance Supplies	N
	10- 923- 000- 0000- 6590		40.81	Hydraulic oil	IA13636	Repair & Maintenance Supplies	N
	10- 923- 000- 0000- 6590		61.28	Hydraulic oil	IA13760	Repair & Maintenance Supplies	N
	10- 923- 000- 0000- 6590		143.47	Bearing Noise repaired	WA02393	Repair & Maintenance Supplies	N
12788	Timmer Implement of Aitkin		25.09				
				8 Transactions			
923	DEPT Total:		1,883.03	Forfeited Tax Sales			
					9 Vendors	23 Transactions	
926	DEPT			Law Library			
	5173 Thomson Reuters- West Publishing						
	10- 926- 000- 0000- 6408		1,388.44	West Info charges	841050329	Law Books	N
	5173 Thomson Reuters- West Publishing		1,388.44				
				1 Transactions			
926	DEPT Total:		1,388.44	Law Library			
					1 Vendors	1 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



LAH1
10/28/19 9:31AM
10 Trust

<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>	
10 Fund Total:		3,792.27	Trust			28 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
924	DEPT			Forest Resource			
	12526 Bixby/James						
	11- 924- 000- 0000- 6350		35.00	Natural Resources meeting	10/14/19	Per Diem	Y
	11- 924- 000- 0000- 6330		55.68	Natural Resources mileage	96@.58	Transportation & Travel	N
	12526 Bixby/James		90.68	2 Transactions			
924	DEPT Total:		90.68	Forest Resource	1 Vendors	2 Transactions	
925	DEPT			Resource Management			
	86022 Aitkin Co Health & Human Service						
	11- 925- 000- 0000- 6405		945.00	AED unit		Office Supplies	N
	11- 925- 000- 0000- 6405		75.00	AED cabinet		Office Supplies	N
	86022 Aitkin Co Health & Human Service		1,020.00	2 Transactions			
	589 Blomberg/Judith						
	11- 925- 000- 0000- 6350		35.00	Natural Resources meeting	10/14/19	Per Diem	Y
	11- 925- 000- 0000- 6330		33.64	Natural Resources mileage	58@.58	Transportation & Travel	N
	589 Blomberg/Judith		68.64	2 Transactions			
	5784 Lake/Robert						
	11- 925- 000- 0000- 6350		35.00	Natural Resources meeting	10/14/19	Per Diem	Y
	11- 925- 000- 0000- 6330		31.32	Natural Resources mileage	54@.58	Transportation & Travel	N
	5784 Lake/Robert		66.32	2 Transactions			
	15376 Regeneroot Farms						
	11- 925- 000- 0000- 6273		3,869.14	Bud capping	86 Ac	Timber Improvement	N
	15376 Regeneroot Farms		3,869.14	1 Transactions			
	15229 Thompson/Dennis J						
	11- 925- 000- 0000- 6340		64.97	Lunch for ATV Tour		Meals Reimbursed Non- Taxable	N
	15229 Thompson/Dennis J		64.97	1 Transactions			
925	DEPT Total:		5,089.07	Resource Management	5 Vendors	8 Transactions	
935	DEPT			Forest Road			
	14455 Dependable Demolition						
	11- 935- 000- 0000- 6361		14,050.00	Rowes Road Project	250	Road Construction Service	Y

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
11 Forest Development

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
14455	Dependable Demolition			14,050.00		1 Transactions		
10891	Roth Construction							
	11- 935- 000- 0000- 6361			6,930.00	1400 yds crushed		Road Construction Service	Y
10891	Roth Construction			6,930.00		1 Transactions		
935	DEPT Total:			20,980.00	Forest Road	2 Vendors	2 Transactions	
939	DEPT				County Surveyor			
	6097 Verizon Wireless							
	11- 939- 000- 0000- 6250			26.02	Cell phone	58068382700001	Telephone	N
	6097 Verizon Wireless			26.02		1 Transactions		
939	DEPT Total:			26.02	County Surveyor	1 Vendors	1 Transactions	
11	Fund Total:			26,185.77	Forest Development		13 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
13 Taxes & Penalties

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
943	DEPT		Taxes And Penalties			
	9317 Hawkinson/Amy		Tax overpayment	29-0-034500	Cur - Property Taxes	N
	13-943-000-0000-2001					
	9317 Hawkinson/Amy					
		268.00				
		268.00	1 Transactions			
943	DEPT Total:	268.00	Taxes And Penalties	1 Vendors	1 Transactions	
13	Fund Total:	268.00	Taxes & Penalties		1 Transactions	

Aitkin County



LAH1
10/28/19 9:31AM
14 Capital Project

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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			
86022	Aitkin Co Health & Human Service		AED cabinet & units		Miscellaneous- Capital Expense	N
	14- 949- 000- 0000- 6630					
86022	Aitkin Co Health & Human Service					
		2,040.00				
		2,040.00				
			1 Transactions			
14302	Tierney		Sharp smart boards	809595	Miscellaneous- Capital Expense	N
	14- 949- 000- 0000- 6630					
	14- 949- 000- 0000- 6630	6,477.61	Mounting brackets	809631	Miscellaneous- Capital Expense	N
		605.82				
14302	Tierney					
		7,083.43				
			2 Transactions			
949	DEPT Total:	9,123.43	Courthouse Addition	2 Vendors	3 Transactions	
14	Fund Total:	9,123.43	Capital Project		3 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
521 DEPT		LLCC Administration			
2763 Countryside Sanitation		Nov Garbage	162016	Garbage	Y
19- 521- 000- 0000- 6255					
2763 Countryside Sanitation			1 Transactions		
3160 Mille Lacs Energy Coop- Albert Lea					
19- 521- 000- 0000- 6254		Director's Residence	27- 13- 004- 01	Utilities	N
19- 521- 000- 0000- 6254		Energy Center	27- 13- 005- 02	Utilities	N
19- 521- 000- 0000- 6254		Dining Hall	27- 13- 006- 01	Utilities	N
19- 521- 000- 0000- 6254		North Star Lodge	27- 13- 007- 03	Utilities	N
19- 521- 000- 0000- 6254		Parking Lot	27- 13- 008- 01	Utilities	N
19- 521- 000- 0000- 6254		Staff Residence	27- 13- 009- 01	Utilities	N
3160 Mille Lacs Energy Coop- Albert Lea			6 Transactions		
9463 NMN,Inc					
19- 521- 000- 0000- 6400		Cards for commissary	10062918	Commissary Items	N
9463 NMN,Inc			1 Transactions		
4425 Shirts Plus					
19- 521- 000- 0000- 6400		Mug, shirts, frames	3023	Commissary Items	N
4425 Shirts Plus			1 Transactions		
521 DEPT Total:		LLCC Administration	4 Vendors	9 Transactions	
523 DEPT		LLCC Food			
5814 Hagen/Christine		Kitchen supplies		Groceries- Students	N
19- 523- 000- 0000- 6418			1 Transactions		
5814 Hagen/Christine					
5662 McGregor Dairy,Inc					
19- 523- 000- 0000- 6418		Groceries	32236	Groceries- Students	N
19- 523- 000- 0000- 6418		Groceries	32267	Groceries- Students	N
5662 McGregor Dairy,Inc			2 Transactions		
4761 Sysco Minnesota Inc					
19- 523- 000- 0000- 6418		Groceries	153618251	Groceries- Students	N
4761 Sysco Minnesota Inc			1 Transactions		
4968 Upper Lakes Foods, Inc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
10/28/19 9:31AM
19 Long Lake Conservation C

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formular 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>
19- 523- 000- 0000- 6418		1,993.51	Groceries	562640- 00	Groceries- Students N
19- 523- 000- 0000- 6418		1,430.26	Groceries	566776- 00	Groceries- Students N
4968 Upper Lakes Foods, Inc		3,423.77			
			2 Transactions		
523 DEPT Total:		4,638.68	LLCC Food	4 Vendors	6 Transactions
524 DEPT			LLCC Maintenance		
88628 Dalco Enterprises, Inc.					
19- 524- 000- 0000- 6422		26.98	Tle & grout velcro pad	3503748	Janitorial Services/Supplies N
88628 Dalco Enterprises, Inc.		26.98			
			1 Transactions		
1829 Goble's Sewer Service Inc.					
19- 524- 000- 0000- 6590		650.00	Pump station service	15630	Repair & Maintenance Supplies N
1829 Goble's Sewer Service Inc.		650.00			
			1 Transactions		
524 DEPT Total:		676.98	LLCC Maintenance	2 Vendors	2 Transactions
525 DEPT			LLCC Capital Improvement		
5398 CDW Government, Inc					
19- 525- 000- 0000- 6601		552.61	Cisco ASA 5506- x	1BZW40H	Capital Outlay- Non Marcum House N
5398 CDW Government, Inc		552.61			
			1 Transactions		
525 DEPT Total:		552.61	LLCC Capital Improvement	1 Vendors	1 Transactions
19 Fund Total:		8,510.28	Long Lake Conservation Center		18 Transactions

LAH1
10/28/19
21 Parks

9:31AM

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
520	DEPT		Parks			
2763	Countryside Sanitation 21- 520- 000- 0000- 6231		Berglund Park	162070	Services, Labor, Contracts	Y
2763	Countryside Sanitation	204.75		1 Transactions		
14455	Dependable Demolition 21- 520- 000- 0000- 6802	4,500.00	Blind Lake ATV trail maint	234	Trail Grants- State	Y
14455	Dependable Demolition	4,500.00		1 Transactions		
1829	Goble's Sewer Service Inc. 21- 520- 000- 0000- 6231	120.00	Aitkin Campground dumpstation	15681	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231	120.00	Berglund Park dumpstation	15682	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231	120.00	Aitkin Campground dumpstation	15789	Services, Labor, Contracts	N
1829	Goble's Sewer Service Inc.	360.00		3 Transactions		
9354	Kangas Enterprise, Inc 21- 520- 000- 0000- 6231	85.00	McGregor Trail head	18372	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231	85.00	McGrath Soo Line	18372	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231	85.00	Axtell area	18372	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231	85.00	Lawler trail head	18372	Services, Labor, Contracts	N
9354	Kangas Enterprise, Inc	340.00		4 Transactions		
3024	Kingsley/Russell Lee 21- 520- 000- 0000- 6231	3,847.50	Rabel Line ATV work		Services, Labor, Contracts	Y
3024	Kingsley/Russell Lee	3,847.50		1 Transactions		
2991	Malmo Market 21- 520- 000- 0000- 6511	168.79	Sept Gas		Gas And Oil	N
2991	Malmo Market	168.79		1 Transactions		
5917	Mike's Bobcat Service 21- 520- 000- 0000- 6231	1,700.00	Fill rock for Rabey ATV		Services, Labor, Contracts	N
5917	Mike's Bobcat Service	1,700.00		1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea 21- 520- 000- 0000- 6254	119.28	Berglund Park	18- 51- 106- 02	Utilities	N
3160	Mille Lacs Energy Coop- Albert Lea	119.28		1 Transactions		
3950	Public Utilities					

LAH1
 10/28/19 9:31AM
 21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formular Descripti	1099
No.	Account/Formular	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	21- 520- 000- 0000- 6254		Land Dept	0200000348003	Utilities	N
	21- 520- 000- 0000- 6254		Miss Access	0200063077005	Utilities	N
	21- 520- 000- 0000- 6254		Parks Shower Miss Access	0200063077050	Utilities	N
3950	Public Utilities					
		224.86				
		73.21				
		90.23				
		388.30				
			3 Transactions			
15211	Quality Disposal Systems Inc					
	21- 520- 000- 0000- 6231		Snake River garbage	1187622	Services, Labor, Contracts	N
15211	Quality Disposal Systems Inc					
		193.05				
		193.05				
			1 Transactions			
5551	Unclaimed Freight North					
	21- 520- 000- 0000- 6406		Bleach		Field Supplies	N
5551	Unclaimed Freight North					
		6.57				
		6.57				
			1 Transactions			
520	DEPT Total:					
		11,828.24	Parks	11 Vendors	18 Transactions	
21	Fund Total:					
		11,828.24	Parks		18 Transactions	
	Final Total:					
		239,648.51	258 Vendors	418 Transactions		

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	83,268.42	General Fund
	3	80,418.01	Road & Bridge
	5	16,254.09	Health & Human Services
	10	3,792.27	Trust
	11	26,185.77	Forest Development
	13	268.00	Taxes & Penalties
	14	9,123.43	Capital Project
	19	8,510.28	Long Lake Conservation Center
	21	11,828.24	Parks
All Funds		239,648.51	Total

Approved by,

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LAH1
10/21/19 8:53AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

2E



Page 1

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

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Anderson Brothers Payment

LAH1
 10/21/19 8:53AM
 3 Road & Bridge

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor No.	Name <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Descripti</u> <u>On Behalf of Name</u>	<u>1099</u>
303	DEPT 7050 Anderson Brothers Construction 03- 303- 000- 0000- 6521		102,185.83	R&B Highway Maintenance Contract Partial #2	20194	Maintenance Supplies	N
	7050 Anderson Brothers Construction		102,185.83	1 Transactions			
303	DEPT Total:		102,185.83	R&B Highway Maintenance	1 Vendors	1 Transactions	
307	DEPT 7050 Anderson Brothers Construction 03- 307- 000- 0000- 6262		1,411,567.16	R&B Capital Infrastructure Contract Partial #2	20194	Contract Payments	N
	7050 Anderson Brothers Construction		1,411,567.16	1 Transactions			
307	DEPT Total:		1,411,567.16	R&B Capital Infrastructure	1 Vendors	1 Transactions	
3	Fund Total:		1,513,752.99	Road & Bridge		2 Transactions	
	Final Total:		1,513,752.99	2 Vendors	2 Transactions		

LAH1
10/21/19

8:53AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	1,513,752.99	Road & Bridge
All Funds	1,513,752.99	Total

Approved by,

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LAH1
10/21/19
12 Agency

1:13PM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
932	DEPT			Schools			
393	Isd 1 Aitkin- Treasurer 12- 932- 000- 0000- 6801		638,601.83	October 2019 Advance		Appropriations	N
393	Isd 1 Aitkin- Treasurer		638,601.83		1 Transactions		
1985	Isd 182 Crosby- Treasurer 12- 932- 000- 0000- 6801		19.12	October 2019 Advance		Appropriations	N
1985	Isd 182 Crosby- Treasurer		19.12		1 Transactions		
392	Isd 2 Hill City- Treasurer 12- 932- 000- 0000- 6801		172,636.30	October 2019 Advance		Appropriations	N
392	Isd 2 Hill City- Treasurer		172,636.30		1 Transactions		
1983	Isd 2165 Hinckley Finlayson- Treasurer 12- 932- 000- 0000- 6801		65,382.83	October 2019 Advance		Appropriations	N
1983	Isd 2165 Hinckley Finlayson- Treasurer		65,382.83		1 Transactions		
1979	ISD 2580 East Central- Treasurer 12- 932- 000- 0000- 6801		13,756.66	October 2019 Advance		Appropriations	N
1979	ISD 2580 East Central- Treasurer		13,756.66		1 Transactions		
395	ISD 4 McGregor- Treasurer 12- 932- 000- 0000- 6801		515,938.40	October 2019 Advance		Appropriations	N
395	ISD 4 McGregor- Treasurer		515,938.40		1 Transactions		
1982	ISD 473 Isle- Treasurer 12- 932- 000- 0000- 6801		86,722.04	October 2019 Advance		Appropriations	N
1982	ISD 473 Isle- Treasurer		86,722.04		1 Transactions		
1981	Isd 577 Willow River- Treasurer 12- 932- 000- 0000- 6801		3,163.95	October 2019 Advance		Appropriations	N
1981	Isd 577 Willow River- Treasurer		3,163.95		1 Transactions		
394	Isd 698 Floodwood- Treasurer 12- 932- 000- 0000- 6801		4,685.52	October 2019 Advance		Appropriations	N
394	Isd 698 Floodwood- Treasurer		4,685.52		1 Transactions		
1984	Isd 95 Cromwell- Wright- Treasurer 12- 932- 000- 0000- 6801		397.81	October 2019 Advance		Appropriations	N

LAH1
 10/21/19 1:13PM
 12 Agency

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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>
1984	Isd 95 Cromwell- Wright- Treasurer	397.81	1 Transactions		1099
932	DEPT Total:	1,501,304.46	Schools	10 Vendors	10 Transactions
12	Fund Total:	1,501,304.46	Agency		10 Transactions
	Final Total:	1,501,304.46	10 Vendors	10 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	12	1,501,304.46	Agency
All Funds		1,501,304.46	Total

Approved by,

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SMH1
10/24/19 8:22AM

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: 2 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 AUDITOR'S VOUCHERS ENTRIES

SMH1
 10/24/19 8:22AM
 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. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
52	DEPT			Administration		
	1333 Dell Marketing L.P.					
	01-052-000-0000-6405		1,834.23	Dell Latitude 5590/Co. Admin	10333398642	Office & Computer Supplies N
	1333 Dell Marketing L.P.		1,834.23	1 Transactions		
52	DEPT Total:		1,834.23	Administration	1 Vendors	1 Transactions
1	Fund Total:		1,834.23	General Fund		1 Transactions
	Final Total:		1,834.23	1 Vendors	1 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	1,834.23	General Fund
All Funds		1,834.23	Total

Approved by,

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SMH1
10/31/19

4:44PM

Aitkin County

ABBREVIATED WARRANT REGISTER Auditor Warrants

Approved 11/12/2019
Pay Date 11/01/2019



Page 1

<u>Vendor #</u>	<u>Vendor Name</u>	<u>AMOUNT</u>	<u>Warr #</u>
15330	FERGUSON AGGREGATE & CRUSHING, INC.	32,694.40	80351
7758	Traffic Marking Service Inc.	13,024.59	80352
Total . . .		45,718.99	2 Warrants

Auditor Warrants

SMH1
10/31/19

4:44PM

Aitkin County



ABBREVIATED WARRANT REGISTER Auditor Warrants

Approved 11/12/2019
Pay Date 11/01/2019

Page 2

<u>WARRANT RUN INFORMATION</u>	<u>WARRANT FORM</u>	<u>Vendor # 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</u>		<u>CTX</u>	
		<u>DATE OF APPROVAL</u>	<u>COUNT</u>						<u>AMOUNT</u>	<u>COUNT</u>	<u>AMOUNT</u>	
2	45,718.99	WFXX		80351	80352	11/01/2019		11/12/2019				
	45,718.99	TOTAL										

SMH1
10/31/19

4:44PM

Aitkin County



ABBREVIATED WARRANT REGISTER Auditor Warrants

Approved 11/12/2019
Pay Date 11/01/2019

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>
3	45,718.99	Road & Bridge	-	45,718.99
All Funds	45,718.99	Total	- Total ACH	45,718.99 Total Non- ACH

SMH1
11/5/19 9:48AM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

October Manual Warrants

SMH1
 11/5/19 9:48AM
 1 General Fund

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

	<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>	
40	DEPT			Auditor			
	780 Bremer Bank						
13	01-040-000-0000-5081		0.05	Mtg Reg- September		Mortgage Registry- 3%	N
	780 Bremer Bank		0.05	09/01/2019 09/30/2019			
				1 Transactions			
40	DEPT Total:		0.05	Auditor		1 Vendors	1 Transactions

SMH1
 11/5/19 9:48AM
 1 General Fund

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

	<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>	
42	DEPT			Treasurer			
	780 Bremer Bank						
14	01- 042- 000- 0000- 5079		0.17	Deed Tax- September		3% State Deed Tax	N
				09/01/2019 09/30/2019			
	780 Bremer Bank		0.17	1 Transactions			
42	DEPT Total:		0.17	Treasurer	1 Vendors	1 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:48AM
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
44	DEPT			Central Services			
	8410 Bremer Bank						
23	01-044-904-0000-6231		746.25	Participant fees/October 10/08/2019	1411726	Flex Services, Labor, Etc	N
1	01-044-904-0000-6360		440.11	Dep Care FSA 09/30/2019	39183021	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		96.98	Medical Care FSA 09/30/2019	39183021	Flex Plan Withdrawals	N
15	01-044-904-0000-6360		11.57	Dep Care FSA 10/07/2019	39190084	Flex Plan Withdrawals	N
16	01-044-904-0000-6360		243.13	Medical Care FSA 10/07/2019	39190084	Flex Plan Withdrawals	N
18	01-044-904-0000-6360		1,551.11	Dep Care FSA 10/14/2019	39196235	Flex Plan Withdrawals	N
19	01-044-904-0000-6360		1,021.64	Medical Care FSA 10/14/2019	39196235	Flex Plan Withdrawals	N
24	01-044-904-0000-6360		455.34	Dep Care FSA 10/21/2019	39203390	Flex Plan Withdrawals	N
25	01-044-904-0000-6360		196.14	Medical Care FSA 10/21/2019	39203390	Flex Plan Withdrawals	N
28	01-044-904-0000-6360		417.36	Dep Care FSA 10/28/2019	39210883	Flex Plan Withdrawals	N
29	01-044-904-0000-6360		799.74	Medical Care FSA 10/28/2019	39210883	Flex Plan Withdrawals	N
	8410 Bremer Bank		5,979.37				
					11 Transactions		
44	DEPT Total:		5,979.37	Central Services	1 Vendors	11 Transactions	

SMH1
 11/5/19 9:48AM
 1 General Fund

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
200	DEPT				Enforcement			
	4812 Teamster Local 346 Health Fund							
8	01- 200- 000- 0000- 6101			215.00	Deputy Sheriff/August 2019/Kro	201908	Salaries- Full Time	N
7	01- 200- 000- 0000- 6150			1,160.00	Deputy Sheriff/August 2019/Kro	201908	Health Insurance- Employer	N
	4812 Teamster Local 346 Health Fund			1,375.00	2 Transactions			
200	DEPT Total:			1,375.00	Enforcement	1 Vendors	2 Transactions	

SMH1
 11/5/19 9:48AM
 1 General Fund

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
252	DEPT					Corrections			
	4812	Teamster Local 346 Health Fund							
10		01- 252- 000- 0000- 6101			215.00	Corrections/July 2019/Blazek	201907	Salaries- Full Time	N
9		01- 252- 000- 0000- 6150			1,160.00	Corrections/July 2019/Blazek	201907	Health Insurance- Employer	N
	4812	Teamster Local 346 Health Fund			1,375.00	2 Transactions			
252	DEPT Total:				1,375.00	Corrections	1 Vendors	2 Transactions	
1	Fund Total:				8,729.59	General Fund		17 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:48AM
3 Road & Bridge

