

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS May 23, 2017 – BOARD AGENDA**

- 9:00 1) **J. Mark Wedel, County Board Chairperson**  
A) **Call to Order**  
B) **Pledge of Allegiance**  
C) **Board of Commissioners Meeting Procedure**  
D) **Approval of Agenda**
- 9:05 E) **Health & Human Services (see separate HHS agenda)**
- 9:45 **Break**
- 10:00 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File May 9, 2017 – May 23, 2017**  
B) **Approve May 9, 2017 County Board Minutes**  
C) **Approve Commissioner Warrants**  
D) **Approve Auditor Warrants - April Sales & Use Tax**  
E) **Approve April Manual Warrants**  
F) **Adopt Resolution: High Lifter Quadna Mud Nationals**  
G) **Approve Brat Sale for Sobriety Court - July 28, 2017**  
H) **Approve Corrections Advisory Board Appointments**  
I) **Adopt (2) Resolutions: Toward Zero Deaths**  
J) **Adopt Resolution: MN Housing Finance Agency's Family Homeless Prevention and Assistance Program**  
K) **Approve Request to Restore Bronze Veterans Marker**
- 10:02 3) **Ross Wagner, Economic Development & Forest Industry Coordinator**  
A) **Building Project**  
B) **Approve Aitkin County