Vendor No.	Vendor Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099
303	DEPT					R&B Highway Maintenance					
	15335	LOT PROS INC.									
4		03-303-000-0000-6521			18,654.84	Contract Partial Payment No. 3	09/24/2019 10/01/2019	20192		Maintenance Supplies	N
	15335	LOT PROS INC.			18,654.84		1 Transactions				
303	DEPT Total:				18,654.84	R&B Highway Maintenance		1 Vendors		1 Transactions	
3	Fund Total:				18,654.84	Road & Bridge				1 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:48AM
9 State

<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>On Behalf of Name</u>	
0 DEPT			Undesignated		
780 Bremer Bank					
12 09-000-000-0000-2025		42,733.61	Deed Tax- September	State's Share Of Deed Tax (97%)	N
			09/01/2019 09/30/2019		
11 09-000-000-0000-2026		34,923.14	Mtg Reg- September	State Share Of Mortgage Registry (97%	N
			09/01/2019 09/30/2019		
780 Bremer Bank		77,656.75	2 Transactions		
8410 Bremer Bank					
22 09-000-000-0000-2058		904,377.71	State General Tax/Oct- Nov Sett	State General Tax- Education	N
8410 Bremer Bank		904,377.71	1 Transactions		
0 DEPT Total:		982,034.46	Undesignated	2 Vendors	3 Transactions
9 Fund Total:		982,034.46	State		3 Transactions

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:48AM
13 Taxes & Penalties

Vendor No.	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Descripti</u> <u>On Behalf of Name</u>	<u>1099</u>
943	DEPT			Taxes And Penalties			
	8410 Bremer Bank						
21	13-943-000-0000-2001		836.00	Jensen, Ronald/Invalid account 10/21/2019	02-0-028001-03	Cur - Property Taxes	N
26	13-943-000-0000-2001		1,365.00	Nolan, Patrick/No account 10/25/2019	07-1-106800	Cur - Property Taxes	N
27	13-943-000-0000-2001		1,062.00	Kilde, Sandra/Stale dated chec 10/15/2019	08-0-020701/04	Cur - Property Taxes	N
30	13-943-000-0000-2001		162.00	LaFontaine(Hilltop)/NSF Check 10/07/2019	22-0-043803	Cur - Property Taxes	N
17	13-943-000-0000-2001		1,471.00	Anderson, James & Betty/Account 10/04/2019	29-0-014506	Cur - Property Taxes	N
31	13-943-000-0000-2001		645.00	Bergman(Griffith)/Closed account 10/11/2019	29-0-028700	Cur - Property Taxes	N
20	13-943-000-0000-2001		1,104.00	Willenbring, Daniel/No account 10/21/2019	29-1-142900-31	Cur - Property Taxes	N
	8410 Bremer Bank		6,645.00	7 Transactions			
943	DEPT Total:		6,645.00	Taxes And Penalties	1 Vendors	7 Transactions	
13	Fund Total:		6,645.00	Taxes & Penalties		7 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:48AM
14 Capital Project

Vendor No.	Name <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Descripti</u> <u>On Behalf of Name</u>	<u>1099</u>
949	DEPT			Courthouse Addition			
	5649 Loffler Companies Inc						
3	14- 949- 000- 0000- 6231		91,299.63	NEC - Univerge 3C VoIP Platfor 09/10/2019	3212087	Services, Labor, Contracts	N
	5649 Loffler Companies Inc		91,299.63	1 Transactions			
949	DEPT Total:		91,299.63	Courthouse Addition	1 Vendors	1 Transactions	
14	Fund Total:		91,299.63	Capital Project		1 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:48AM
19 Long Lake Conservation C

Vendor No.	Vendor Name <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Descripti</u> <u>On Behalf of Name</u>	<u>1099</u>
522	DEPT			LLCC Education			
	8410 Bremer Bank						
6	19- 522- 000- 0000- 6217		36.13	Merchant/Bambora Account Fees		Credit Card Fees	N
				09/01/2019 09/30/2019			
	8410 Bremer Bank		36.13	1 Transactions			
522	DEPT Total:		36.13	LLCC Education	1 Vendors	1 Transactions	
19	Fund Total:		36.13	Long Lake Conservation Center		1 Transactions	

Aitkin County



SMH1
11/5/19 9:48AM
21 Parks

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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
520	DEPT			Parks			
	8410 Bremer Bank						
5	21- 520- 000- 0000- 5510		130.00	Camping refund/Berglund Park- K 09/27/2019 09/29/2019	1955	Co. Parks Campground Fees	N
	8410 Bremer Bank		130.00	1 Transactions			
520	DEPT Total:		130.00	Parks	1 Vendors	1 Transactions	
21	Fund Total:		130.00	Parks		1 Transactions	
	Final Total:		1,107,529.65	12 Vendors	31 Transactions		

Aitkin County

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	8,729.59	General Fund
3	18,654.84	Road & Bridge
9	982,034.46	State
13	6,645.00	Taxes & Penalties
14	91,299.63	Capital Project
19	36.13	Long Lake Conservation Center
21	130.00	Parks
All Funds	1,107,529.65	Total

Approved by,

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SMH1
11/5/19 9:25AM

Aitkin County

25



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

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 Y

Paid on Behalf Of Name
on Audit List?: N

Elan

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

Save Report Options?: N

SMH1
 11/5/19 9:25AM
 1 General Fund

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1	DEPT		Commissioners			
	5462 Bremer Bank (Elan ACH)					
27	01-001-000-0000-6332		99.99 GrandStay- Glenwood/MRC Broadba		Hotel / Motel Lodging	N
			10/06/2019 10/06/2019			
24	01-001-000-0000-6405		9.95 Battery for cell phone/Wedel	100419	Office & Computer Supplies	N
			10/04/2019			
	5462 Bremer Bank (Elan ACH)		109.94		2 Transactions	
1	DEPT Total:		109.94	Commissioners	1 Vendors	2 Transactions
40	DEPT		Auditor			
	5462 Bremer Bank (Elan ACH)					
57	01-040-021-0000-6205		29.40 Postage		Postage	N
			10/04/2019			
58	01-040-021-0000-6205		22.05 Postage		Postage	N
			10/04/2019			
	5462 Bremer Bank (Elan ACH)		51.45		2 Transactions	
40	DEPT Total:		51.45	Auditor	1 Vendors	2 Transactions
43	DEPT		Assessor			
	5462 Bremer Bank (Elan ACH)					
62	01-043-000-0000-6332		146.68 Sugar Lake Lodge(Bal)MAAO Fall		Hotel / Motel Lodging	N
			09/29/2019 10/02/2019			
66	01-043-000-0000-6332		312.04 Country Inn, G. R., MN/MAAO- Da		Hotel / Motel Lodging	N
			09/29/2019 10/02/2019			
65	01-043-000-0000-6340		9.61 Arby's Lunch- Grand Rapids, MN/		Meals (Overnight)	N
			10/02/2019			
25	01-043-000-0000-6208		65.00 Mn State Bd of Assess Intervie		Training/Education	N
26	01-043-000-0000-6208		3.75 Mn State Bd of Assess Convenie		Training/Education	N
28	01-043-000-0000-6231		225.00 ApplicantStack Recruit		Services, Labor, Contracts	N
			10/01/2019 11/01/2019			
29	01-043-000-0000-6241		96.00 MCHRMA- Ruttgers/Bobbie		Registration Fee	N
			10/03/2019 10/04/2019			
34	01-043-000-0000-6405		56.24 Rollers for scanner- Canon DR- 1	3935179	Office, Film & Computer Supplies	N
			10/09/2019			
50	01-043-000-0000-6230		39.93 Staples/business cards (Mello	6925218530	Printing, Publishing & Adv	N
			10/09/2019			

SMH1
 11/5/19 9:25AM
 1 General Fund

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5462	Bremer Bank (Elan ACH)					
		954.25		9 Transactions		
43	DEPT Total:	954.25	Assessor	1 Vendors	9 Transactions	
49	DEPT		Information Technologies			
5462	Bremer Bank (Elan ACH)					
31	01- 049- 000- 0000- 6402	6.88	Dry erase markers 09/26/2019		Computer Supplies & Software	N
32	01- 049- 000- 0000- 6402	14.99	Address labels 09/26/2019		Computer Supplies & Software	N
33	01- 049- 000- 0000- 6402	8.99	2.5" sata to usb enclosure 10/01/2019		Computer Supplies & Software	N
23	01- 049- 000- 0000- 6330	30.02	gasoline / Chris Sutch 10/02/2019	3844622	Transportation & Travel & Parking	N
5462	Bremer Bank (Elan ACH)	60.88		4 Transactions		
49	DEPT Total:	60.88	Information Technologies	1 Vendors	4 Transactions	
52	DEPT		Administration			
5462	Bremer Bank (Elan ACH)					
49	01- 052- 000- 0000- 6330	10.00	Best Western Cap Ridge- St Paul 09/26/2019 09/26/2019		Transportation & Travel & Parking	N
48	01- 052- 000- 0000- 6332	134.99	Best Western Cap Ridge- St Paul 09/26/2019 09/26/2019		Hotels / Motels	N
5462	Bremer Bank (Elan ACH)	144.99		2 Transactions		
52	DEPT Total:	144.99	Administration	1 Vendors	2 Transactions	
110	DEPT		Courthouse Maintenance			
5462	Bremer Bank (Elan ACH)					
59	01- 110- 000- 0000- 6422	20.49	Black & Yellow Hazard Tape 10/01/2019		Janitorial Supplies	N
60	01- 110- 000- 0000- 6422	118.87	Indoor/Outdoor Tape & Wrestlin 10/01/2019		Janitorial Supplies	N
61	01- 110- 000- 0000- 6422	38.98	LaRibbons 6in & Key Tags 10/08/2019		Janitorial Supplies	N
5462	Bremer Bank (Elan ACH)	178.34		3 Transactions		

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:25AM
1 General Fund

Vendor Name	<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>	
110 DEPT Total:		178.34	Courthouse Maintenance	1 Vendors	3 Transactions	
200 DEPT			Enforcement			
5462 Bremer Bank (Elan ACH)						
47 01-200-000-0000-6610		227.95	Stalker Radar - radar cables # 10/08/2019		Equipment & Radios	N
75 01-200-019-0000-6241		80.00	NPCA- Detection, Handler, Prote 10/01/2019		Registration Fee	N
36 01-200-000-0000-6409		38.52	Amazon - 3 Streamlight battery 10/02/2019		Deputy Supplies	N
37 01-200-000-0000-6409		8.20	Amazon - Vicks vaporub 10/02/2019		Deputy Supplies	N
38 01-200-000-0000-6409		23.58	Amazon - Dust masks 10/02/2019		Deputy Supplies	N
5462 Bremer Bank (Elan ACH)		378.25		5 Transactions		
200 DEPT Total:		378.25	Enforcement	1 Vendors	5 Transactions	
252 DEPT			Corrections			
5462 Bremer Bank (Elan ACH)						
42 01-252-003-0000-6511		22.73	Holiday- BCA LASO Trng gas 10/02/2019		Gas And Oil	N
46 01-252-252-0000-6405		93.15	Dollar Tree - Commissary activ 10/04/2019		Prisoner Welfare	N
5462 Bremer Bank (Elan ACH)		115.88		2 Transactions		
252 DEPT Total:		115.88	Corrections	1 Vendors	2 Transactions	
253 DEPT			Sentence to Serve			
5462 Bremer Bank (Elan ACH)						
67 01-253-000-0000-6405		59.47	Timmer Impl - jack 10/02/2019		Operating Supplies	N
5462 Bremer Bank (Elan ACH)		59.47		1 Transactions		
253 DEPT Total:		59.47	Sentence to Serve	1 Vendors	1 Transactions	
280 DEPT			Emergency Management			
5462 Bremer Bank (Elan ACH)						

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:25AM
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>	
45	01-280-003-0000-6332		Fortune Bay/EM Mgmt - Patrice 10/08/2019 10/09/2019		Hotel / Motel Lodging	N
43	01-280-003-0000-6340		Tamarack/Buffer- EM Mgmt - Patr 10/08/2019		Meals- Schooling	N
44	01-280-003-0000-6511		Holiday- EM Mgmt Assembly gas 10/10/2019		Gas & Oil	N
	5462 Bremer Bank (Elan ACH)			3 Transactions		
280	DEPT Total:		291.69	Emergency Management	1 Vendors	3 Transactions
391	DEPT			Solid Waste		
	5462 Bremer Bank (Elan ACH)					
64	01-391-000-0000-6241		RAM Conf. reg,Brooklyn Park, M 10/15/2019		Registration Fee	N
63	01-391-000-0000-6332		Arrowhead Hotel/Baxter- SWAA/Ne 09/26/2019		Hotel / Motel Lodging	N
	5462 Bremer Bank (Elan ACH)			2 Transactions		
391	DEPT Total:		377.01	Solid Waste	1 Vendors	2 Transactions
1	Fund Total:		2,722.15	General Fund		35 Transactions

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:25AM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
302	DEPT		R&B Engineering/Construction			
	5462 Bremer Bank (Elan ACH)					
30	03-302-000-0000-6296		Construction Site Trng/R Thomp		Meeting Expense/Physicals	N
			10/30/2019			
	5462 Bremer Bank (Elan ACH)			1 Transactions		
302	DEPT Total:		R&B Engineering/Construction	1 Vendors		1 Transactions
3	Fund Total:		Road & Bridge			1 Transactions

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:25AM
5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
400	DEPT			Public Health Department			
	5462 Bremer Bank (Elan ACH)						
12	05-400-410-0413-6406		49.89	WIC - Safety Gate 10/08/2019		PH Program Related Supplies	N
15	05-400-410-0413-6430		41.67	WIC - Safety Lancets 10/03/2019		WIC - Medical Supplies	N
2	05-400-440-0410-6330		8.00	LPHA Mtg - Parking 09/26/2019		Mileage/Parking	N
19	05-400-440-0410-6332		33.88	MFSCR Conf Lodging 10/09/2019		Hotel/Lodging	N
20	05-400-440-0410-6402		1.28	Agency- 4 Port USB hub 09/27/2019		Computer/Technology Supplies	N
7	05-400-440-0410-6405		25.12	Admin - Toner (SS) 09/26/2019		Office Supplies	N
8	05-400-440-0410-6405		3.35	Agency - Touch Screen Cleaner 09/26/2019		Office Supplies	N
21	05-400-450-0451-6406		45.00	SHIP - HC Tablecloth design fe 09/12/2019		PH Program Related Supplies	N
22	05-400-450-0451-6406		167.95	SHIP - HC Tablecloth 09/12/2019		PH Program Related Supplies	N
	5462 Bremer Bank (Elan ACH)		376.14		9 Transactions		
400	DEPT Total:		376.14	Public Health Department	1 Vendors	9 Transactions	
420	DEPT			Income Maintenance			
	5462 Bremer Bank (Elan ACH)						
19	05-420-600-4800-6332		69.87	MFSCR Conf Lodging 10/09/2019		Hotel/Lodging	N
20	05-420-600-4800-6402		2.64	Agency- 4 Port USB hub 09/27/2019		Computer/Technology Supplies	N
7	05-420-600-4800-6405		51.81	Admin - Toner (SS) 09/26/2019		Office Supplies	N
8	05-420-600-4800-6405		6.91	Agency - Touch Screen Cleaner 09/26/2019		Office Supplies	N
16	05-420-600-4800-6405		61.58	IM - Planners (DL/JA) 10/08/2019		Office Supplies	N
17	05-420-640-4800-6332		211.74	MFSCR Conf Lodging 10/09/2019		Hotel/Lodging	N
18	05-420-640-4800-6332		211.74	MFSCR Conf Lodging		Hotel/Lodging	N

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:25AM
5 Health & Human Services

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>On Behalf of Name</u>	
5462 Bremer Bank (Elan ACH)		616.29	10/09/2019 7 Transactions		
420 DEPT Total:		616.29	Income Maintenance 1 Vendors 7 Transactions		
430 DEPT			Social Services		
5462 Bremer Bank (Elan ACH)					
19 05-430-700-4800-6332		107.99	MFSCR Conf Lodging 10/09/2019	Hotel/Lodging	N
1 05-430-700-4800-6340		30.65	H&HS Conf Meals 10/09/2019 10/10/2019	Meal Reimbursement	N
4 05-430-700-4800-6340		25.54	H&HS Conf Meal 10/10/2019	Meal Reimbursement	N
5 05-430-700-4800-6340		35.71	H&HS Conf Meals 10/09/2019 10/11/2019	Meal Reimbursement	N
20 05-430-700-4800-6402		4.07	Agency- 4 Port USB hub 09/27/2019	Computer/Technology Supplies	N
7 05-430-700-4800-6405		80.07	Admin - Toner (SS) 09/26/2019	Office Supplies	N
8 05-430-700-4800-6405		10.67	Agency - Touch Screen Cleaner 09/26/2019	Office Supplies	N
13 05-430-700-4800-6450		142.50	Plantronics- CS540 Headset (JH) 10/09/2019	Small Equipment: Telephones,Chairs,	N
3 05-430-700-4800-6810		150.00	MH- Flex Walmart Gift Card 09/27/2019	Mh Init - Flex	N
11 05-430-710-3670-6020		62.00	PSOP - 18 gal totes 10/07/2019	PSOP - Parent Support Outreach Serv	N
6 05-430-700-4800-6405		38.24	3M Adj Document Holder (AG) 09/27/2019	Office Supplies	N
9 05-430-700-4800-6450		104.99	Adj Standing Desk (AG) 09/27/2019	Small Equipment: Telephones,Chairs,	N
10 05-430-700-4800-6450		129.99	Adj Standing Desk (Jon M) 09/27/2019	Small Equipment: Telephones,Chairs,	N
14 05-430-700-4800-6450		189.99	Adj Standing Desk - (SP) 10/08/2019	Small Equipment: Telephones,Chairs,	N
5462 Bremer Bank (Elan ACH)		1,112.41	14 Transactions		

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
 11/5/19 9:25AM
 5 Health & Human Services

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
430 DEPT Total:		1,112.41	Social Services	1 Vendors	14 Transactions
5 Fund Total:		2,104.84	Health & Human Services		30 Transactions

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:25AM
10 Trust

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
923	DEPT		Forfeited Tax Sales			
	5462 Bremer Bank (Elan ACH)					
52	10- 923- 000- 0000- 6405		2 AA High Capacity Rechargeabl 10/01/2019		Office Supplies	N
53	10- 923- 000- 0000- 6405		1 AA 1.5 volt Batteries 10/01/2019		Office Supplies	N
56	10- 923- 000- 0000- 6208		U of M/Remote Sensing Tools- Ti 10/08/2019		Training/Education	N
	5462 Bremer Bank (Elan ACH)		3 Transactions			
923	DEPT Total:		123.77 Forfeited Tax Sales	1 Vendors	3 Transactions	
10	Fund Total:		123.77 Trust		3 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:25AM
11 Forest Development

<u>Vendor</u>	<u>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>	
925	DEPT			Resource Management			
	5462 Bremer Bank (Elan ACH)						
51	11- 925- 000- 0000- 6273		23.98	1 18" Deluxe Spot Spraygun/Shi		Timber Improvement	N
				10/01/2019			
	5462 Bremer Bank (Elan ACH)		23.98	1 Transactions			
925	DEPT Total:		23.98	Resource Management	1 Vendors	1 Transactions	
11	Fund Total:		23.98	Forest Development		1 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:25AM
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			
5462 Bremer Bank (Elan ACH)					
39 19- 521- 000- 0000- 6205		Adobe "Creative Cloud"	1088570831	Postage	N
		09/28/2019			
5462 Bremer Bank (Elan ACH)		1 Transactions			
521 DEPT Total:		LLCC Administration	1 Vendors	1 Transactions	
522 DEPT		LLCC Education			
5462 Bremer Bank (Elan ACH)					
40 19- 522- 000- 0000- 6416		Amazon/ wall hooks, paracord b		Education Supplies	N
		09/30/2019			
41 19- 522- 000- 0000- 6416		Amazon/2 Rite in the Rain- card		Education Supplies	N
		10/04/2019			
35 19- 522- 000- 0000- 6416		Crickets Small/Medium - 1000 c	1306403	Education Supplies	N
		10/08/2019			
5462 Bremer Bank (Elan ACH)		3 Transactions			
522 DEPT Total:		LLCC Education	1 Vendors	3 Transactions	
525 DEPT		LLCC Capital Improvement			
5462 Bremer Bank (Elan ACH)					
68 19- 525- 000- 0000- 6601		CablesandKits- Fiber Patch Cabl		Capital Outlay- Non Marcum House	N
		10/07/2019			
69 19- 525- 000- 0000- 6601		CablesandKits- Fiber Patch Cabl		Capital Outlay- Non Marcum House	N
		10/07/2019			
70 19- 525- 000- 0000- 6601		Amazon- Ubiquiti Access Point		Capital Outlay- Non Marcum House	N
		10/07/2019			
71 19- 525- 000- 0000- 6601		Amazon- Wireless USB WiFi Adapt		Capital Outlay- Non Marcum House	N
		10/07/2019			
72 19- 525- 000- 0000- 6601		Amazon- Gigabit Ethernet Media		Capital Outlay- Non Marcum House	N
		10/07/2019			
73 19- 525- 000- 0000- 6601		Amazon- Gigabit SFP Transceiver		Capital Outlay- Non Marcum House	N
		10/07/2019			
74 19- 525- 000- 0000- 6601		Amazon- Infinity Cable CAT5E Pl		Capital Outlay- Non Marcum House	N
		10/07/2019			
5462 Bremer Bank (Elan ACH)		7 Transactions			

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
 11/5/19 9:25AM
 19 Long Lake Conservation C

<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>	
525 DEPT Total:		1,793.92	LLCC Capital Improvement	1 Vendors		7 Transactions
19 Fund Total:		1,983.12	Long Lake Conservation Center			11 Transactions

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

SMH1
11/5/19 9:25AM
21 Parks

Vendor No.	Vendor Name <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Descripti</u> <u>On Behalf of Name</u>	<u>1099</u>
520	DEPT			Parks			
	5462 Bremer Bank (Elan ACH)						
54	21- 520- 000- 0000- 6406		65.13	1 Rite in the Rain Weatherproo 10/01/2019		Field Supplies	N
55	21- 520- 000- 0000- 6406		25.39	1 DeWalt Cutting Wheel for Cho 10/08/2019		Field Supplies	N
	5462 Bremer Bank (Elan ACH)		90.52	2 Transactions			
520	DEPT Total:		90.52	Parks	1 Vendors	2 Transactions	
21	Fund Total:		90.52	Parks		2 Transactions	
	Final Total:		7,168.38	21 Vendors	83 Transactions		

Aitkin County

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	2,722.15	General Fund
	3	120.00	Road & Bridge
	5	2,104.84	Health & Human Services
	10	123.77	Trust
	11	23.98	Forest Development
	19	1,983.12	Long Lake Conservation Center
	21	90.52	Parks
All Funds		7,168.38	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2K

Agenda Item #

Requested Meeting Date: November 12, 2019

Title of Item: Authorize Participation in Class Action Opioid Case

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

Submitted by: Jessica Seibert, County Administrator	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed:
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Summary of Issue:

All counties and local units of government across the country have sued manufacturers, distributors, and retailers of prescription opiate drugs seeking, among other things, reimbursement for monies spent addressing the opioid crisis. All federal actions have been centralized into one court in Ohio and are entitled, In re: National Prescription Opiate Litigation, MDL No. 2804 (N.D. Ohio).

Unless the Exclusion Request Form is completed by November 22, 2019 to opt out of the class, no additional action is required.

Alternatives, Options, Effects on Others/Comments:

Move to complete the Exclusion Request Form to opt out of the class action litigation.

Recommended Action/Motion:

Authorize participation in the National Prescription Opiate Litigation.

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:*

NPO Litigation
PO Box 6727
Portland, OR 97228-6727



4539000661606

000 0001025 00000000 0001 0008 00129 INS: 0 0

Chief Legal Officer
AITKIN COUNTY RECORDER'S OFFICE
209 2ND ST NW
RM 205
AITKIN MN 56431-1295

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**CLASS ACTION NOTICE AND FREQUENTLY ASKED
QUESTIONS (“FAQs”)**

**To: All U.S. Counties, Cities, and Local Governments as
listed at www.OpioidsNegotiationClass.info**

A court authorized this notice. This is not a solicitation from a lawyer.

- Counties and cities across the country have sued manufacturers, distributors, and retailers of prescription opiate drugs seeking, among other things, reimbursement for monies spent addressing the opioid crisis. All federal actions have been centralized into one court in Ohio and are entitled, In re: National Prescription Opiate Litigation, MDL No. 2804 (N.D. Ohio). Additional cases are pending in state courts.
- The Court in In re: National Prescription Opiate Litigation has certified a voluntary “Negotiation Class” (“Class”). The Class is defined as: **all counties, parishes, and boroughs (collectively, “counties”); and all incorporated places, including without limitation cities, towns, townships, villages, and municipalities (collectively “cities”)**. The Class includes all counties and cities, whether they have filed a lawsuit or not. The complete current list of Class Members is available at the Class website: www.OpioidsNegotiationClass.info. This list may be updated as the Court may order.
- **NO SETTLEMENT HAS BEEN REACHED. HOWEVER, IF YOUR COUNTY OR CITY STAYS IN THE CLASS**, it will be bound if a Class settlement is approved in the future. Your county or city will likely **NOT** be provided another opportunity to be excluded from this Class action, so you should read this notice carefully and consult with your counsel regarding your county or city’s rights.
- The Court has certified two Racketeer Influenced and Corrupt Organizations Act (“RICO”) claims under Rule 23(b)(3) and two Controlled Substances Act (“CSA”) issues under Rule 23(c)(4). (see FAQ 7). The Class is certified solely to consider and vote on any future settlement offers made to the Class by one or more of 13 defendants (see FAQ 5). The purposes of the Class are (a) to unify cities and counties into a single negotiating entity to maximize their bargaining power and (b) to provide finality to opioids litigation for any settling Defendant.
- This Negotiation Class will not decide any claims or defenses in opioids litigation on the merits. It is certified as a Negotiation Class only, to facilitate Class Members’ approval or rejection of proposed settlements. There are no proposed settlements at this time, and no guarantee that there will be in the future. **However, your legal rights are affected and it is recommended that you consult with counsel regarding the choice you have to make now.**



YOUR LEGAL RIGHTS AND OPTIONS IN THIS LAWSUIT

<p>STAY IN THE CLASS</p> <p>REQUIRES NO ACTION</p>	<p>Stay in the Class. Await the negotiation outcome, but retain the right to pursue your own lawsuit in the meantime. Give up certain rights if a Class settlement is reached and approved by the Class and Court, but get a share of any Class settlement.</p> <p>By taking no action in response to this Notice, you remain in the Class. As a Class Member, you will still retain your right to pursue your own case unless and until any possible Class settlement is approved by the Court. As a Class Member, you have the right to vote on any settlement proposed to the Negotiation Class. A settlement will not be accepted unless supported by 75% of the voting Class Members, counted by number, population, and allocation, for both litigating and non-litigating entities, and approved by the Court. Settlement funds will be distributed at the county level and each county's share – and city's suggested share – can be viewed now by utilizing the Allocation Map at the Class website, www.OpioidsNegotiationClass.info. If the Court approves any settlement, that judgment will prohibit Class Members from suing the settling Defendant(s) about the claims and issues in the litigation.</p>
<p>REMOVE YOURSELF FROM THE CLASS</p> <p>REQUIRES ACTION BY NOVEMBER 22, 2019</p>	<p>Get out of the Class. Get no portion of any settlement. Keep rights.</p> <p>Those who exclude themselves from the Class cannot vote on, will not have the right to be paid under, and will not be bound by, any Class settlement. You keep any rights to negotiate separately about the same legal claims in this lawsuit, even if the Court approves a settlement for the Class. Class Members may exclude themselves from ("opt out" of) the Class by having an authorized officer or employee complete and sign the Exclusion Request Form enclosed here and submit it on or before November 22, 2019 by email or mail in accordance with the instructions in FAQ 26 below.</p>

- Class representatives and Class counsel will represent the Class in negotiations with Defendants who choose to do so. You may enter an appearance through an attorney (at your own expense) if you desire, but it is not required. Class Membership does not eliminate existing agreements with individual counsel. The procedure for payment of Class/common benefit attorneys' fees/costs in connection with any Class settlement must be approved by the Court. Details of the proposed options and procedures for fees and costs are posted on the Class website.
- For complete information on the Class, the settlement allocation formulas, the Class certification motion and Order, the list of included Class Members, the voting process to be used by the Class in accepting or rejecting any Class settlement offer, and an Allocation Map determining your allocation of any proposed settlement, go to www.OpioidsNegotiationClass.info. Important information on the Opioids-related litigation, including all pertinent Orders and Schedules, and Frequently Asked Questions, will be available on the Class website on an ongoing and current basis.

Your rights and options are further explained below.

Any questions? Read on and visit www.OpioidsNegotiationClass.info.

DO NOT WRITE OR CALL THE COURT OR THE CLERK'S OFFICE FOR INFORMATION

Questions? Visit www.OpioidsNegotiationClass.info

FREQUENTLY ASKED QUESTIONS (“FAQS”)

BASIC INFORMATION	4
1. Why is a Negotiation Class being formed? What is its purpose?	4
2. Is this the first Negotiation Class Action?	4
3. Why use a Class mechanism?	4
4. Who are the Class Representatives?	4
5. Who are the Defendants?	5
6. Has a Class settlement been reached with Defendants yet?	5
THE CLASS CLAIMS AND ISSUES	5
7. What claims and issues are certified for the Negotiation Class?	5
8. Has the Court decided any claims or issues?	5
WHO IS IN THE CLASS	6
9. What entities are included in the Negotiation Class?	6
10. Are counties and cities with state court-filed actions considered part of the Negotiation Class?	6
11. Will the Negotiation Class end the opioid litigation that my County or City has filed?	6
12. How does the Negotiation Class affect other types of opioid plaintiffs that are not counties or cities?	6
THE NEGOTIATION CLASS PROCESS	7
13. Now that the Court has approved this process, what will happen next?	7
14. If my County or City chooses to participate in the Negotiation Class, how will it know when there is a proposed Class settlement?	7
15. If there is a proposed Class settlement, does the Court still have to approve it?	7
16. If there is a proposed settlement and my County or City is included in the Negotiation Class, but it disapproves of the settlement terms, can my County or City object to the settlement?	7
17. How long will the Negotiation Class last?	8
VOTING	8
18. If there is a proposed Class settlement, how will the voting be done?	8
19. If there is a proposed Class settlement, how many votes are needed to approve it?	8
ALLOCATION OF CLASS SETTLEMENT FUNDS	9
20. If there is a Class settlement, how will my County or City’s share of the settlement be determined? ..	9
21. What happens if a county and its constituent cities make different decisions about staying in the Class?	10
22. If there is a settlement between a Defendant and a State or States, what impact will this Negotiation Class have on the division of monies between a State and the cities and counties within the State? ..	10
23. Will Negotiation Class Representatives receive anything more than other Class Members?	10
24. What is the Special Needs Fund?	10
YOUR RIGHTS AND OPTIONS	10
25. Can my county or city exclude itself from the Negotiation Class?	10
26. How does my county or city exclude itself from the Negotiation Class?	11
27. If my county or city stays in the Negotiation Class, can it exclude itself later if it doesn’t like a proposed settlement?	11
THE LAWYERS REPRESENTING THE CLASS	11
28. Who are the Class Counsel?	11
29. How do Class Counsel get paid?	11
30. Under this proposal, what happens to my County or City’s current fee agreement with outside counsel?	12
GETTING MORE INFORMATION	12
31. How can my County or City keep up with what’s going on in this case?	12

Questions? Visit www.OpioidsNegotiationClass.info



BASIC INFORMATION

1. Why is a Negotiation Class being formed? What is its purpose?

The purpose of the Negotiation Class is to create a cohesive group of cities and counties to negotiate Classwide settlements, on a voluntary basis, with Defendants who make, distribute, or sell opioids nationwide. Class Representatives and Class Counsel will represent the Negotiation Class. Class Members will vote on any Class settlement proposal. If 75% of those Class Members who vote (as described in FAQ 18 and 19 below) support a proposed Settlement, Class Counsel will ask the Court to approve it. The ultimate purpose of the Negotiation Class is to make settlement easier to obtain.

2. Is this the first Negotiation Class Action?

Yes. This is a new use of the Class action mechanism under Federal Rule of Civil Procedure 23, reflecting the unique nature of the national opioids litigation. Unlike any mass litigation before, thousands of cities and counties nationwide are pursuing claims against major defendants. The goal is to recover money to help fight the opioids epidemic, provide prevention and treatment services going forward, and change Defendants' practices.

3. Why use a Class mechanism?

Joining all cities and counties together as a Negotiation Class gives them maximum negotiating power, makes the negotiation of comprehensive settlements a more practical process, enables Defendants to know the group with which they are negotiating, and enables Class Members to vote on resulting settlement offers.

4. Who are the Class Representatives?

The Court has authorized the following 49 counties and cities to serve as the Negotiation Class's Class Representatives: (1) County of Albany, New York; (2) City of Atlanta, Georgia; (3) Bergen County, New Jersey; (4) City of Baton Rouge/East Baton Rouge Parish, Louisiana; (5) Broward County, Florida; (6) Camden County, New Jersey; (7) Cass County, North Dakota; (8) City of Chicago, Illinois; (9) Cobb County, Georgia; (10) City of Concord, New Hampshire; (11) Cumberland County, Maine; (12) City of Delray Beach, Florida; (13) Denver, Colorado; (14) Escambia County, Florida; (15) Essex County, New Jersey; (16) County of Fannin, Georgia; (17) Franklin County, Ohio; (18) Galveston County, Texas; (19) County of Gooding, Idaho; (20) City of Grand Forks, North Dakota; (21) County of Hennepin, Minnesota; (22) City of Indianapolis, Indiana; (23) County of Jefferson, Alabama; (24) Jefferson County/City of Louisville, Kentucky; (25) Jersey City, New Jersey; (26) Kanawha County, West Virginia; (27) King County, Washington; (28) City of Lakewood, Ohio; (29) City of Los Angeles, California; (30) City of Lowell, Massachusetts; (31) City of Manchester, New Hampshire; (32) Maricopa County, Arizona; (33) Mecklenburg County, North Carolina; (34) The Metropolitan Government of Nashville and Davidson County, Tennessee; (35) Milwaukee County, Wisconsin; (36) Monterey County, California; (37) City of Norwalk, Connecticut; (38) County of Palm Beach, Florida; (39) Paterson City, New Jersey; (40) City of Phoenix, Arizona; (41) Prince George's County, Maryland; (42) Riverside County, California; (43) City of Saint Paul, Minnesota; (44) City of Roanoke, Virginia; (45) County of Rockland, New York; (46) City and County of San Francisco, California; (47) County of Smith, Texas; (48) County of Tulsa, Oklahoma; and (49) Wayne County, Michigan.

Questions? Visit www.OpioidsNegotiationClass.info

5. Who are the Defendants?

The Court has authorized the Negotiation Class to negotiate with 13 Defendants (including their affiliates): (1) Purdue, (2) Cephalon, (3) Endo, (4) Mallinckrodt, (5) Actavis, (6) Janssen, (7) McKesson, (8) Cardinal, (9) AmerisourceBergen, (10) CVS Rx Services, Inc., (11) Rite-Aid Corporation, (12) Walgreens, and (13) Wal-Mart. The Negotiation Class is authorized to negotiate settlements with any of these 13 Defendants, on any of the claims or issues identified below in FAQ 7, or other claims or issues arising out of the same factual predicate. If Class Counsel seek to negotiate for the Class with any other defendants, they can file a motion asking the Court to amend the Class certification order.

6. Has a Class settlement been reached with Defendants yet?

No. No Class settlement has been reached yet with any Defendant. But the existence of a Negotiation Class makes the possibility of Class settlement more feasible because a Defendant will know the group with which it is negotiating. There is no guarantee, however, that there will be a Class settlement and it is possible that there will be settlements that do not encompass the Class, such as settlements between one or more Class Members and one or more Defendants.

THE CLASS CLAIMS AND ISSUES

7. What claims and issues are certified for the Negotiation Class?

In this Negotiation Class, the Court certified two federal Racketeer Influenced and Corrupt Organizations Act (“RICO”) claims and two federal Controlled Substances Act (“CSA”) issues. The RICO claims and the issues related to the CSA are similar across the country and the Class. The first RICO claim alleges that five Defendants misled physicians and the public about the need for and addictiveness of prescription opioids, all in an effort to increase sales. The second RICO claim alleges that eight Defendants ignored their responsibilities to report and halt suspicious opioid sales, all in an effort to artificially sustain and increase federally-set limits (quotas) on opioid sales. The CSA issues allege that the CSA required Defendants to create systems to identify, suspend, and report unlawful opioid sales, and that Defendants failed to meet those obligations. As noted in FAQ 5, above, the Negotiation Class is authorized to negotiate Class settlements concerning these claims and issues or other claims or issues arising out of the same factual predicate. **However, this Negotiation Class does not involve claims by State governments against the Defendants and no Class settlement will release or otherwise interfere with any State government’s current or future litigation. This Negotiation Class concerns claims only of counties and cities.** You can read more about these claims and issues in the Court’s Memorandum Opinion certifying this Class, which is posted at www.OpioidsNegotiationClass.info.

8. Has the Court decided any claims or issues?

No. The Court has not decided any Classwide claims or defenses on the merits and the Court will not render any Classwide decisions on the merits of any claims asserted by the Class or individual Members of it. By establishing this Negotiation Class and issuing this notice, the Court is not suggesting the Class would win or lose this case. This Class has been certified for negotiation purposes only.



WHO IS IN THE CLASS

9. What entities are included in the Negotiation Class?

The Negotiation Class is defined as:

All counties, parishes, and boroughs (collectively, “counties”); and all incorporated places, including without limitation cities, towns, townships, villages, and municipalities (collectively “cities”).

A complete current list of Class Members is available at www.OpioidsNegotiationClass.info. The list may be updated as the Court may order.

The terms “counties” and “cities” are used only as shorthand. The Class includes political subdivisions with other names, such as parishes, villages, towns, townships, etc. The list of Class Members was devised primarily from the U.S. Census Bureau lists of governmental entities that provide services to their residents. Check the Cities and Counties lists posted on the Class website to confirm whether you are a Negotiation Class Member.

10. Are counties and cities with state court-filed actions considered part of the Negotiation Class?

Yes. Counties and cities that sue in state court are Members of this Negotiation Class, with the option to opt out. However, nothing about Membership in the Negotiation Class interferes with the rights of any federal or state court plaintiffs to proceed with their own cases for litigation, trial, or individual settlement. Only if and when a Class settlement has been reached, has been approved by 75% of the voting Class Members as described in FAQ 19, and has been approved by the Court, would Class Members lose their ability to proceed on their own, in exchange for the settlement benefits that they would receive.

11. Will the Negotiation Class end the opioid litigation that my County or City has filed?

Not now and only if a Class settlement is later reached and approved. Your county’s or city’s Membership in the Negotiation Class will not immediately affect any opioid suit it has filed, whether in federal or state court. It also will not stop your county or city from filing or pursuing a lawsuit, and it will not affect any scheduled hearings or trials in any lawsuit. However, if there is a final Class settlement, approved by the required 75% of the voting Class Members and by the Court, the final settlement will likely end all other opioids-related litigation brought by Class Members. In the meantime, you do not need to opt out of the Class to file, continue to prosecute, or settle your own case, and you may keep any settlement or judgment you obtain. If any county or city obtains a judgment or settlement with a Defendant before the Negotiation Class does, however, it will not receive additional compensation through any later Negotiation Class settlement. But by remaining in the Class, your county or city does risk foregoing its own lawsuit (although it would obtain money from a Class settlement) if a Class settlement is reached and approved.

12. How does the Negotiation Class affect other types of opioid plaintiffs that are not counties or cities?

The Negotiation Class does not directly affect the litigation or settlement of the claims of other types of plaintiffs, such as Indian Tribes, third party payors, and others, that are proceeding in federal or state courts. These plaintiffs can organize themselves as groups or propose their own Classes, for trial or settlement purposes.

THE NEGOTIATION CLASS PROCESS

13. Now that the Court has approved this process, what will happen next?

The creation of the Negotiation Class has these next steps:

- On **September 11, 2019**, Judge Polster, the federal judge overseeing all of the national opioids litigation, certified the Negotiation Class to go forward.
- On or before **September 20, 2019**, Class Action Notice will be sent via First-Class mail and posted to the Class website **www.OpioidsNegotiationClass.info** to all Class Members.
- Class Members have until **November 22, 2019** to decide whether to participate or to opt out of the Class. This is the “opt-out period.” All Class Members are automatically included in the Class. If a Class Member wants to participate, it does not need to do anything at this point. Only Class Members that wish to exclude themselves (“opt out”) and not participate in the Class must act: they must submit a copy of the enclosed Exclusion Request Form on or before **November 22, 2019**, using the instructions in FAQ 26.
- After the close of the opt-out period, the Court will enter an order confirming the Membership of the Class, saying who is in and who is out of the Class.
- After that, the Class will operate if, and only if, one or more of the Defendants wishes to negotiate with the Class as a whole through the Negotiation Class mechanism.
- If a proposed Class settlement is reached, the proposal will be submitted to the entire Class Membership for its approval or rejection in accordance with the voting formula (described in FAQ 18 and 19 below). If no proposed settlement is reached, the Class will not vote and will have no other role.

14. If my County or City chooses to participate in the Negotiation Class, how will it know when there is a proposed Class settlement?

All Negotiation Class Members will be given advance notice of any Class settlement offer, including details on its terms and conditions, and they will have an opportunity to vote on each settlement offer. Class Members will be able to cast their vote securely, through the Class website, which will establish a voting identity and portal for each Class Member. Only Class settlements achieving 75% approval votes, by number, by allocation, and by population, of the litigating and non-litigating Class Members that vote (as described in FAQ 19) will be submitted to the Court, which will make the final determination of whether to approve the settlement.

15. If there is a proposed Class settlement, does the Court still have to approve it?

Yes. If there is a proposed settlement that is approved by 75% of the voting Class Members, as described in FAQ 18 and 19, the Court will review and decide whether to approve it, under the Class action settlement approval process set forth in Federal Rule of Civil Procedure 23(e). Generally, the Court will assess whether any settlement is fair, reasonable, and adequate. All applications for fees and costs also require court approval under Rule 23 procedures. (See https://www.law.cornell.edu/rules/frcp/rule_23.)

16. If there is a proposed settlement and my County or City is included in the Negotiation Class, but it disapproves of the settlement terms, can my County or City object to the settlement?

Yes. As a Negotiation Class Member, you will be entitled under Rule 23(e) to object to any settlement, even if it has received approval from the Class. However, as described in FAQ 27, you

Questions? Visit www.OpioidsNegotiationClass.info



will likely not be able to exclude yourself from the Class at that time. An objection explains your concerns to the Court for its consideration but does not remove you from the Class.

17. How long will the Negotiation Class last?

The Negotiation Class will last for 5 years from the date it is certified by the Court. The Court certified the Class on September 11, 2019 and the Negotiation Class will last until September 11, 2024. After that date, the Class will not exist as an entity with which a Defendant can negotiate. However, the Negotiation Class will continue to exist with regard to: (1) any Class settlements presented to the Negotiation Class for a vote before that date, to carry out the voting and approval process; and (2) any Class settlements reached before that date, to complete settlement administration and enforcement.

VOTING

18. If there is a proposed Class settlement, how will the voting be done?

Each Class Member will vote only once on any particular Class settlement proposal. The vote will simply be yes-or-no, in favor of or against the proposed settlement. Class Members that do not vote will not be counted as either yes or no votes; as with an election for government office in the United States, the only votes that are counted are those of the voters who actually cast votes. Class Members' votes will be tabulated mechanically within each applicable voting pool, to make sure that 75% of each pool is in favor of the proposed settlement before it is presented to the Court. The voting pools are described in FAQ 19. Voting tabulation does not require any effort by the Class Members. The requirement of 75% support of voting Class Members across the different voting pools ensures that no settlement will go forward without a wide cross-section of support from cities and counties of all sizes and interests.

19. If there is a proposed Class settlement, how many votes are needed to approve it?

The agreement to be bound by a supermajority vote means that no settlement can be reached that would bind the Negotiation Class without the approval of 75% of the voting Class Members, defined in several ways. To be binding, 75% of those voting in each of the following six categories must approve a proposed settlement:

- 75% of the total number of voting Class Members that had filed suit as of June 14, 2019 (“litigating entities”). This number is based on all individual Class Members who had suits on file regardless of size, so that each voting entity has one vote;
- 75% of the total number of voting Class Members that had not filed suit as of June 14, 2019 (“non-litigating entities”). This number is based on all individual Class Members who had not filed suit, regardless of size, so that each voting entity has one vote;
- 75% of the total population of all voting Class Members that had filed suit as of June 14, 2019. For this computation, the vote of the county or city is weighted according to its population, with each person in a voting city and each person in a voting county equal to one vote. Thus, by way of example, if a county votes yes and has a population of 20,000, and a city within the county votes yes and has a population of 10,000, the county’s vote is weighted as 20,000 votes in favor, and the city’s vote is recorded as 10,000 votes in favor. The population for each County or City will be based on current census data. The current data is presented on the Class website, www.OpioidsNegotiationClass.info. Individual residents in this category may be counted twice, once as a resident of a municipality, and once as a resident of a county;

Questions? Visit www.OpioidsNegotiationClass.info

- 75% of the total population of all voting Class Members that had not filed suit as of June 14, 2019. For this computation, the vote of the county or city is weighted according to its population, with each person in a voting city and each person in a voting county equal to one vote. Thus, by way of example, if a county votes and has a population of 20,000, and a city within the county votes yes and has a population of 10,000, the county's vote is weighted as 20,000 votes in favor, and the city's vote is recorded as 10,000 votes in favor. Again, the population for each County or City will be based on current census data. The current data is presented on the Class website, www.OpioidsNegotiationClass.info. Individual residents in this category may be counted twice, once as a resident of a municipality, and once as a resident of a county;
- 75% of the litigating Class Members casting votes, weighted by their settlement fund allocations as shown at the Allocation Map posted at opioidsnegotiationclass.info; and
- 75% of the non-litigating Class Members casting votes, weighted by their settlement fund allocations as shown at the Allocation Map posted at opioidsnegotiationclass.info.

For purposes of counting votes, only votes cast will be considered. In order for a proposed settlement to be binding on the Negotiation Class, 75% of those Class Members who cast votes in **each** of these six categories must be in favor. No settlement will be submitted to the Court for final approval unless 75% of those voting in **each** of the six categories are in favor. No county or city that is not a Class Member as of the deadline for a vote on a proposal will be allowed to vote on that proposal.

ALLOCATION OF CLASS SETTLEMENT FUNDS

20. If there is a Class settlement, how will my County or City's share of the settlement be determined?

Any Class settlement funds will be distributed in three steps:

Step 1: Each county's share of the settlement will be distributed in accordance with an "allocation model." The allocation model uses three factors, based on reliable, detailed, and objective national data, to determine the share of a settlement fund that each county will receive. These factors address the most critical causes and effects of the opioids crisis, and are each weighted equally (1/3-1/3-1/3): (1) the amount of opioids distributed within the county, (2) the number of opioid deaths that occurred in the county; and (3) the number of people who suffer opioid use disorder in the county. This model is designed not to favor either small or large counties based solely on population. Ultimately, the model allocates settlement funds in proportion to where the opioid crisis has caused actual harm.

Step 2: Counties and their constituent cities, towns, and boroughs may distribute the funds allocated to the county among all of the jurisdictions in any manner they choose. If the county and cities cannot agree on how to allocate the funds, the Class website reflects a default allocation that will apply. The default allocation formula uses historical federal data showing how the specific county and the cities within it have made opioids-related expenditures in the past. Any of the affected jurisdictions may ask a Special Master to apply a different formula.

Step 3: If the default allocation is used and a city's share is less than \$500, then that amount will instead be distributed to the county in which the city lies to allow practical application of the abatement remedy. Affected cities could seek recovery through intra-county allocation described in Step 2, or from the Class Members' Special Needs Fund (see FAQ 24). In the rare circumstance that a city with a share of less than \$500 lies in a county that does not have a county government, the amount would instead go to the Class Members' Special Needs Fund, and Class members could seek recovery from that Fund.

Further information about the allocation formulas and their data sources are available at the Class website.

Questions? Visit www.OpioidsNegotiationClass.info



21. What happens if a county and its constituent cities make different decisions about staying in the Class?

- If a county and all of its constituent cities remain in the Class, each entity's share will be determined as explained in FAQ 20.
- If a county remains in the Class, but one or more cities within the County are not in the Class, there are a variety of ways that a Class settlement might address that situation, but it is possible that a Class settlement would require that the County's allocation be reduced.
- If a county is not in the Class, but cities within that county remain in the Class, there are a variety of ways a Class settlement might address that situation. One possibility is that a city would receive no direct monetary allocation because its county has opted out, but that it could seek monetary relief through the Special Needs Fund (see FAQ 24). If a settlement provides a city no possibility of monetary relief because its county has opted out, Class Counsel anticipates the city would not be required to release its claims against the settling Defendant.

22. If there is a settlement between a Defendant and a State or States, what impact will this Negotiation Class have on the division of monies between a State and the cities and counties within the State?

The Negotiation Class process does not interfere with a Defendant's ability to settle directly with one or more States. If a Defendant reaches a settlement directly with a State, nothing about this Negotiation Class process would affect the distribution of those settlement funds between the State and its own cities or counties. The Court has explicitly ordered that the Class's lawyers not involve themselves or the Class in the process of allocating monies secured by States between themselves and their counties and cities.

23. Will Negotiation Class Representatives receive anything more than other Class Members?

Negotiation Class Representatives do not receive preferential treatment under any settlement simply for serving as Class Representatives. Their allocation will be calculated in precisely the same manner as every other Class Member's. However, they can apply to the Court for reimbursement of costs and expenses incurred by reason of serving as Class Representatives. Also, courts often award a modest amount to Class Representatives, called an incentive or service award, so as to encourage Class Representatives to step forward on behalf of others. Any such awards are subject to Class notice and Court approval.

24. What is the Special Needs Fund?

Fifteen percent (15%) of any Class settlement fund will be put into the "Special Needs Fund." Any Class Member may apply for a distribution from the Special Needs Fund: (1) to recover its costs of litigating its own opioids lawsuit, if that case was filed before June 14, 2019; and/or (2) to obtain additional relief for any local impact of the opioids crisis that is not captured by the Class Member's allocation. Applications will be made to and approved by a court-appointed Special Master, on a case-by-case basis. Any unawarded amount remaining in this Special Needs Fund would revert to the Class.

YOUR RIGHTS AND OPTIONS

25. Can my county or city exclude itself from the Negotiation Class?

Yes. You have a **one-time** opportunity to exclude your county or city from the Class and you must do so before November 22, 2019. You must follow the procedure set forth in FAQ 26 below to

Questions? Visit www.OpioidsNegotiationClass.info

exclude your county or city. As explained in FAQ 27, you will likely **not** be given a second opportunity to exclude your county or city from the Class if a settlement is later reached and you should not count on such an opportunity being available at that time.

26. How does my county or city exclude itself from the Negotiation Class?

You may exclude your county or city (“opt out”) by signing and sending, either by email or by first-class U.S. mail, the enclosed Exclusion Request Form.

- If submitted by email, the form must be sent to info@OpioidsNegotiationClass.info on or before **November 22, 2019**.
- If submitted by mail, the form must be postmarked on or before **November 22, 2019** and sent by first-class U.S. mail to:

NPO Litigation
P.O. Box 6727
Portland, OR 97228-6727

The Exclusion Request Form must be signed by an **authorized** official or employee of the county or city itself, under penalty of perjury pursuant to 28 U.S.C. § 1746, and is subject to verification by the Court. If you exclude your county or city from the Negotiation Class, your county or city will not be bound by any Orders or Judgments regarding the Class, and it will have no right to share in any settlement reached by the Class.

27. If my county or city stays in the Negotiation Class, can it exclude itself later if it doesn't like a proposed settlement?

Not under the current Court Order. The Court's Order certifying the Negotiation Class provides only one opportunity for a county or city to exclude itself from the Class. The exclusion deadline ends on November 22, 2019. If a settlement is reached and proposed to the Class for its approval, Class Members who do not support the settlement may (1) vote against it and/or, (2) if the settlement is nonetheless approved by the Class votes, file objections with the Court. Rule 23 permits a court to offer a second opportunity for Class Members to opt out when a settlement is proposed, but the Rule does not require the Court to give Class Members a second opportunity to opt out. In this case, it is anticipated that the Court will not give Class Members a second opportunity to opt out. Therefore, Class Members should not rely on that possibility. Class Members should expect that there will be no opportunity to opt out of the Class after **November 22, 2019**.

THE LAWYERS REPRESENTING THE CLASS

28. Who are the Class Counsel?

The Court has authorized the following six lawyers to jointly represent the Negotiation Class: Jayne Conroy and Christopher A. Seeger are Co-Lead Negotiation Class Counsel and Gerard Stranch, Louise Renne, Mark Flessner, and Zachary Carter are Negotiation Class Counsel. Each of these six lawyers represents only cities or counties in Opioids-related litigation.

29. How do Class Counsel get paid?

Class Counsel will apply to the Court for approval of fees and costs under Rule 23(h). As a Class Member, you will receive notice and have an opportunity to object to any such application. The Court may appoint fee committees to make recommendations of any fee awards, to avoid duplication of payment, and to ensure appropriate compensation of those whose efforts provided a common benefit. The Court will make the final decision about all fees paid out of the Class's recovery to any lawyer.

Questions? Visit www.OpioidsNegotiationClass.info



30. Under this proposal, what happens to my County or City's current fee agreement with outside counsel?

The current fee agreement that a county or city has with its outside counsel remains in effect. Membership in the Negotiation Class does not change that. In the event of any settlement that achieves Class and Court approval, there would be a "Private Attorneys Fund" from which outside counsel for Class Members that had signed retainer agreements for opioid epidemic-related litigation before June 14, 2019 could apply for fees and costs in lieu of any current fee agreement. That would be a voluntary decision between the county or city and its outside counsel. A total of up to 10% (maximum) of any approved Class settlement amount will be held in the Private Attorneys Fund. Any unawarded amount remaining in this Fund would revert to the Class. The Court must approve all payments from this Fund.

GETTING MORE INFORMATION

31. How can my County or City keep up with what's going on in this case?

Pertinent news and information will be posted at the Class website, www.OpioidsNegotiationClass.info on an ongoing basis. As a Class Member, you also will have the opportunity to sign up, through the Class website, for email notices alerting you to the fact that new information has been posted to the Class website.

**DO NOT WRITE OR CALL THE COURT OR THE
CLERK'S OFFICE FOR INFORMATION**

DATE: September 11, 2019.



**IF YOU WANT TO EXCLUDE YOUR COUNTY OR CITY
YOU MUST ACT BY NOVEMBER 22, 2019**

EXCLUSION REQUEST FORM

Read this page carefully then turn to Page 2 if you want to sign and send

Complete this form ONLY if your County or City does NOT want to remain a Class Member and does not want to share in any potential negotiated Class settlement. If your County or City does not complete and submit this form, it will be deemed to be a Class Member so long as it is a County or City in the United States as those terms are described in the Class Notice and is on the list of Class Members found at www.OpioidsNegotiationClass.info.

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO**

_____	X	
	:	
In re NATIONAL PRESCRIPTION	:	1:17-md-2804 (DAP)
OPIATE LITIGATION	:	
_____	X	

Class Notice Administrator
NPO Litigation
P.O. Box 6727
Portland, OR 97228-6727

Dear Class Notice Administrator:

My County or City does **NOT** want to be a member of the Negotiation Class certified in the *In re National Prescription Opiate Litigation*. I understand that by completing the information requested on page 2, signing, and submitting a copy of this form by email (to the email address on page 2) sent on or before **November 22, 2019** OR by first-class U.S. mail (to the mailing address on page 2) post-marked on or before **November 22, 2019**, I am opting my County or City out of the Negotiation Class and it will **NOT** be a Class Member. I understand that by timely submitting this form, my County or City is foregoing the right to share in any Class settlement that may be obtained. I understand that my County or City is **NOT** guaranteed an opportunity to opt back in if there is a Class settlement, so this is our final decision. I also understand that by opting out, my County or City will not be bound by any judgment entered as part of any Class settlement.

I understand that if my jurisdiction is a Class Member and wants to remain a Class Member, it does not need to do anything now. I understand that I should **NOT** return this Exclusion Request Form if my jurisdiction wants to remain a Class Member.

I understand that, if I have any questions, I may contact Class Counsel at **1-877-221-7468**, or visit www.OpioidsNegotiationClass.info **BEFORE** I mail this form to you and **BEFORE** **November 22, 2019**.

**TURN TO PAGE 2 IF YOU WANT TO SIGN EXCLUSION/OPT-OUT FORM
AND FOR EMAIL AND MAILING ADDRESSES**





**IF YOU WANT TO EXCLUDE YOUR COUNTY OR CITY
YOU MUST ACT BY NOVEMBER 22, 2019**

EXCLUSION REQUEST FORM
Read Information on Page 1 carefully before signing

Having read and understood the information on page 1, the County or City **(circle one)** entitled _____ in the State of _____ hereby excludes itself from the Negotiation Class certified by the United States District Court in the Northern District of Ohio in *In re National Prescription Opiate Litigation*, MDL 2804. Under penalty of perjury and in accordance with 28 U.S.C. § 1746, I declare that I am an official or employee authorized to take legal action on behalf of my County or City.

Signature: _____

Print name: _____

Title: _____

City or County Represented: _____ (Circle one): City / County

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Date: _____

BY NOVEMBER 22, 2019

EMAIL TO:

OR

SEND BY

FIRST CLASS MAIL TO:

info@OpioidsNegotiationClass.info

NPO Litigation
P.O. Box 6727
Portland, OR 97228-6727



Board of County Commissioners Agenda Request

2L

Agenda Item #

Requested Meeting Date: November 12, 2019

Title of Item: Approve Aitkin County SWCD Lease Agreement

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

The Aitkin County Soil & Water Conservation District will move into the Government Center on November 12, 2019. A Lease Agreement has been developed and reviewed by County Attorney Jim Ratz and SWCD Manager, Steve Hughes. Board approval to enter into a Lease Agreement is being sought.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve Lease Agreement with Aitkin County Soil & Water Conservation District

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:

Property Lease

This lease is made and entered into by and between Aitkin County, Minnesota, hereinafter referred to as "Lessor," and Aitkin County Soil and Water Conservation District, hereinafter referred to as "Tenant."

In consideration of the mutual covenants hereinafter set forth, and intending to be legally bound, the parties do hereby agree as follows:

1. PREMISES

1.1 Demise. Lessor does demise, lease and rent to Tenant and Tenant does hire, rent and take from Lessor the following "Leased Premises":

1.2 Premise Description. The leased premises are located in the Aitkin County Government Services Building, Second Floor office area. Included is a second floor storage room. Building address is 307 Second St NW, Room #216, premise map is included as Exhibit A.

1.3 Condition of Premises. Parties agree that the leased premises are being leased "AS IS." The Lessor makes no other representations, either express or implied regarding the quality and condition of the building.

1.4 Use of Premises. Tenant shall use and occupy the leased premises solely for the purpose of carrying out the duties of the Aitkin County Soil and Water District and related tasks. No other use is authorized without the prior written consent of Lessor.

1.4(a) No Unlawful Uses. Tenant will not use, occupy or permit the leased premises or any part thereof to be used or occupied for any unlawful or illegal business, use or purpose, nor for any business, use or purpose deemed by Lessor to be disreputable or extra-hazardous, nor in such manner as to constitute a nuisance of any kind, nor for any purpose or in any way in violation of any present or future laws, rules, requirements, orders, directions, ordinances or regulations of the United States of America, or of the State, county or city government, or other municipal, governmental or lawful authority whatsoever, and shall indemnify and hold Lessor harmless from the consequences of any such violation. If Tenant receives any written notice of any such violation, applicable to the leased premises, it shall give prompt notice thereof to Lessor.

1.4(b) Obligation of Tenant to Conform to Lawful Uses. Tenant shall, at its expense, conform to all laws, orders, ordinances and regulations of federal, state, county and municipal authorities and with any directives made pursuant to law by any public officer or officers which shall, with respect to the occupancy, use or manner of use of the leased premises or to any abatement of nuisance, impose any order or duty upon Lessor or Tenant arising from Tenant's occupancy, use or manner of use of the leased premises.

1.4(c) Landlord's Rules and Regulations. Tenant, its officers, employees, agents and invitees, shall observe and comply with all reasonable rules and regulations governing the building

and the adjacent parking facilities as may be determined from time to time in writing by Lessor for the general safety, comfort and convenience of the Tenant, other tenants and the general public. Any failure to observe any such rule or regulation shall constitute failure to perform a term of this Lease and, consequently, a breach on the date of execution of this Lease.

2. TERM

2.1 Term of Lease. The term of this Lease shall be for two (2) years commencing on _____, 2019, unless earlier terminated by law or as provided herein. After the initial 2 year lease has expired, lease will be automatically renewed for one (1) year on an annual basis unless one party gives sixty (60) days notice.

2.3 Holding Over. If Tenant does not vacate the leased premises at the end of the lease term, or upon other termination of Tenant's right of possession, then Tenant's further possession shall be wrongful and Tenant shall be subject to eviction at any time, pursuant to law. Tenant shall be liable to pay Lessor as damages for wrongful holding over.

3. RENT

3.1 Base Rent. The Tenant will not be charged any lease, rental or similar fees for use of the leased space. Prior to this agreement, Lessor provided annual appropriations to the Tenant which included an amount for rent and utilities. Lessor will reduce its annual appropriation to the Tenant by the amount provided for rent and utilities in their previous space and any other agreed upon expenses. It is agreed by Lessor and Tenant that the leased premise and furnishings will be provided by lessor at the initial move in date. All initial work stations and related furnishings will be provided by lessor. Any current or future additional furniture, technical or related costs or expenses will be at tenant's expense and must receive prior written approval from the Lessor. This arrangement will continue for the length of the lease.

4. UTILITIES; SERVICES

4.1 Lessor's Obligations. All services and utilities are the Lessors obligation to provide. The Tenant has no obligation, duty, or responsibility to provide any services or utilities with exceptions noted in Section 4.1 (vii).

Lessor shall be obligated to provide any and all services and utilities for the leased premises including, but not limited to, the following:

- (i) Janitor services and customary cleaning of the building;
- (ii) General trash removal including any additional charges due to the removal of large, bulky or excess trash.
- (iii) Heating and air-conditioning.

(iv) City water and sewage, service for drinking, lavatory and toilet purposes drawn through fixtures installed by Lessor. Any additional water service required by Tenant for purposes in addition to those described in the preceding sentence shall be installed and paid for at Tenant's expense.

(v) Electricity for lighting and general office purposes. Any additional capacity required by Tenant shall be installed and paid for at Tenant's expense. Lessor shall furnish and install all replacement lighting, tubes, lamps, bulbs and ballasts as required in the leased premises.

(vi) Gas & Electric. Lessor shall be responsible for the furnishing of gas and electricity for general office purposes, and heating and cooling of the building.

(vii) Internet Services and Equipment. Lessor will provide internet connection and VOIP phones. Tenant will provide and maintain their own computer, related equipment and IT services at their own expense.

5. MAINTENANCE AND REPAIRS

5.1 Lessor's Obligations. It is the Lessor's duty and responsibility to provide any leased premise maintenance or repairs unless otherwise noted in this agreement.

6. LOSS OR DAMAGE

6.1 Tenant's Property. All property and improvements of Tenant in or about the leased premises shall be kept, stored and/or maintained at the sole risk of Tenant without any liability of Lessor for loss or damage thereto, including but not limited to loss from fire, explosion, wind, rain, hail, water leakage, bursting of pipes or conduits, sprinklers, gas, electricity, or structural failure, regardless of negligence, nor shall Lessor be liable to Tenant for any interruption of business conducted by Tenant, regardless of cause.

6.2 Casualty; Termination of Lease. If the Building is damaged or destroyed by fire or other casualty and the Lessor, by notice given to Tenant not later than one hundred eighty (180) days after such damage or destruction, elects not to restore the Building, then this Lease shall cease and terminate, and any rents and all additional payments due hereunder shall be apportioned, as of the date of such damage or destruction, and Tenant shall vacate the leased premises and surrender the same to Lessor on or before thirty (30) days after the giving of such notice.

6.3 Casualty; Restoration of Building. If a portion of the leased premises is damaged by a fire or other casualty and Lessor does elect to restore the Building, then this Lease shall not terminate and Lessor shall, at its expense, restore the leased premises, exclusive of any improvements or other changes made to the leased premises by the Tenant, to as near the condition which existed immediately prior to such damage or destruction as reasonably possible.

7. ALTERATIONS

7.1 Alterations by Tenant.

7.2(a) Consent Required. Tenant will not make any additions or improvements to the leased premises without first obtaining the prior written consent of Lessor as to the character of such alterations, additions or improvements and the manner of doing the work, which consent may, except as to interior decorating, be withheld. If any such alterations, decoration, addition or improvement is made without the prior written consent of Lessor, Lessor may correct or remove the same and the Tenant shall be liable for any and all expenses incurred by Landlord in the performance of this work. Tenant shall obtain, at its own cost, all necessary permits and licenses.

7.2(b) Quality of Work. Tenant agrees that all work shall be done in a good and workmanship like manner, in conformance with all municipal and other government codes and that the structural integrity of the building shall not be impaired.

7.2(c) Restoration to Original Condition/Ownership. All alterations, additions, improvements and all fixtures and equipment attached to, or built into, the leased premises, whether by Lessor at its own expense or at the expense of the Tenant, or by the Tenant, shall remain as Lessor's property and shall be surrendered with the leased premises as a part thereof, and shall not be removed by the Tenant at the end of the term, unless otherwise agreed. However, if before termination or within fifteen (15) days after, the Lessor so directs by written notice, the Tenant shall promptly remove the aforesaid alterations, additions, improvements, which shall be designated in such notice, and the Tenant shall repair any damage caused by removal. Tenant shall, however, remain the owner of any installed trade fixture and shall have the right to remove such trade fixture at the expiration of this Lease Agreement, so long as Tenant's not then in default and the premises are restored to the original condition.

8. INDEMNIFICATION

8.1 Tenant to Indemnify. Tenant shall hold Lessor harmless from and indemnify Lessor against any and all liability, damage, loss and expense arising or resulting from the acts or omission of or caused by Tenant or Tenant's employees, servants, agents, guests, assigns, subtenants, visitors or licensees in, upon or about the demised premises, the Building or the adjacent areas, including all common areas or arising out of or related to the use and occupancy of the demised premises or the business or activity conducted with respect thereto, including injuries to person and property.

8.2 Limit of Lessor's Liability. In the event Tenant shall have any claim of any nature whatsoever in respect to this Lease or Tenant's use of the leased premises or any part of the Building and notwithstanding any other provisions of this Lease to the contrary, Tenant expressly consents as a condition of this Lease to look solely to Lessor's interest in the Building and underlying land and any insurance thereon in the event of any such claim.

8.3 Liens. Tenant will not commit or suffer any act or neglect whereby the leased premises or any part of the Building or land on which the Building is located will, at any time during the term of this Lease, become subject to any attachment, judgment, lien, charge or

encumbrance whatsoever, and will indemnify and hold Lessor harmless from all loss, cost and expense with respect to such encumbrance. If Tenant shall fail to discharge any such lien within ten (10) days after notice from Lessor, Lessor may, at its option, discharge the same and treat the cost thereof, plus interest thereon at the rate of eight percent (8%) per annum, as additional rent payable with the monthly installment of base rent next becoming due, it being expressly agreed that such discharge by Lessor shall not be deemed to waive or release the default of Tenant in not discharging the same.

8.4 Joint and Several Liability. If more than one person or entity shall sign this Lease, the obligations set forth herein shall be deemed joint and several obligations of each such party.

9. INSURANCE

9.1 Tenant Insurance. Tenant further agrees that in order to protect itself as well as the Lessor under the indemnity provision hereinabove set forth, it will at all times during the term of the Lease have and keep in force a single or combined limit or excess umbrella general liability insurance policy of an amount of not less than \$1,500,000 for property damage arising from one occurrence, \$1,500,000 for total bodily or personal injuries or death and/or damages arising from one occurrence. Tenant have and keep in force Workers Compensation and Unemployment Insurance and any and all workers related claims. Such policy shall also include contractual liability coverage protecting the Lessor, its officers, agents, and employees by specific endorsement or certificate acknowledging the Lease between the Tenant and the Lessor, naming the Lessor as an additional insured.

10. Employee's and Rights

10.1 Personnel Policy. Lessor and Tenant agree that lessor and tenants employees are unique and separate from each other. Tenant agrees that Tenant employees will follow and abide by the Aitkin County Employee Personnel Policy except in such cases where Tenant has a specific provision in their policy that differs from the Lessor's such as paid holidays. It is further agreed by Lessor and Tenant that each of their employees may have certain unique situations where data and other privacy right work is being complete by their respective employees. In such cases, it is up to the Lessor and Tenant to ensure their respective employees take all precautions and follow established policies in maintaining the privacy of that work.

10.2 Building Entry. Lessor and Tenant agree that tenant employees will have the same right to enter the leased premise as Lessor employees under the Lessor's building key code policy.

11. LESSOR'S RIGHT OF ENTRY

10.1 For Inspection. Lessor and Lessor's agents and representatives shall have the right to enter into or upon the leased premises, or any part thereof at all reasonable hours for the purpose of examining the same.

12. CONDEMNATION

12.1 Total or Material Partial Condemnation. If the entire Building or appurtenant parking facilities is taken or condemned by any authority having the power of eminent domain, this Lease shall at once cease and terminate and any rents and all additional payments due hereunder shall be apportioned, as of the date when Tenant shall by reason of such taking or condemnation, lose the right to the possession of the leased premises. If fifty percent (50%) or more of the rentable area of the Building is taken or condemned by any authority having the power of eminent domain or if a material portion of the leased premises is so taken that Tenant's business can no longer be carried on therein, either party hereto shall have the right to terminate this Lease by giving written notice thereof to the other party hereto within ninety (90) days after the taking or condemnation. If either party hereto elects to terminate this Lease by reason of said taking or condemnation, this Lease shall cease and terminate, and any rents and all additional payments due hereunder shall be apportioned. In the event of condemnation, Tenant shall look to condemner for any relocation benefits pursuant to Minn. Stat. § 117.52, et seq. (1990).

12.2 Non-Material Partial Condemnation. If any portion of the building is taken or condemned by any authority having the power of eminent domain and this Lease is not thereby terminated by either party hereto, Lessor shall, at its expense, restore the leased premises, exclusive of any improvements or changes made to the leased premises by Tenant, to as near the condition which existed immediately prior to the day of taking as reasonably possible, and rent shall abate during such period of time as the leased premises is untenable, in the proportion that the untenable portion of the leased premises bears to the entire leased premises; provided, however, that Lessor shall have no obligation to expend any amount for such restoration beyond the net amount received by Landlord as damages for the portion of Building so taken.

12.3 Disposition of Condemnation Award. All compensation awarded for any taking of the building or any part thereof, including both the fee and the leasehold estate, shall belong to and be the property of Lessor; provided, however, that any compensation awarded for any alterations, additions or improvements made at the Tenant's expense shall be the Tenant's. Any separate award made to Tenant for moving expenses shall be Tenant's sole property.

13. ASSIGNMENT; SUBLETTING

13.1 Consent Required to Assign or Sublet. Tenant shall not (1) sell, assign, mortgage, pledge, hypothecate or in any manner transfer this Lease or any estate or interest hereunder; or (2) sublet the leased premises or any part or parts thereof without the prior written consent of Lessor in each instance. Such consent may be upon such terms and conditions as required by Lessor. Consent by Lessor to any sale, assignment, mortgage, pledge, hypothecation, sublease or other transfer shall not be a consent to any other of the same.

13.2 Change in Identity of Tenant. If, at any time during the term of this Lease, Tenant, and/or the guarantor hereof, if any, is (i) a corporation or a trust whether or not having shares of beneficial interest and there shall occur any change in the identity of any of the persons then having power to participate in the election or appointment of the directors, trustees or other persons exercising like functions and managing the affairs of Tenant or (ii) a partnership or association of otherwise not a natural person and is not a corporation or a trust and there shall

occur any change in the identity of any of the persons who then are members of such partnership or association or who comprise Tenant, then the occurrence of any such change shall be deemed to be a prohibited assignment or subletting within the meaning of Section 12.1 for which the written consent of Lessor shall be required. This section shall not apply if Tenant or any guarantor is a corporation whose outstanding voting stock is listed on a national securities exchange or is wholly owned by another corporation whose stock is so listed.

14. SUBORDINATION

This Lease and Tenant's rights hereunder are and shall be subject and subordinate to the operation and effect of all terms and conditions contained in any mortgage, leasehold mortgage, trust deed, other security instrument, ground or underlying lease and to all renewals, extensions and modifications thereof, now or hereafter on the Building, the parcel of land on which the Building is located, or any part thereof. In the event Lessor or any such mortgagee, trust beneficiary, secured party or underlying Lessor requests in writing confirmation of such subordination, Tenant shall, within ten (10) days following receipt, execute, acknowledge and deliver to the requesting party any instrument reasonably required to evidence such subordination. In the event Tenant fails so to execute, acknowledge and deliver a required instrument within said limited period, it hereby irrevocably appoints Lessor its attorney-in-fact to execute, acknowledge and deliver the same.

15. DEFAULT

15.1 Lessor's Breach. Should Lessor breach any of the covenants or obligations of this Lease, Tenant shall give Lessor written notice of such breach. Lessor shall commence to cure such breach within ten (10) days following the giving of such notice, and having commenced, shall diligently proceed with and complete the curing of such breach within a reasonable time. If Lessor fails to cure such breach after notice as herein provided, Tenant shall have the right to terminate this Lease.

15.2 Tenant's Breach. Should Tenant breach any of the terms of this Lease including the covenant to pay rent, Lessor shall give Tenant written notice of such breach and Tenant shall immediately commence to cure such breach, and shall diligently proceed with and complete the curing of such breach within a reasonable time.

15.3 Force Majeure. The time within which the parties hereto shall be required to perform any act or acts under this Lease except for payment of monies shall be extended to the extent that the performance of such act or acts shall be delayed by acts of God, fire, windstorm, flood, explosion, collapse of structures, riot, war, delays or restrictions by governmental authorities, inability to obtain or use necessary materials, or any other cause beyond the reasonable control of a party unless the occurrence could have been foreseen and reasonable action could have been taken to prevent the delay, provided, however, that the party entitled to such extension hereunder shall give notice to the other party of the occurrence causing said delay. Any such extension of time to perform shall not serve to extend the term of this Lease.

16. TERMINATION

16.1 Expiration of Term. . The term of this Lease shall be for two (2) years commencing on _____, 2019, unless earlier terminated by law or as provided herein. After the initial 2 year lease has expired, lease will be automatically renewed for one (1) year on an annual basis unless one party gives sixty (60) days notice.

16.2 Removal of Tenant's Property. If Tenant shall vacate or surrender the leased premises after the termination of this Lease without removing all of Tenant's personal property and fixtures as agreed, Lessor may, in Lessor's sole discretion, elect to treat such property as having been abandoned by Tenant and, in such event, Tenant hereby authorizes Lessor to dispose of such property without advance notice to Tenant. Upon demand, Tenant shall reimburse Lessor for all such costs of disposal.

17. ELECTION OF REMEDIES/NON-WAIVER

No remedy provided hereunder shall be deemed an exclusive remedy and the election of any such remedy shall not bar pursuit of any other remedy or any combination thereof, or subsequent seeking of the same remedy for other damages or otherwise, whether available hereunder or existing at law or in equity. No waiver of any breach of any covenant, condition or agreement herein contained shall operate as a waiver of any subsequent breach thereof. No payment by Tenant or receipt by Lessor of a lesser amount than the monthly rent installment due shall be deemed to be other than on account of the earliest rent due. Lessor may accept such check or payment without prejudice to Lessor's right to recover the balance of such rent or to pursue any other remedy provided in this Lease. Lessor, at its option, may demand payment by certified check or money order. Any endorsement or statement on any check or letter accompanying a check for payment of rent shall not be deemed an accord and satisfaction unless so stated in writing by Lessor. No re-entry of Lessor, and no acceptance by Lessor of keys from Tenant, shall be considered an acceptance of a surrender of the Lease, unless so stated in writing by Lessor.

18. GENERAL USE

Lessor warrants that it has the right to lease the leased premises and that so long as Tenant shall perform each and every term, condition and covenant to be performed and observed by Tenant hereunder, Tenant shall have general use and possession of the leased premises without hindrance on the part of Lessor.

19. NOTIFICATION

Whenever notice is required by the terms hereof, it shall be in writing and delivered by hand or by certified or registered mail addressed to Lessor at Aitkin County Courthouse, 307 2nd Street NW, Aitkin, MN 56431, Attention: Aitkin County Administrator, and to Tenant, at the leased premises, Attention: Aitkin County SWCD District Manager, 307 Second St NW, Room #216, Aitkin, MN 56431. If notice is given by mail, it shall be effective three (3) days after mailing.

20. CONTRACT INTERPRETATION

20.1 Captions; Meanings. The section captions and headings herein are for convenience and reference only and do not limit or construe the provisions hereof. When the context so requires, the neuter gender includes the masculine and/or feminine; and the singular includes the plural.

20.2 Entire Agreement. This Lease represents the entire agreement between the parties hereto, and there are no agreements, understandings or undertakings except as set forth herein. All prior negotiations and writings between the parties and their representatives are superseded hereby. This Lease may not be amended, modified or supplemented except by a writing, duly and properly executed, and no term, condition or covenant hereof may be waived other than by such writing.

20.3 Applicable Law; Severability. The validity, performance, interpretation and enforcement of this Lease shall be governed by the laws of the State of Minnesota. If any provision of this Lease, or portion thereof, or the application thereof to any person or circumstance shall, to any extent, be held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Lease shall not be affected thereby and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

21. AUTHORITY

Each individual executing this Lease on behalf of a corporation or organization represents and warrants that they are duly authorized to execute and deliver this Lease on behalf of said corporation or organization and that this Lease is a valid and binding obligation of said corporation or organization in accordance with the terms hereof.

22. MISCELLANEOUS

22.1 No Partnership. Nothing contained in this Lease shall be deemed or construed to create a partnership or joint venture of or between Lessor and Tenant, or to create any other relationship between the parties hereto other than that of Landlord and Tenant.

22.2 Brokers. Lessor and Tenant each represent and warrant one to another that except as hereinafter set forth neither of them has employed any broker in carrying on the negotiations relating to this Lease. Lessor shall indemnify and hold Tenant harmless, and Tenant shall indemnify and hold Lessor harmless, from and against any claim or claims for brokerage or other commission arising from or out of any breach of the foregoing representation and warranties by the respective indemnitors.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

TENANT:
Aitkin County Soil and Water Conservation District

BY: _____
District Manager

Date of signature: _____

BY: _____
Chairperson

Date of signature: _____

LESSOR:
COUNTY OF AITKIN

BY: _____
Chairperson

Date of signature: _____

BY: _____
County Administrator

Date of signature: _____

APPROVED AS TO FORM & EXECUTION

BY: _____
County Attorney

Date of signature: _____



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: November 12, 2019

Title of Item: 2020 Newspaper Bid Specifications

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

Submitted by: Sue Bingham	Department: Administration
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Presenter (Name and Title): n/a	Estimated Time Needed: n/a
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Summary of Issue:

Attached is a draft of the 2020 Newspaper Bid Specifications. Upon approval this will be mailed out to Aitkin Independent Age, Voyageur Press, and NewsHopper.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve 2020 Newspaper Bid Specifications.

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 ADMINISTRATION

Aitkin County Government Center
307 2nd Street NW, Room 310
Aitkin, MN 56431
218-927-3093
Fax: 218-927-7374

November 13, 2019

Aitkin Independent Age
213 Minnesota Avenue N.
Aitkin, MN 56431

Voyageur Press
PO Box 59
McGregor, MN 55760

NewsHopper
PO Box 563
Ironton, MN 56455

Re: 2020 Newspaper Bid Specifications

Please see the attached information requesting 2020 newspaper advertising bids.

The deadline for submitting your bid is Noon on Thursday, December 19, 2019. We look forward to receiving your bid.

Please contact Jessica Seibert, County Administrator at 927-3093 if you have any questions or concerns.

Sincerely,

Sue Bingham
Administrative Assistant
Aitkin County Administration

CALENDAR YEAR 2020 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

Aitkin County is requesting bids for newspaper publication of the following County legal notices for 2020:

1. Official Proceedings (in Summary form)
2. Legal Notices
3. Delinquent Real Estate Notice and List
4. First Publication of the Financial Statement
5. Second Publication of the Financial Statement

This bid package contains the following:

- I. General Information for Bidders (page 2)
- II. Specific Requirements for Bidders (pages 2-3)
- III. Bid Award Criteria (page 3)
- IV. Bid Form (page 4)

County Contact Person: Jessica Seibert, Aitkin County Administrator
(218) 927-3093

CALENDAR YEAR 2020 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

I. GENERAL INFORMATION FOR BIDDERS

- A. Sealed bids for newspaper publication of Aitkin County legal notices for 2020 will be received in the **Aitkin County Administrator's Office**, 307 2nd Street NW - Room 310, Aitkin, MN 56431, until **Noon on Thursday, December 19, 2019** at which time they will be opened, read and tabulated.
- B. All bids must be typewritten or written legibly in ink, sealed in an envelope, and bear the inscription "2020 NEWSPAPER PUBLISHING BID" together with the name and address of the publisher.
- C. Bidders must use the attached form when submitting a bid.
- D. Bids received after the time set for bid opening will be returned to the bidder unopened.
- E. Bids will be considered at the Aitkin County Board of Commissioners meeting on **January 7, 2020**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Thursday, December 19, 2019.
- G. Aitkin County will send written notice of bid awards to the successful publishers.
- H. Aitkin County reserves the right to waive any irregularities in the bids, to reject any or all bids and to make any award which it considers to be in the best interest of the County.
- I. Aitkin County does **not discriminate** on the basis of disability, race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. If you need assistance due to disability or language barrier please call (218) 927-3093.

II. SPECIFIC REQUIREMENTS FOR BIDDERS

- A. Separate bids are required for each type of publication notice, no joint bids will be accepted.
- B. Bids must be submitted using the attached form.
- C. Bidders are required to provide circulation statistics by zip code.
- D. Types of legal notices to which bids are requested.
 - (1) **PUBLICATION OF OFFICIAL PROCEEDINGS IN SUMMARY FORM:** (Minnesota Statute 375.12 refers.) The County will provide all official proceedings in digital format and may specify font, point size and leading.
 - (2) **PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS:** (Minnesota Statute 331A.01 subd. 7 and 331A.05 - .07 refer.) The County will provide all legal notices and miscellaneous advertisements in digital format and may specify font, point size and leading.

**CALENDAR YEAR 2020 BID SPECIFICATIONS
NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES**

(3) **PUBLICATION OF DELINQUENT REAL ESTATE NOTICE AND LIST:** Minnesota Statute 279.08 refers.) The list of real estate taxes remaining delinquent on the first Monday of January 2020 shall be published once in each of two non-consecutive weeks. The county will provide the Real Estate List in digital format and may specify font, point size and leading.

(4) **FIRST PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication to be done in a newspaper located in a different municipality. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit, and first publisher may be asked to provide copies of Financial Statement **insert** for second publication. The County will provide the Financial Statement in camera ready format.

(5) **SECOND PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication of the financial statement to be done in one other newspaper, if one of general circulation is located in a different municipality in the county than the official newspaper. Per MN statute the county board shall call for separate bids for each publication. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit. To be considered for award of the bid for second publication of the financial statement, bidders must include a **specific** bid for the second publication of the Financial Statement. The County will provide the Financial Statement in camera ready format.

III. BID AWARD CRITERIA

- A. A successful bidder will be designated by the County Board as the "Official County Newspaper" for calendar year 2020 and will be required to publish all legal notices and advertisements as required by law to be published in the official newspaper.
- B. A successful bidder will be designated by the County Board for publication of the "Second Publication of the County Financial Statement." That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statute 375.17 subd. 3.
- C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.
- D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.
- E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.
- F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as "Official Newspaper" (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

**AITKIN COUNTY - BID FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2020**

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)
\$ _____ per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ _____ per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ _____ per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ _____ per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ _____ per column inch

Size in inches of newspaper single page sheet = _____ by _____

Maximum number of columns per page in legal notice section = _____

Newspaper circulation within the boundaries of Aitkin County = _____

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 _____ 56469 _____ 55748 _____ 55760 _____ 55787 _____ 56350 _____

Subscription cost per individual customer within Aitkin County for 1 year = _____

(Please Print Clearly)

Name of Bidding Newspaper: _____

Official Address: _____

Printed Name of Submitter _____ Title _____

Phone: _____

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

Signature in Ink of Submitter

Date



Board of County Commissioners Agenda Request

2N

Agenda Item #

Requested Meeting Date: 11/12/2019

Title of Item: Medical Examiner Agreement 2020

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input 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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Submitted by: Sheriff Dan Guida	Department: Sheriff's Office
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Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed:
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Summary of Issue:

2020 Medical Examiner Services Contract Agreement - Kelly Mills, M.D.

The rates and terms of this contract are the same as our 2019 contract. The medical examiner has changed from Michael B. McGee to Kelly Mills M.D.

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:*

MEDICAL EXAMINER CONTRACT AGREEMENT

Agreement entered into this 12th day of November, 2019, by and between the County of Aitkin, a political subdivision of the State of Minnesota, and River Valley Forensic Services, P.A. for the services of Dr. Kelly Mills, M.D. as Medical Examiner of Aitkin County.

I. Relationship of Parties

- A. Pursuant to County Board action that took place on November 12, 2019, the authority of Minnesota Statutes Ch. 390, the board of Aitkin County commissioners designates Dr. Kelly Mills, M.D., as Medical Examiner for Aitkin County, hereinafter “the Medical Examiner.”
- B. It is agreed that nothing contained in the Agreement is intended or should be construed as creating the relationship of co-partners, joint ventures or an association or an employer/employee relationship between Aitkin County and Dr. Kelly Mills, M.D., River Valley Forensic Service, P.A., or their employees or designee. River Valley Forensic Services, P.A. is an independent contractor, and neither River Valley Forensic Services, P.A. it, its officers, agents or employees shall be considered agents or representatives of the County. The County is interested only in the results to be achieved. The manner and means of conducting the works are under the control of the Medical Examiner, except to the extent they are limited by statute or regulation and the express terms of this Agreement. None of the benefits provided by the County to its employees, including, without limitation, unemployment insurance, workers’ compensation insurance, retirement and deferred compensation plans, vacation and sick leave, are available from the County to the Medical Examiner, River Valley Forensic Services, P.A., or the employees, agents or contractors of either. No civil service status shall attach to the Medical Examiner, Medical Staff, agent of contractors of the Medical Examiner or River Valley Forensic Services, P.A. and the County shall make no deductions from sums payable under the terms of this Agreement for state or federal income taxes, FICA, PERA or other payroll type deductions which are associated with an employer-employee relationship.

II. Personnel

- A. The Medical Examiner will designate Dr. Michael B. McGee, Dr. Victor Froloff and Dr. Butch Huston to assist in performing the contract and shall be under the control and supervision of the Medical Examiner. Dr. McGee, Dr. Froloff and Dr. Huston shall not be considered employees of the County, nor have a contractual relationship with the County. The County shall be notified prior to the effective date of any changes thereto.

- B. The non-medical personnel necessary to support the Medical Examiner in the performance of his duties under this Agreement shall be provided through the County Sheriff's Department. The compensation, benefits, and other terms of employment of these non-medical personnel shall be determined and paid solely by the county.

III. **Scope of Duties**

- A. The Medical Examiner shall be responsible for conducting a modern medico-legal investigative system for Aitkin County applying the standards of the National Association of Medical Examiners, as they may be amended from time to time. The Medical Examiner shall periodically consult with the County Attorney's Office, police agencies, and others concerned with forensic pathology to review procedures and formats for preparing medical reports and protocols. The Medical Examiner shall perform all duties imposed by Minnesota Statutes Chapter 390, as well as the duties imposed by other statutes applicable to the Medical Examiner's activities. The Medical Examiner shall testify, as required, at inquests, hearings and trials.
- B. The Medical Examiner shall be responsible for the final determination of the cause and manner of death, and the signing of certificates attesting the cause and manner of death. During the temporary absence of the Medical Examiner, a qualified person designated by the Medical Examiner may make the final determination of death, and sign a certificate attesting to the cause and manner of death.
- C. The Medical Examiner shall be entitled to perform other gainful activities which do not interfere with the performance of his duties hereunder.

IV. **Compensation**

- A. All payments made under this agreement for services rendered by or at the designation of Dr. Kelly Mills, M.D., shall be made to River Valley Forensic Services, P.A.
- B. The County will be responsible for the payment for each complete autopsy or external examination performed by Dr. Kelly Mills, M.D., or her assistants, as the Medical Examiner pursuant to this agreement and billed to Aitkin County upon completion of each examination in keeping with the past practice of the County Medical Examiner's Office.
- C. Compensation for the services under this contract shall be \$250.00/month plus the following on a per service basis: (1) complete forensic autopsy with basic toxicology, at approximately \$2,000, and (2) external examination with basic toxicology at approximately \$1000.

D. Additionally, the County will be responsible for court related preparation / consultation and out of office charges, billed on an hourly basis of \$300/hr., including travel to and from Aitkin County in order to provide testimony in legal proceedings arising out of the duties of the Medical Examiner.

V. **Facilities**

The facility, together with all the necessary equipment, the supplies, shall be the responsibility of Dr. Kelly Mills, M.D. It is represented by Dr. Kelly Mills, M.D., and understood by the County that Ramsey County Morgue shall be available to Dr. Kelly Mills, M.D., for the performance of this agreement.

VI. **Insurance and Indemnification**

A. River Valley Forensic Services, P.A. agrees to indemnify and hold harmless the County of Aitkin, its officials, employees and agents from any and all liability, loss or damage, that the County of Aitkin, its officials, employees and agents may suffer as a result of claims, demands, costs of judgments, including without limitation reasonable attorney's fees arising out of the provision of professional services by Dr. Kelly Mills, M.D., as the Medical Examiner of Aitkin County pursuant to Minnesota Statutes Ch. 390, provided, however, that this indemnification shall be limited to the extent of such claims, demands, costs or judgments, including, without limitation, reasonable attorney's fees are covered by insurance.

B. The County of Aitkin agrees to indemnify and hold harmless River Valley Forensic Services, P.A., Dr. Kelly Mills, M.D., its and their agents, officers or employees from any and all liability, loss or damage, it, he, its agents, officers or employees may suffer as a result of claims, demands, costs or judgments, including without limitation reasonable attorney's fees, arising from the Medical Examiner's or his agents' performance of his or their duties under this Agreement.

C. River Valley Forensic Services, P.A. shall obtain and keep in effect the following insurance coverage:

1) Comprehensive General Liability Insurance:

(a) Minimum Combined Single Limit
 \$600,000 per occurrence
 \$1,000,000 aggregate

(a) The following coverage must be specifically insured

and certified with no internal sublimits.

1. Independent Contractors' Contingent Liability
2. Products/Completed Operations Liability
3. Contractual Liability
4. Personal Injury Liability including claims related to employment and coverage (a) through (e).
5. Broad Form Property Damage Liability, or deletion of the "Care, Custody and Control" Exclusion
6. Aircraft Liability (if applicable)
7. Watercraft Liability (if applicable)

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

2. Professional Liability Insurance

Minimum Limits

\$1,000,000 per occurrence

\$3,000,000 aggregate

3. Automobile Liability Insurance on Vehicles Owned by River Valley Forensic Services, P.A., or Kelly Mills, M.D., Michael McGee, M.D., Victor Froloff, M.D., or Butch Huston, M.D.

- D. All certificates of insurance shall provide that the insurance company shall give the County thirty (30) days prior written notice of cancellation, non-renewal or any material changes in the policy.
- E. The above subparagraphs establish the minimum insurance requirements, and it is the sole responsibility of River Valley Forensic Services, P.A. to purchase and maintain additional insurance that may be necessary in connection with this contract.
- F. The Medical Examiner shall provide a certificate of insurance to the County in a form acceptable to Aitkin County. All insurance policies shall be submitted to the County upon written request.
- G. Nothing in this contract shall constitute a waiver by the County of any statutory limits or exceptions on liability.

VII. Transportation

- A. Transportation of the deceased bodies from Aitkin County to the Ramsey County Morgue shall be the responsibility of Aitkin County.

VIII. Miscellaneous Provisions

- A. The Medical Examiner and all the members of the Medical Staff must be licensed to practice in Minnesota, with the Medical Examiner holding certification by the American Board of Pathology.
- B. At the termination of this Agreement, the Medical Examiner shall return all files, records and objects related to cases completed, or in progress, to the County upon written request.

IX. Term and Termination

- A. This agreement shall continue for a period ending 12/31/2020 unless terminated sooner pursuant hereto.
- B. This Agreement may be terminated by either party on forty-five (45) days written notice to the other.
- C. This Agreement may be renewed on an annual basis upon agreement of both parties.

X. Entire Agreement, Modification

- A. It is understood and agreed that the entire Agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous Agreements presently in effect between the parties relating to the subject matter hereof.
- B. This Agreement shall be altered, varied, modified or amended only in writing duly executed by the parties and attached hereto.

COUNTY OF AITKIN

(date)

By _____
Aitkin County Board Chair

(date)

By _____
Aitkin County Administrator

(date)

Kelly Mills, M.D.
Medical Examiner

River Valley Forensic Services, P.A.

(date)

By _____
Kelly Mills, President



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: 11/12/2019

Title of Item: STS Donation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: In appreciation for their assistance during the Lions Corn Feed, the McGregor Area Lions Club has made a generous donation of \$1,500 to the Aitkin County STS Program.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

By Commissioner: xx

20191112-0xx

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:

McGregor Area Lions Club	\$1,500.00
--------------------------	------------

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

McGregor Area Lions Club	STS
--------------------------	-----

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

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

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

FIVE MEMBERS PRESENT	All Members Voting Yes
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STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12th day of November 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of November, 2019

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: 11/12/2019

Title of Item: STS Donation

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

Submitted by: Sheriff Dan Guida	Department: Sheriff's Office
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Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed:
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Summary of Issue:

Disabled American Veterans, Aitkin County Chapter No. 11, has made a generous donation of \$500.00 to the Aitkin County STS Program.

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:*

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

ADOPTED November 12, 2019

By Commissioner: xx

20191112-0xx

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
--	----------

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

Disabled American Veterans Aitkin County Chapter No. 11	STS
--	-----

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

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

Commissioner 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 12th day of November 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of November, 2019

Jessica Seibert
County Administrator



Aitkin
County

Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: November 12, 2019

Title of Item: Snowmobile Safety Enforcement Grant 2020-2021

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

Submitted by: Daniel G. Guida, Sheriff	Department: Aitkin County Sheriff's Office
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Presenter (Name and Title): N/A	Estimated Time Needed:
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Summary of Issue:
Approve annual Minnesota Snowmobile Safety Enforcement Grant for biennium July 1, 2019 through June 30, 2021. The amount is \$6,250.00 for each year of the biennium for a total of \$12,500.00

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Request Board Chair and County Administrator to sign agreement and return with signed 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:*

By Commissioner: xx

20191112-0xx

Snowmobile Safety Enforcement Grant Fiscal Years 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.

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 12th day of November 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of November, 2019

Jessica Seibert
County Administrator

STATE OF MINNESOTA GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and Aitkin County Sheriff's Office, 217 Second Street NW, Aitkin, MN 56431 ("GRANTEE").

Recitals Section

1. Under Minn. Stat. 84.024, the State is empowered to enter into this grant.
2. The State, under Laws of Minnesota 2019, First Special Session, Article 1, Section 3, Subdivision 6(d), is authorized to provide reimbursement grants to counties to cover costs related to labor and equipment in the enforcement of snowmobile enforcement laws, rules and regulations, as well as holding staff training in the same, and providing local youth training classes, in the manner described in the Grantee's Proposed Budget.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

1.1 *Effective date:*

July 1, 2019, or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed.

1.2 *Expiration date:*

June 30, 2021 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1). The Grantee will be reimbursed once annually, for only eligible **Snowmobile Safety Enforcement (SSE) Safety Grant** activities, including one or more of the following:

- Grantee staff time to participate in SSE activities, including attendance at training classes, also holding local safety training education programs for local participants. Training of Grantee staff working to enforce any SSE related law, rule or regulation is **MANDATORY**.
- Purchase of snowmobiles for use in patrolling;
- Snowmobile maintenance, fuel and enforcement related costs;
- Trailers, trailer maintenance and repair (**not** costs related to towing vehicle repair)
- Helmets and other related protective gear (no standard uniforms or equipment);
- Purchase other equipment dedicated **SOLELY** to Snowmobile Safety Enforcement work.

- Submit **ANNUAL** Performance Reports and Reimbursement Requests for each year of participation in this Program. All needed documents to accomplish this are posted on the DNR website. The Grantee will be responsible for the administration, supervision, management, record keeping and program oversight required for the work performed under this grant contract. Further, the Grantee is responsible for maintaining an adequate conflict of interest policy. Throughout the term of this grant contract, the Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.
- **POST on the Grantee's website, a copy of the two-page performance report, in accordance with 2009 Laws of Minnesota, Chapter 37, Article 1, Section 4, Subdivision 1.**

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 Consideration.

The State will pay for all services performed by the Grantee under this grant contract as follows:

(a) Compensation

The Grantee will be reimbursed up to \$ **6,250.00** in state fiscal year 2020, for expenses incurred between the effective date of the grant and June 30, 2020, and **\$6,250.00** in fiscal year 2021, for expenses incurred between July 1, 2020, and June 30, 2021, as determined by the grant funding formula.

(b) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed **\$12,500.00**.

4.2 Payment

(a) Invoices

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

Invoices for state fiscal year 2020 must be submitted **before June 30, 2021**. Invoices for state fiscal year 2021 must be submitted **before June 30, 2022**. Only submit **ONE** invoice for the total expenses incurred during each state fiscal year.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

Eligible reimbursement costs may not exceed **\$6,250.00** prior to July 1, 2020.

Eligible reimbursement costs may not exceed **\$6,250.00** prior to July 1, 2021.

6 Authorized Representative

The State's Authorized Representative is Adam Block, Boating Law Administrator, MN DNR Division of Enforcement, 500 Lafayette Road, St. Paul, MN, 55155-4047, adam.block@state.mn.us, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is **Debra Exsted Aitkin County Sheriff's Office, 217 Second Street NW, Room 185, Aitkin , MN 56431, (218) 927-7431, sheriff@co.aitkin.mn.us**. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to

in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 Workers Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 Endorsement

The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 Termination by the State

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding

The State may immediately terminate this grant contract if:

- (a) It does not obtain funding from the Minnesota Legislature.
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not

obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 Additional alternate termination language may be negotiated on a case by case basis after the state agency has consulted with their legal and finance teams.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.13 and 16C.05

Signed: 

Date: 10/14/19

SWIFT Contract/PO No(s). F420 167934/3-162438

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: ^{Nov. 12} 10/22/2019
B.D.

Title of Item: Teamsters Non-licensed Essential Unit MOA Re: MSRS HCSP

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

Submitted by: Bobbie Danielson	Department: HR Dept.
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 3 minutes
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Summary of Issue:

During the last round of negotiations (for the 2019-2020 contract) with the Teamsters union, the employer agreed to discuss severance payout at time of promotion to the Teamsters Supervisory unit, rather than freezing the hours and carrying them on the books into future years. See attached MOA for details.

Note: Severance pay applies only to staff who were hired on or before April 1, 2008, after 10 years of continuous service.

Alternatives, Options, Effects on Others/Comments:

The Health Care Savings Plan (HCSP), administered by Minnesota State Retirement System (MSRS), is an employer-sponsored program authorized by Minnesota State Statute, 352.98. Employees invest in a tax-free medical savings account while employed by a Minnesota public employer.

Recommended Action/Motion:

Motion to adopt the Teamsters Non-licensed Essential Unit MOA: MSRS HCSP as presented.

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:*

N/A (no added cost as a result of the MOA)
<https://www.msrs.state.mn.us/about-hcsp>

**MEMORANDUM OF AGREEMENT
TEAMSTERS NON-LICENSED ESSENTIAL UNIT
(Severance Pay to MSRS HCSP upon Promotion to Teamsters Supervisory Unit)**

This Memorandum of Agreement is entered into between Aitkin County (hereafter Employer") and the Teamsters General Local Union No. 346 (hereafter "Union").

WHEREAS, the County and the Union are parties to a 2019-2020 collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, the Agreement currently provides in Article 16, Section 1, that **any employee accepting a supervisory position shall have their sick leave benefits carried forward with them to the Teamsters Supervisory unit** and in Article 16, Section 2, that **all regular full-time employee of Aitkin County, who were hired on or before April 1, 2008, after completion of ten (10) years continuous service, shall be entitled to severance pay upon retirement, death, layoff, or resignation. An employee must be laid off for more than one year before being entitled to severance pay. The requirement of ten (10) years continuous service is waived as to any payment of severance pay due to death or retirement pursuant to a bona fide retirement plan. Such severance pay shall be allowed as follows:**

**Retirement pursuant to a bona fide retirement plan or death: 100% of unused sick leave
Retirement, resignation, or a voluntary quit with a 40 day maximum: 50% of all unused sick leave**

Upon layoff for more than one year, retirement, or resignation, the severance benefit will be paid to the eligible full-time employee. In the event of death, the severance pay shall be paid to the employee's estate. The severance pay benefit is eliminated for all employees hired after April 1, 2008.

NOW, THEREFORE, the parties agree as follows:

1. The parties agree that the language in Article 16, Section 1 (last sentence) shall be modified to apply to employees who were hired after April 1, 2008. Specifically to read: Any employee who was hired after April 1, 2008, and accepts a supervisory position shall have their sick leave benefits carried forward with them to the Teamsters Supervisory unit.
2. The parties agree to add a new provision in Section 2 (placed between *Retirement pursuant to a bona fide retirement plan or death* and *Retirement, resignation, or a voluntary quit with a 40 day maximum*) that is applicable to employees who were hired on or before April 1, 2008 to read:

Transfer from this Teamsters Non-licensed Essential bargaining unit to an Aitkin County Sheriff's Office Teamsters Supervisory unit position: 100% of unused sick leave paid to the employee's MSRS HCSP account.

3. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed on this 22nd day of October, 2019.

FOR COUNTY OF AITKIN:

FOR LOCAL NO. 346:

Anne Marcotte, Board Chair

Rod Alstead, Teamsters Local 346

Jessica Seibert, County Administrator

Les Kundo, Business Agent

Bobbie Danielson, HR Director

Tom Fistere, Local Union Steward

Examples:

If a Jail Sergeant, hired before April 1, 2008, in the Teamsters Non-licensed Essential Unit, earning \$20.00 per hour has 100 hours of sick leave on account and is promoted to Jail Administrator in the Teamsters Supervisory Unit, they would be paid 100 hours of sick leave severance pay at \$20.00 per hour to their MSRS HCSP upon promotion to the supervisory unit.

If a Jail Sergeant, hired after April 1, 2008, in the Teamsters Non-licensed Essential Unit, earning \$20.00 per hour has 100 hours of sick leave on account and is promoted to Jail Administrator in the Teamsters Supervisory Unit, they would carry 100 hours of sick leave forward with them to the supervisory unit upon promotion.



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: November 12, 2019

Title of Item: ICAC JPA

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Sheriff Dan Guida	Department: Aitkin County Sheriff's Office
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Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed: 10 minutes
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Summary of Issue:

Approve Joint Powers Agreement - Internet Crimes Against Children.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Request board chair to sign agreement. Please forward signed agreement and 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:*

DANIEL G. GUIDA

AITKIN COUNTY SHERIFF

218 1st St. N.W.

Aitkin, MN 56431

218-927-7435 / 1-888-900-2138

Emergency 911

Sheriff Fax: 218-927-7359 / Dispatch Fax: 218-927-6887

MEMO

TO: Aitkin County Board

DATE: October 21, 2019

FROM: Sheriff Dan Guida

RE: JPA - ICAC

Attached is a copy of the Joint Powers Agreement with the State of Minnesota – Minnesota Internet Crimes Against Children Task Force for implementing a three-pronged approach – prevention, education and enforcement to combat internet crimes against children. This is a partnership we began in January, and at this time would like to extend to a five year term.

This partnership and the providing of the necessary software is without direct cost to us. The only expectation is that we will provide that service to the police departments in Aitkin County. As they are also serving Aitkin County residents, this is appropriate.

If we were to purchase this software on our own, the cost would be in the neighborhood of about \$10,000 - \$12,000 with an annual maintenance cost of about \$3,000.

Please contact me if you have questions. Thank you.

By Commissioner: xx

20191112-0xx

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.

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.

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 12th day of November 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of November, 2019

Jessica Seibert
County Administrator



STATE OF MINNESOTA

JOINT POWERS AGREEMENT MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the "County of Aitkin on behalf of its Sheriff's Office, 217 2nd St NW, Aitkin, MN 56431" ("Governmental Unit").

Recitals

Under Minnesota Statutes, § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to investigate and prosecute crimes committed against children and the criminal exploitation of children that is committed and/or facilitated by or through the use of computers, and to disrupt and dismantle organizations engaging in these activities. The Governmental Unit wants to participate in the Minnesota Internet Crimes Against Children (ICAC) Task Force and be provided reimbursement of the following: equipment, training, and expenses (including travel and overtime) as are incurred by law enforcement as a result of ongoing investigations.

Agreement

1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes, § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective unless terminated earlier pursuant to clause 12.

2. Purpose

The Governmental Unit and BCA enter into this Agreement to implement a three-pronged approach of prevention, education and enforcement to combat internet crimes against children. This Agreement provides the mechanism to reimburse the Governmental Unit for equipment, training and expenses (including travel and overtime), which are incurred by law enforcement as a result of these investigations.

3. Standards

The Governmental Unit will adhere to the ICAC Program standards identified below.

- 3.1 Investigate activities related to internet crimes and the exploitation of children through the use of computers.
- 3.2 Investigate organizations to disrupt and dismantle crimes committed against children.
- 3.3 Investigators will follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures. Investigators will follow proper legal procedures in securing evidence, including electronic devices.
- 3.4 Investigators will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.

- 3.5 Investigators will use, as appropriate, the most current investigative technologies and techniques.
- 3.6 Investigators must be licensed Minnesota peace officers.
- 3.7 Investigators will comply with the guidelines of the Department of Justice Internet Crimes Against Children Program Operational and Investigative Standards.

4. Responsibilities of the Governmental Unit and the BCA

4.1 The Governmental Unit will:

- 4.1.1 Assign a Governmental Unit point of contact to act as the liaison between it and the BCA ICAC Project Commander to assist in reimbursement deadlines.
- 4.1.2 Submit an ICAC reimbursement request for pre-approval of funds. This request shall include a description of the item requested for reimbursement and an explanation of how it qualifies under the required criteria in Clauses 3.1 and 3.2 and an operational plan.
- 4.1.3 Conduct investigations in accordance with provisions of the ICAC Operational and Investigative Standards, identified in Clause 3.7 above, and conclude the investigations in a timely manner.
- 4.1.4 Allow BCA to inform participating agencies of potential case connections based on data submitted to BCA through the ICAC Program.
- 4.1.5 Not comingle ICAC funds with any other existing federal or state grant funded overtime or additional local Governmental Unit funding.

4.2 The BCA will:

- 4.2.1 Provide a Senior Special Agent who will serve as the Commander of the Task Force.
- 4.2.2 Review and approve or decline reimbursement requests under clause 4.1.2 within seven (7) business days of the reimbursement request.

- 4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a Governmental Unit acting through its employees.

5. Payment

- 5.1 To receive reimbursement for an expense, Governmental Unit must make a request for reimbursement to the BCA Authorized Representative under the required criteria for operational and investigative standards.
- 5.2 To receive approved reimbursement, Governmental Unit must submit an expense form no later than 15 business days after the end of the month during which the expense is incurred.
- 5.3 The BCA will pay the Governmental Unit within thirty (30) calendar days of the submission of the expense form.
- 5.4 In the event Governmental Unit breaches this Agreement, it will not be eligible to receive reimbursement for any expenses.

6. Authorized Representatives

The BCA's Authorized Representative is the following person or his successor:

Name: Donald Cheung, Senior Special Agent/Commander of MN ICAC
Address: Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Street East
Saint Paul, MN 55106
Telephone: 651.793.7000
E-mail Address: donald.cheung@state.mn.us

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

Name: Daniel Guida
Address: Aitkin County Sheriff's Office
218 1st St. N.W.
Aitkin MN, 56431
Telephone: 218-927-7435
E-mail Address: dan.guida@co.aitkin.mn.us

If the Governmental Unit's Authorized Representative changes at any time during this Agreement, the Governmental Unit must immediately notify the BCA.

7. Assignment, Amendments, Waiver, and Agreement Complete

- 7.1 Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3 Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes, § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes, §§ 466.01-466.15, and other applicable law.

9. Audits

Under Minnesota Statutes, § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

10. Government Data Practices

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

11. Venue

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

12. Expiration and Termination

- 12.1** Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.
- 12.2** In the event that federal funding is no longer available, the BCA will email the Governmental Unit's Authorized Representative and terminate the Agreement. The termination will be effective two (2) business days after email notification to the Governmental Unit; and the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

13. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

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

GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

By and Title: _____
Governmental Unit

_____ Date

By and Title: _____
Governmental Unit

_____ Date

By and Title: _____
Governmental Unit

_____ Date

By and Title: _____
Governmental Unit

_____ Date

By and Title: _____
Governmental Unit

_____ Date

DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

By and Title: _____
(with delegated authority)

_____ Date

COMMISSIONER OF ADMINISTRATION
As delegated to the Office of State Procurement

By: _____

_____ Date



Board of County Commissioners Agenda Request

58
Agenda Item #

Requested Meeting Date: 11/12/2019

Title of Item: Outdoor Vehicle Fencing

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

Submitted by: Sheriff Dan Guida	Department: Sheriff
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Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed: 10 minutes
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Summary of Issue:

The Aitkin County Sheriff's Office has long been in need of secure storage for seized vehicles while awaiting outcome of trials. We have one enclosed building at this time and it fills quickly - faster than the cases get resolved. The building is reserved for vehicles in good condition.

I propose an outdoor fenced area in which to store these vehicles. The location of this fenced area is the extreme south of the the county's south parking lot where we currently have vehicles parked, but they are not secure.

We have forfeiture funds available to purchase and install this fencing. Additionally, the Aitkin Police Department will supply \$3,000.00 of the price.

The attached proposal by Century Fence Company is for \$11,570.00 Please note that if this offer is accepted prior to November 15 with installation scheduled for 2020, we would receive a 5% discount (a nearly \$600 discount)

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:

CENTURY FENCE COMPANY



SINCE 1917 THE MARK OF PERMANENCE

P.O. Box 277, Forest Lake, MN 55025

Phone (651) 464-7373
Toll Free (800) 328-9558
Fax (651) 464-7377
Cell Phone (612) 670-3520
nhorner@centuryfence.com

10/14/2019

Phone:

Fax:

Proposal To:

Aitkin County Sheriff's Department
Dan Asmus

Aitkin, MN 56431

Ship To:

Impound lot fence
Aitkin, MN

Installed Material Only Prepaid Freight Freight Collect **F.O.B.** Job Site **Delivery Schedule:**

Description

Furnish and Install:

304' of 6' high 9 gauge chain link fence with 3 strands of barbed wire for an overall height of 7'.

Includes 2) 16' wide double swing gates with lockable hardware.

7 gauge bottom tension wire to keep bottom of fence from being able to be pulled out and squeezed under

3" SS40 weight corner and end posts air driven 4' in depth

2-1/2" SS40 weight line posts air driven 4' in depth

4" SS40 weight gate posts set in 12" X 48" concrete footings

\$11,570.00

To utilize black vinyl coated MNDOT grade chain link fence fabric only that was installed for 3 months then taken down
Deduct: \$993.00 from above noted total

If fence quote is accepted prior to November 15th to be installed after ground thaw in 2020
Deduct 5% from total

Excludes marking private utilities not marked by Gopher One Call
Excludes installation through frozen soils, rock, or unsuitable backfill
Price valid for 30 Days

Acceptance: This proposal when accepted in writing by purchaser and by Century Fence Company's Main Office becomes a contract between two parties. The conditions on the attached "Terms and Conditions" sheet are made a part of this contract.

Terms of Payment: Net Cash upon receipt of invoice.

Buyer's signature _____ Date _____

Submitted by _____

Nathan Horner



Board of County Commissioners Agenda Request

GA
Agenda Item #

Requested Meeting Date: November 12, 2019

Title of Item: ANGELS Update

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

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



Board of County Commissioners Agenda Request

6B
Agenda Item #

Requested Meeting Date: November 12, 2019

Title of Item: 2019 3rd Quarter Budget Review

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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Submitted by: Jessica Seibert, County Administrator	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5 min.
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Summary of Issue:

Attached is the 2019 3rd Quarter Budget Review Worksheet for discussion.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Discussion only.

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:

Fund Dept	2019 Budgeted		2019 Actual		2019 Act - Bud		% of Budget		Comments
	Rev	Exp	Rev	Exp	Rev +/-	Exp +/-	Rev	Exp	
General Fund									
Administration/General Gov't Depts									
1 1 Commissioners	0	249,875	0	180,577	0	(69,298)		72%	
1 40 Auditor	(288,780)	665,406	(273,922)	459,777	14,858	(205,629)	95%	69%	
1 41 Internal Audit	0	56,000	0	21,275	0	(34,725)		38%	Audit invoice to be paid
1 42 Treasurer	(30,400)	282,638	(31,212)	211,499	(812)	(71,139)	103%	75%	Revenues high due to timing of misc. receipts.
1 43 Assessor	(159,503)	852,912	(160,380)	609,422	(877)	(243,490)	101%	71%	City & Township assessment charges collected early each year.
1 44 Central Services	(11,139,794)	246,682	(7,145,985)	225,236	3,993,809	(21,446)	64%	91%	City street project cost share paid in January. Use of fund balance not reflected.
1 45 Motor Pool	(65,400)	58,197	0	37,474	65,400	(20,723)	0%	64%	Vehicles purchased.
1 49 Information Technologies	(86,742)	717,091	(1,033)	424,871	85,709	(292,220)	1%	59%	Label/Listing sales are in line. Revenue appears low due to planned use of reserves. Large equipment purchases occur later in the year.
1 52 Administration	0	208,050	0	155,729	0	(52,321)		75%	
1 53 Human Resources	0	256,462	0	184,964	0	(71,498)		72%	
1 60 Elections	(682)	119,081	0	26,360	682	(92,721)		22%	
1 100 Recorder	(220,500)	350,964	(178,342)	214,557	42,158	(136,407)	81%	61%	
1 110 Courthouse Maint	(20,000)	422,426	(20,000)	312,319	0	(110,107)	100%	74%	Revenue transferred from Land Dept.
1 111 Buildings	0	75,000	0	2,361	0	(72,639)		3%	Majority of funds to be used on future capital project.
1 120 VSO	(16,000)	152,678	(12,542)	108,734	3,458	(43,944)	78%	71%	
1 121 HRA	0	1,800	0	1,890	0	90		105%	
Administration/General Gov't Depts Subtotal	(12,027,801)	4,715,262	(7,823,416)	3,177,045	4,204,385	(1,538,217)	65%	67%	

Fund Dept	2019 Budgeted		2019 Actual		2019 Act - Bud		% of Budget		Comments
	Rev	Exp	Rev	Exp	Rev +/-	Exp +/-	Rev	Exp	
Public Safety									
1 12 Court Administration	(1,800)	91,500	(5,829)	27,520	(4,029)	(63,980)	324%	30%	Court appointed attorney invoices not received in a timely manner.
1 90 Attorney	(87,409)	1,050,104	(53,331)	780,866	34,078	(269,238)	61%	74%	
1 123 Coroner	0	73,800	0	45,071	0	(28,729)		61%	
1 200 Enforcement	(299,530)	2,483,455	(93,756)	1,618,442	205,774	(865,013)	31%	65%	
1 201 Sheriff Contingency	0	0	(3,320)	0	(3,320)	0			
1 202 Boat and Water	(28,475)	93,124	(23,407)	69,816	5,068	(23,308)	82%	75%	
1 203 Snowmobile	(5,976)	41,737	(5,984)	18,797	(8)	(22,940)	100%	45%	
1 204 ATV	(12,500)	32,334	(12,231)	14,463	269	(17,871)	98%	45%	
1 206 Forfeitures	0	0	(17,697)	7,048	(17,697)	7,048			
1 252 Corrections	(364,000)	2,887,426	(228,761)	2,069,888	135,239	(817,538)	63%	72%	
1 253 Sentence to Serve	(31,943)	135,178	(27,545)	99,375	4,398	(35,803)	86%	74%	
1 254 Enhanced 911	(89,000)	86,000	(66,892)	95,980	22,108	9,980	75%	112%	
1 255 Crime Victim	(68,661)	82,492	(54,505)	58,928	14,156	(23,564)	79%	71%	
1 257 Aitkin Co. Community Corrections	(440,061)	947,153	(285,201)	659,856	154,860	(287,297)	65%	70%	
1 280 Emergency Management	(19,194)	49,965	(5,142)	33,974	14,052	(15,991)	27%	68%	
<i>Public Safety Subtotal</i>	<i>(1,448,549)</i>	<i>8,054,268</i>	<i>(883,601)</i>	<i>5,600,024</i>	<i>564,948</i>	<i>(2,454,244)</i>	<i>61%</i>	<i>70%</i>	
Culture and Recreation									
1 500 Library & Historical Society	0	290,670	0	291,231	0	561		100%	One-time payment.
1 601 Extension	0	80,955	(80)	40,499	(80)	(40,456)		50%	
<i>Culture and Recreation Subtotal</i>	<i>0</i>	<i>371,625</i>	<i>(80)</i>	<i>331,730</i>	<i>(80)</i>	<i>(39,895)</i>		<i>89%</i>	

Fund Dept	2019 Budgeted		2019 Actual		2019 Act - Bud		% of Budget		Comments
	Rev	Exp	Rev	Exp	Rev +/-	Exp +/-	Rev	Exp	
Conservation of Natural Resources									
1 122 Planning and Zoning	(339,534)	456,983	(196,896)	350,481	142,638	(106,502)	58%	77%	Permit rev. through 9/30=\$203,485. AIS dollars shown as negative revenue as pass through to SWCD.
1 390 Environmental Health	(70,500)	79,061	(75,255)	54,994	(4,755)	(24,067)	107%	70%	
1 391 Solid Waste	(329,743)	329,743	(160,316)	268,786	169,427	(60,957)	49%	82%	Grants received mid-year and year-end.
1 392 Water Wells	(10,000)	6,500	(8,615)	1,975	1,385	(4,525)	86%	30%	
1 600 Ag Soc, Soil & Water, Ag	0	133,803	0	134,138	0	335		100%	Appropriations paid at beginning of year to SWCD
1 603 Wetland Value Repl Fund	0	0	0	0	0	0			
Conservation of Natural Resources Subtotal	(749,777)	1,006,090	(441,082)	810,374	308,695	(195,716)	59%	81%	
Economic Development									
1 700 Promotion, Tran, Airport,	0	38,007	0	35,545	0	(2,462)		94%	
1 711 Economic Development	(61,593)	102,468	(50,000)	32,484	11,593	(69,984)		32%	
Economic Development Subtotal	(61,593)	140,475	(50,000)	68,029	11,593	(72,446)		48%	
General Fund	(14,287,720)	14,287,720	(9,198,179)	9,987,202	5,089,541	(4,300,518)	64%	70%	
Road and Bridge Fund									
3 0 Undesignated	(4,563,099)	0	(3,248,918)	0	1,314,181	0	71%		Expenditures low due to fall construction. Add'l payments to be made in 4th quarter. Three tandem trucks purchased partially budgeted in previous years.
3 301 Administration/HR	0	535,462	0	422,065	0	(113,397)		79%	
3 302 Engineering/Construction	0	520,141	0	357,346	0	(162,795)		69%	
3 303 Highway Maintenance	0	3,510,252	0	2,832,551	0	(677,701)		81%	
3 307 Capital Infrastructure	(4,395,000)	4,392,244	(3,744,759)	1,663,387	650,241	(2,728,857)	85%	38%	
3 308 Equipment and Facilities	(605,000)	605,000	(605,000)	764,493	0	159,493	100%	126%	
3 310 232 Turnback	0	0	0	0	0	0			
Road and Bridge Fund	(9,563,099)	9,563,099	(7,598,677)	6,039,842	1,964,422	(3,523,257)	79%	63%	

Fund Dept	2019 Budgeted		2019 Actual		2019 Act - Bud		% of Budget		Comments
	Rev	Exp	Rev	Exp	Rev +/-	Exp +/-	Rev	Exp	
Health and Human Services Fund									
5 400 Public Health	(833,775)	959,830	(576,521)	616,837	257,254	(342,993)	69%	64%	2nd 1/2 taxes posted in Nov./Motor pool charged back at year end
5 420 Income Maintenance	(2,128,265)	1,944,437	(1,511,121)	1,411,771	617,144	(532,666)	71%	73%	
5 430 Social Services	(3,844,931)	4,302,704	(2,543,810)	2,918,929	1,301,121	(1,383,775)	66%	68%	
Health and Human Services Fund	(6,806,971)	7,206,971	(4,631,452)	4,947,537	2,175,519	(2,259,434)	68%	69%	
Trust									
10 921 County Development	(339,000)	299,485	(323,319)	105,378	15,681	(194,107)	95%	35%	
10 923 Forfeited Tax Sales	(1,450,000)	1,108,971	(1,225,684)	1,775,387	224,316	666,416	85%	160%	
Trust Fund	(1,789,000)	1,408,456	(1,549,003)	1,880,765	239,997	472,309	87%	134%	
Forest Development									
11 924 Forest Resource	0	473	(141,740)	3,377	(141,740)	2,904	#DIV/0!	714%	Acct. combined with others - no longer used
11 925 Resource Management	(319,787)	376,119	(265,228)	192,603	54,559	(183,516)	83%	51%	
11 934 Memorial Forest	0	0	(172,161)	1,807	(172,161)	1,807	#DIV/0!	#DIV/0!	Acct. combined with others - no longer used
11 935 Forest Road	(76,342)	126,009	(78,254)	23,716	(1,912)	(102,293)	103%	19%	
11 939 County Surveyor	(405,450)	403,234	(2,386)	260,129	403,064	(143,105)	1%	65%	
Forest Development	(396,129)	502,601	(657,383)	221,503	(261,254)	(281,098)	166%	44%	
Long Lake Conservation Center									
19 521 LLCC Administration	(106,152)	388,784	(71,786)	260,864	34,366	(127,920)	68%	67%	
19 522 LLCC Education	(1,169,774)	529,260	(676,411)	312,005	493,363	(217,255)	58%	59%	
19 523 LLCC Food	(9,000)	331,008	(6,045)	227,277	2,955	(103,731)	67%	69%	
19 524 LLCC Maintenance	(150,000)	182,278	0	112,256	150,000	(70,022)		62%	
19 525 LLCC Capital Improvement	(28,800)	29,750	(16,156)	11,568	12,644	(18,182)			
LLCC Fund	(1,463,726)	1,461,080	(770,398)	923,970	693,328	(537,110)	53%	63%	
21 520 Parks	(874,648)	960,620	(927,713)	723,682	(53,065)	(236,938)	106%	75%	



Board of County Commissioners Agenda Request

6C
Agenda Item #

Requested Meeting Date: November 12, 2019

Title of Item: Fund Balance Review

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA		<input checked="" type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY		<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Jessica Seibert, County Administrator	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 10 min.
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Summary of Issue:

Staff will review the Fund Balance and make recommendations for the 2020 budget period. Information will be provided at the Board meeting.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Discussion only.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

7A

Agenda Item #

Requested Meeting Date: 11-12-19

Title of Item: Award Contract No. 20198

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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*
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Submitted by: John Welle	Department: Highway Department
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Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 10 minutes
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Summary of Issue:
 Bids were opened on Monday, October 28, 2019 for 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.

As shown on the attached abstract of bids, eight bids were received, with Kern & 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.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Recommend award of project to Kern & Tabery

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ Estimated total cost: \$1,855,752.80

Is this budgeted? Yes No *Please Explain:*

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 \$1,855,722.80.

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 26th day of November, 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of November 2019

Jessica Seibert
County Administrator

**Aitkin County
Project Bid Abstract**

Project Name: Grading and Aggregate Base - CSAH 25
Project No.: SAP 001-625-001
Contract No.: 20198

Bid Opening: 10/28/2019 at 2:00 PM
Client: Aitkin County
Owner: Aitkin, Minnesota

Project: SAP 001-625-001 - Grading and Aggregate Base - CSAH 25				Engineers Estimate		Kern & Tabery Inc - Wadena, MN		R.C. Habeck Excavating, LLC - Wahkon, MN		KGM - Angora, MN		Midwest Contracting, LLC - Marshall, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LS	1	\$47,000.00	\$47,000.00	\$128,538.00	\$128,538.00	\$40,000.00	\$40,000.00	\$93,000.00	\$93,000.00	\$148,000.00	\$148,000.00
2	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1.00	\$1.00	\$50.00	\$50.00	\$1,300.00	\$1,300.00	\$1.00	\$1.00
3	2101.501 CLEARING & GRUBBING	LS	1	\$75,000.00	\$75,000.00	\$78,750.00	\$78,750.00	\$90,000.00	\$90,000.00	\$80,000.00	\$80,000.00	\$100,000.00	\$100,000.00
4	2104.502 SALVAGE SIGN	EACH	39	\$30.00	\$1,170.00	\$40.00	\$1,560.00	\$50.00	\$1,950.00	\$42.00	\$1,638.00	\$50.00	\$1,950.00
5	2104.503 REMOVE PIPE CULVERTS	LF	839	\$14.00	\$11,746.00	\$7.00	\$5,873.00	\$10.00	\$8,390.00	\$10.00	\$8,390.00	\$17.00	\$14,263.00
6	2105.504 GEOTEXTILE FABRIC TYPE 5	SY	30670	\$2.00	\$61,340.00	\$2.50	\$76,675.00	\$1.70	\$52,139.00	\$2.00	\$61,340.00	\$1.50	\$46,005.00
7	2105.507 COMMON EXCAVATION (P)	CY	94385	\$4.00	\$377,540.00	\$5.00	\$471,925.00	\$4.60	\$434,171.00	\$3.95	\$372,820.75	\$5.25	\$495,521.25
8	2105.507 MUCK EXCAVATION	CY	2882	\$7.00	\$20,174.00	\$5.00	\$14,410.00	\$7.00	\$20,174.00	\$12.00	\$34,584.00	\$7.85	\$22,623.70
9	2105.507 CHANNEL AND POND EXCAVATION (P)	CY	1024	\$7.00	\$7,168.00	\$10.00	\$10,240.00	\$7.00	\$7,168.00	\$12.00	\$12,288.00	\$10.00	\$10,240.00
10	2105.507 GRANULAR BORROW (EV)	CY	48775	\$7.00	\$341,425.00	\$8.36	\$407,759.00	\$8.75	\$426,781.25	\$13.25	\$646,268.75	\$11.05	\$538,963.75
11	2105.507 SELECT GRANULAR BORROW (LV)	CY	277	\$15.00	\$4,155.00	\$25.00	\$6,925.00	\$10.00	\$2,770.00	\$25.00	\$6,925.00	\$26.00	\$7,202.00
12	2105.607 HAUL & STOCKPILE EXCESS MATERIAL	CY	4000	\$4.00	\$16,000.00	\$5.00	\$20,000.00	\$5.00	\$20,000.00	\$5.00	\$20,000.00	\$6.00	\$24,000.00
13	2118.507 AGGREGATE SURFACING (LV), CLASS 5	CY	1594	\$15.00	\$23,910.00	\$15.00	\$23,910.00	\$24.00	\$38,256.00	\$16.00	\$25,504.00	\$15.00	\$23,910.00
14	2123.51 DOZER	HOURL	20	\$180.00	\$3,600.00	\$150.00	\$3,000.00	\$150.00	\$3,000.00	\$175.00	\$3,500.00	\$200.00	\$4,000.00
15	2211.507 AGGREGATE BASE (CV) CLASS 5	CY	16881	\$19.00	\$320,739.00	\$20.66	\$348,761.46	\$28.50	\$481,108.50	\$22.25	\$375,602.25	\$21.00	\$354,501.00
16	2451.507 COARSE AGGREGATE BEDDING (CV)	CY	152	\$50.00	\$7,600.00	\$42.00	\$6,384.00	\$50.00	\$7,600.00	\$40.00	\$6,080.00	\$69.00	\$10,488.00
17	2501.502 15" GS PIPE APRON	EACH	62	\$160.00	\$9,920.00	\$132.75	\$8,230.50	\$175.00	\$10,850.00	\$235.00	\$14,570.00	\$150.00	\$9,300.00
18	2501.502 18" GS PIPE APRON	EACH	10	\$180.00	\$1,800.00	\$172.68	\$1,726.80	\$190.00	\$1,900.00	\$250.00	\$2,500.00	\$200.00	\$2,000.00
19	2501.502 18" RC PIPE APRON	EACH	26	\$550.00	\$14,300.00	\$585.37	\$15,219.62	\$775.00	\$20,150.00	\$845.00	\$21,970.00	\$950.00	\$24,700.00
20	2501.502 24" RC PIPE APRON	EACH	2	\$800.00	\$1,600.00	\$678.77	\$1,357.54	\$900.00	\$1,800.00	\$940.00	\$1,880.00	\$1,150.00	\$2,300.00
21	2501.503 15" CS PIPE CULVERT	LF	1412	\$35.00	\$49,420.00	\$23.34	\$32,956.08	\$26.00	\$36,712.00	\$39.00	\$55,068.00	\$26.00	\$36,712.00
22	2501.503 18" CS PIPE CULVERT	LF	248	\$45.00	\$11,160.00	\$26.39	\$6,544.72	\$31.00	\$7,688.00	\$51.00	\$12,648.00	\$30.00	\$7,440.00
23	2501.503 18" RC PIPE CULVERT DES 3006	LF	776	\$75.00	\$58,200.00	\$73.00	\$56,648.00	\$113.50	\$88,076.00	\$80.00	\$62,080.00	\$88.00	\$68,288.00
24	2501.503 24" RC PIPE CULVERT DES 3006	LF	68	\$90.00	\$6,120.00	\$76.00	\$5,168.00	\$126.50	\$8,602.00	\$99.00	\$6,732.00	\$98.00	\$6,664.00
25	2501.602 OUTLET STRUCTURE	EACH	1	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$1,250.00	\$1,250.00	\$1,485.00	\$1,485.00
26	2502.503 4" PE PIPE DRAIN	LF	60	\$10.00	\$600.00	\$10.00	\$600.00	\$10.00	\$600.00	\$7.50	\$450.00	\$24.00	\$1,440.00
27	2502.503 6" PE PIPE DRAIN	LF	90	\$15.00	\$1,350.00	\$10.00	\$900.00	\$15.00	\$1,350.00	\$11.00	\$990.00	\$26.00	\$2,340.00
28	2502.503 4" PERF PE PIPE DRAIN	LF	355	\$10.00	\$3,550.00	\$10.00	\$3,550.00	\$10.00	\$3,550.00	\$10.50	\$3,727.50	\$25.00	\$8,875.00
29	2511.507 RANDOM RIPRAP CLASS III	CY	119	\$80.00	\$9,520.00	\$75.00	\$8,925.00	\$60.00	\$7,140.00	\$75.00	\$8,925.00	\$85.00	\$10,115.00
30	2540.602 MAIL BOX SUPPORT	EACH	14	\$120.00	\$1,680.00	\$120.00	\$1,680.00	\$135.00	\$1,890.00	\$126.00	\$1,764.00	\$125.00	\$1,750.00

Project: SAP 001-625-001 - Grading and Aggregate Base - CSAH 25				Engineers Estimate		Kern & Tabery Inc - Wadena, MN		R.C. Habeck Excavating, LLC - Wahkon, MN		KGM - Angora, MN		Midwest Contracting, LLC - Marshall, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
31	2563.601 TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00	\$2,800.00	\$2,800.00	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	\$5,000.00	\$5,000.00
32	2564.518 SIGN PANELS TYPE C	S F	174	\$34.00	\$5,916.00	\$42.00	\$7,308.00	\$45.00	\$7,830.00	\$44.10	\$7,673.40	\$45.00	\$7,830.00
33	2564.602 INSTALL SIGN	EACH	18	\$150.00	\$2,700.00	\$100.00	\$1,800.00	\$110.00	\$1,980.00	\$105.00	\$1,890.00	\$100.00	\$1,800.00
34	2573.503 SILT FENCE, TYPE HI	LF	9595	\$2.25	\$21,588.75	\$2.69	\$25,810.55	\$2.80	\$26,866.00	\$2.82	\$27,057.90	\$3.00	\$28,785.00
35	2573.503 FLOTATION SILT CURTAIN TYPE STILL WATER	LF	185	\$15.00	\$2,775.00	\$13.00	\$2,405.00	\$20.00	\$3,700.00	\$14.00	\$2,590.00	\$13.00	\$2,405.00
36	2573.503 SEDIMENT CONTROL LOG TYPE STRAW	LF	625	\$2.50	\$1,562.50	\$2.97	\$1,856.25	\$2.80	\$1,750.00	\$3.12	\$1,950.00	\$3.00	\$1,875.00
37	2574.508 FERTILIZER TYPE 3	LB	11760	\$0.80	\$9,408.00	\$0.82	\$9,643.20	\$0.70	\$8,232.00	\$0.86	\$10,113.60	\$1.00	\$11,760.00
38	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N	S Y	5619	\$1.50	\$8,428.50	\$1.59	\$8,934.21	\$1.80	\$10,114.20	\$1.67	\$9,383.73	\$2.00	\$11,238.00
39	2575.505 SEEDING (P)	ACRE	33.6	\$300.00	\$10,080.00	\$189.00	\$6,350.40	\$500.00	\$16,800.00	\$200.00	\$6,720.00	\$180.00	\$6,048.00
40	2575.505 DISK ANCHORING (P)	ACRE	33.6	\$180.00	\$6,048.00	\$69.00	\$2,318.40	\$70.00	\$2,352.00	\$72.50	\$2,436.00	\$65.00	\$2,184.00
41	2575.508 SEED MIXTURE 25-141	LB	1983	\$3.50	\$6,940.50	\$4.29	\$8,507.07	\$3.90	\$7,733.70	\$4.50	\$8,923.50	\$4.00	\$7,932.00
42	2575.509 MULCH MATERIAL TYPE 3	TON	68	\$250.00	\$17,000.00	\$169.00	\$11,492.00	\$160.00	\$10,880.00	\$180.00	\$12,240.00	\$170.00	\$11,560.00
43	2575.523 RAPID STABILIZATION METHOD 3	MGAL	37.2	\$300.00	\$11,160.00	\$425.00	\$15,810.00	\$500.00	\$18,600.00	\$450.00	\$16,740.00	\$425.00	\$15,810.00
Totals for Project SAP 001-625-001					\$1,602,894.25		\$1,855,752.80		\$1,946,703.65		\$2,057,013.38		\$2,099,304.70
% of Estimate for Project SAP 001-625-001							15.78%		21.45%		28.33%		30.97%

Project: SAP 001-625-001 - Grading and Aggregate Base - CSAH 25				Engineers Estimate		Peterson Companies Inc. - Chisago City, MN		Gladen Construction - Laporte, MN		Marvin Tretter, Inc - Pierz, MN		Ulland Brothers Inc - Cloquet, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LS	1	\$47,000.00	\$47,000.00	\$98,054.00	\$98,054.00	\$90,000.00	\$90,000.00	\$75,000.00	\$75,000.00	\$144,969.65	\$144,969.65
2	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$24,600.00	\$24,600.00	\$100.00	\$100.00	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00
3	2101.501 CLEARING & GRUBBING	LS	1	\$75,000.00	\$75,000.00	\$69,000.00	\$69,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$152,690.00	\$152,690.00
4	2104.502 SALVAGE SIGN	EACH	39	\$30.00	\$1,170.00	\$40.00	\$1,560.00	\$41.00	\$1,599.00	\$75.00	\$2,925.00	\$40.00	\$1,560.00
5	2104.503 REMOVE PIPE CULVERTS	LF	839	\$14.00	\$11,746.00	\$15.16	\$12,719.24	\$18.00	\$15,102.00	\$12.00	\$10,068.00	\$16.00	\$13,424.00
6	2105.504 GEOTEXTILE FABRIC TYPE 5	S Y	30670	\$2.00	\$61,340.00	\$1.62	\$49,685.40	\$2.50	\$76,675.00	\$2.25	\$69,007.50	\$2.25	\$69,007.50
7	2105.507 COMMON EXCAVATION (P)	C Y	94385	\$4.00	\$377,540.00	\$7.01	\$661,638.85	\$3.85	\$363,382.25	\$6.00	\$566,310.00	\$10.00	\$943,850.00
8	2105.507 MUCK EXCAVATION	C Y	2882	\$7.00	\$20,174.00	\$4.80	\$13,833.60	\$7.50	\$21,615.00	\$9.00	\$25,938.00	\$18.00	\$51,876.00
9	2105.507 CHANNEL AND POND EXCAVATION (P)	C Y	1024	\$7.00	\$7,168.00	\$6.70	\$6,860.80	\$8.30	\$8,499.20	\$8.00	\$8,192.00	\$15.00	\$15,360.00
10	2105.507 GRANULAR BORROW (EV)	C Y	48775	\$7.00	\$341,425.00	\$6.59	\$321,427.25	\$16.00	\$780,400.00	\$18.00	\$877,950.00	\$19.00	\$926,725.00
11	2105.507 SELECT GRANULAR BORROW (LV)	C Y	277	\$15.00	\$4,155.00	\$22.93	\$6,351.61	\$16.00	\$4,432.00	\$25.00	\$6,925.00	\$42.00	\$11,634.00
12	2105.607 HAUL & STOCKPILE EXCESS MATERIAL	C Y	4000	\$4.00	\$16,000.00	\$1.91	\$7,640.00	\$7.50	\$30,000.00	\$6.00	\$24,000.00	\$5.00	\$20,000.00
13	2118.507 AGGREGATE SURFACING (LV), CLASS 5	C Y	1594	\$15.00	\$23,910.00	\$33.43	\$53,287.42	\$16.00	\$25,504.00	\$22.00	\$35,068.00	\$33.00	\$52,602.00
14	2123.51 DOZER	HOURL	20	\$180.00	\$3,600.00	\$201.00	\$4,020.00	\$150.00	\$3,000.00	\$185.00	\$3,700.00	\$185.00	\$3,700.00
15	2211.507 AGGREGATE BASE (CV) CLASS 5	C Y	16881	\$19.00	\$320,739.00	\$21.88	\$369,356.28	\$22.00	\$371,382.00	\$30.00	\$506,430.00	\$34.00	\$573,954.00

Project: SAP 001-625-001 - Grading and Aggregate Base - CSAH 25				Engineers Estimate		Peterson Companies Inc. - Chisago City, MN		Gladen Construction - Laporte, MN		Marvin Tretter, Inc - Pierz, MN		Ulland Brothers Inc - Cloquet, MN			
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price		
16	2451.507	COARSE AGGREGATE BEDDING (CV)	C Y	152	\$50.00	\$7,600.00	\$25.48	\$3,872.96	\$52.00	\$7,904.00	\$50.00	\$7,600.00	\$80.00	\$12,160.00	
17	2501.502	15" GS PIPE APRON	EACH	62	\$160.00	\$9,920.00	\$441.71	\$27,386.02	\$310.00	\$19,220.00	\$175.00	\$10,850.00	\$215.00	\$13,330.00	
18	2501.502	18" GS PIPE APRON	EACH	10	\$180.00	\$1,800.00	\$456.68	\$4,566.80	\$350.00	\$3,500.00	\$225.00	\$2,250.00	\$280.00	\$2,800.00	
19	2501.502	18" RC PIPE APRON	EACH	26	\$550.00	\$14,300.00	\$1,002.70	\$26,070.20	\$786.00	\$20,436.00	\$650.00	\$16,900.00	\$950.00	\$24,700.00	
20	2501.502	24" RC PIPE APRON	EACH	2	\$800.00	\$1,600.00	\$1,119.09	\$2,238.18	\$904.00	\$1,808.00	\$750.00	\$1,500.00	\$1,175.00	\$2,350.00	
21	2501.503	15" CS PIPE CULVERT	L F	1412	\$35.00	\$49,420.00	\$47.36	\$66,872.32	\$30.35	\$42,854.20	\$25.00	\$35,300.00	\$47.50	\$67,070.00	
22	2501.503	18" CS PIPE CULVERT	L F	248	\$45.00	\$11,160.00	\$48.34	\$11,988.32	\$37.40	\$9,275.20	\$35.00	\$8,680.00	\$58.00	\$14,384.00	
23	2501.503	18" RC PIPE CULVERT DES 3006	L F	776	\$75.00	\$58,200.00	\$180.96	\$140,424.96	\$60.05	\$46,598.80	\$57.00	\$44,232.00	\$130.00	\$100,880.00	
24	2501.503	24" RC PIPE CULVERT DES 3006	L F	68	\$90.00	\$6,120.00	\$136.94	\$9,311.92	\$74.00	\$5,032.00	\$68.00	\$4,624.00	\$87.00	\$5,916.00	
25	2501.602	OUTLET STRUCTURE	EACH	1	\$500.00	\$500.00	\$1,899.60	\$1,899.60	\$2,400.00	\$2,400.00	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	
26	2502.503	4" PE PIPE DRAIN	L F	60	\$10.00	\$600.00	\$7.47	\$448.20	\$30.60	\$1,836.00	\$12.00	\$720.00	\$13.00	\$780.00	
27	2502.503	6" PE PIPE DRAIN	L F	90	\$15.00	\$1,350.00	\$10.91	\$981.90	\$36.80	\$3,312.00	\$15.00	\$1,350.00	\$14.00	\$1,260.00	
28	2502.503	4" PERF PE PIPE DRAIN	L F	355	\$10.00	\$3,550.00	\$6.60	\$2,343.00	\$26.85	\$9,531.75	\$12.00	\$4,260.00	\$6.50	\$2,307.50	
29	2511.507	RANDOM RIPRAP CLASS III	C Y	119	\$80.00	\$9,520.00	\$105.48	\$12,552.12	\$98.00	\$11,662.00	\$95.00	\$11,305.00	\$92.00	\$10,948.00	
30	2540.602	MAIL BOX SUPPORT	EACH	14	\$120.00	\$1,680.00	\$120.00	\$1,680.00	\$121.00	\$1,694.00	\$200.00	\$2,800.00	\$120.00	\$1,680.00	
31	2563.601	TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00	\$5,386.00	\$5,386.00	\$4,000.00	\$4,000.00	\$6,000.00	\$6,000.00	\$4,000.00	\$4,000.00	
32	2564.518	SIGN PANELS TYPE C	S F	174	\$34.00	\$5,916.00	\$42.00	\$7,308.00	\$42.50	\$7,395.00	\$80.00	\$13,920.00	\$42.00	\$7,308.00	
33	2564.602	INSTALL SIGN	EACH	18	\$150.00	\$2,700.00	\$100.00	\$1,800.00	\$105.00	\$1,890.00	\$150.00	\$2,700.00	\$100.00	\$1,800.00	
34	2573.503	SILT FENCE, TYPE HI	L F	9595	\$2.25	\$21,588.75	\$2.75	\$26,386.25	\$2.75	\$26,386.25	\$2.60	\$24,947.00	\$2.65	\$25,426.75	
35	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	L F	185	\$15.00	\$2,775.00	\$13.00	\$2,405.00	\$14.00	\$2,590.00	\$16.00	\$2,960.00	\$26.50	\$4,902.50	
36	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	L F	625	\$2.50	\$1,562.50	\$2.75	\$1,718.75	\$3.10	\$1,937.50	\$5.50	\$3,437.50	\$3.45	\$2,156.25	
37	2574.508	FERTILIZER TYPE 3	LB	11760	\$0.80	\$9,408.00	\$0.50	\$5,880.00	\$0.85	\$9,996.00	\$0.85	\$9,996.00	\$0.75	\$8,820.00	
38	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	S Y	5619	\$1.50	\$8,428.50	\$1.30	\$7,304.70	\$1.75	\$9,833.25	\$2.00	\$11,238.00	\$1.65	\$9,271.35	
39	2575.505	SEEDING (P)	ACRE	33.6	\$300.00	\$10,080.00	\$175.00	\$5,880.00	\$190.00	\$6,384.00	\$550.00	\$18,480.00	\$85.00	\$2,856.00	
40	2575.505	DISK ANCHORING (P)	ACRE	33.6	\$180.00	\$6,048.00	\$75.00	\$2,520.00	\$75.00	\$2,520.00	\$275.00	\$9,240.00	\$85.00	\$2,856.00	
41	2575.508	SEED MIXTURE 25-141	LB	1983	\$3.50	\$6,940.50	\$3.22	\$6,385.26	\$4.50	\$8,923.50	\$3.50	\$6,940.50	\$3.50	\$6,940.50	
42	2575.509	MULCH MATERIAL TYPE 3	TON	68	\$250.00	\$17,000.00	\$210.00	\$14,280.00	\$175.00	\$11,900.00	\$300.00	\$20,400.00	\$515.00	\$35,020.00	
43	2575.523	RAPID STABILIZATION METHOD 3	MGAL	37.2	\$300.00	\$11,160.00	\$450.00	\$16,740.00	\$425.00	\$15,810.00	\$300.00	\$11,160.00	\$650.00	\$24,180.00	
Totals for Project SAP 001-625-001						\$1,602,894.25		\$2,116,664.91		\$2,163,319.90		\$2,590,303.50		\$3,383,455.00	
% of Estimate for Project SAP 001-625-001								32.05%			34.96%		61.60%		111.08%

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

Certified By: John Welle License No. 24340
Date: 11-4-19



Board of County Commissioners Agenda Request

78
Agenda Item #

Requested Meeting Date: 11-12-19

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

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

**provide copy of hearing notice that was published*

Submitted by: John Welle	Department: Highway Department
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Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 10 minutes
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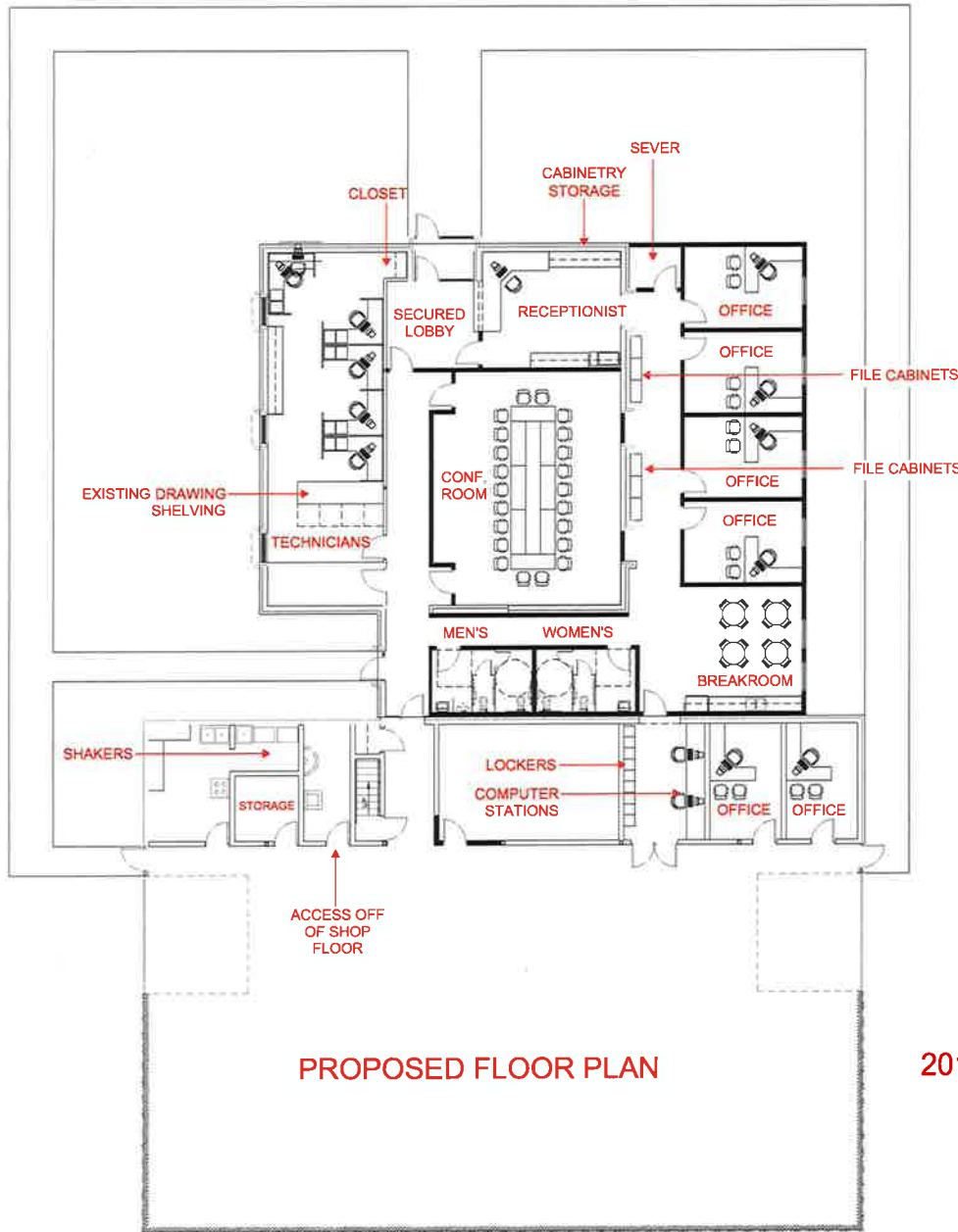
Summary of Issue:
An office expansion/renovation project has been programmed in the Aitkin County Highway Department Capital Facility Improvement Plan since 2014, with 2020 as the programmed year for construction. The project includes an 1800 square foot addition to address current space needs and renovation of the existing 2,800 square foot office that was constructed in 1976. \$465,000 of the estimated \$750,000 total project cost has been levied in years 2014-2019, with the remaining project budget anticipated to 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.

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:*



PROPOSED FLOOR PLAN

2019-09-26



EXISTING FLOOR PLAN



AIA[®]

Document B101™ – 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.

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.

Init.

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User Notes:

(1783854457)

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:

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)

init.

- .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 England, 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.

Init.

§ 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

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

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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

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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.)

Init.

§ 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:

Init.

- .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

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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

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[] 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.

Init.

§ 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.

Init.

§ 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)

Init.

§ 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

Employee or Category	Rate (\$0.00)
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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.)

Limit of Liability

In recognition of the relative risks and benefits of the project to both the Client and WSN, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of WSN, employees of WSN and sub-consultants, to the Client and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WSN, employees of WSN and sub-consultants, to all those named shall not exceed WSN's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

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.)

Init.

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

OWNER *(Signature)*

John Welle, County Engineer
(Printed name and title)

ARCHITECT *(Signature)*

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

Init.

Additions and Deletions Report for AIA® Document B101™ – 2017

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

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 15:58:44 ET on 08/14/2019.

PAGE 1

AGREEMENT made as of the Fifteenth day of August in the year 2019

...

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

...

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

...

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.

PAGE 2

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

...

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

PAGE 3

Fall 2019

...

Summer 2020

...

Winter 2020

...

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

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User Notes:

(1783854457)

...

N/A

...

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 — Geotechnical Engineer:

PAGE 4

.2 Civil Engineer:

.3 — Other, if any:

...

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

...

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

...

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:

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

PAGE 5

§ 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.

PAGE 6

§ 2.5.5 Employers' Liability with policy limits not less than ~~(\$)~~ each accident, ~~(\$)~~ each employee, and ~~(\$)~~ 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 ~~(\$)~~ per claim and ~~(\$)~~ Two Million Dollars and Zero Cents (\$2,000,000.00) per claim and in the aggregate.

...

§ 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.

PAGE 11

§ 4.1.1.1	Programming	<u>Architect (Basic Services)</u>
§ 4.1.1.2	Multiple preliminary designs	<u>Architect (Basic Services)</u>
§ 4.1.1.3	Measured drawings	<u>N/A</u>
§ 4.1.1.4	Existing facilities surveys	<u>N/A</u>
§ 4.1.1.5	Site evaluation and planning	<u>Architect (Basic Services)</u>
§ 4.1.1.6	Building Information Model management responsibilities	<u>N/A</u>
§ 4.1.1.7	Development of Building Information Models for post construction use	<u>N/A</u>
§ 4.1.1.8	Civil engineering	<u>Architect (Basic Services)</u>
§ 4.1.1.9	Landscape design	<u>N/A</u>
§ 4.1.1.10	Architectural interior design	<u>Architect (Basic Services)</u>
§ 4.1.1.11	Value analysis	<u>N/A</u>
§ 4.1.1.12	Detailed cost estimating beyond that required in Section 6.3	<u>N/A</u>
§ 4.1.1.13	On-site project representation	<u>N/A</u>
§ 4.1.1.14	Conformed documents for construction	<u>N/A</u>

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User Notes:

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§ 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

PAGE 14

- .1 (~~Two~~) Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 (~~Twelve~~) Twelve (12) visits to the site by the Architect during construction
- .3 (~~Two~~) 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~~) Two (2) inspections for any portion of the Work to determine final completion.

...

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

PAGE 17

Arbitration pursuant to Section 8.3 of this Agreement

PAGE 19

Not Applicable

...

20% of remaining fee at time of termination

PAGE 20

\$66,000.00

PAGE 21

Schematic Design Phase	percent (%)
Design Development Phase	percent (%)
Construction Documents Phase	percent (%)
Procurement Phase	percent (%)
Construction Phase	percent (%)

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User Notes:

(1783854457)

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

...

Attachment A – WSN 2019 Fee Schedule

PAGE 22

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

...

§ 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.

...

§ 11.10.2.1 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.

...

12 % per annum

PAGE 23

Limit of Liability

In recognition of the relative risks and benefits of the project to both the Client and WSN, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of WSN, employees of WSN and sub-consultants, to the Client and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WSN, employees of WSN and sub-consultants, to all those named shall not exceed WSN's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

...

Exhibit A – WSN 2019 Fee Schedule

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

...

John Welle, County Engineer

Mike England, AIA, Vice-President

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Linda Hansen, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 15:58:44 ET on 08/14/2019 under Order No. 0332816976 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B101™ – 2017, Standard Form of Agreement Between Owner and Architect, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)



Aitkin County Board of Commissioners

Agenda Request Form

8

Agenda Item #

Requested Meeting Date: November 12, 2019
Title of Item: Committee Reports

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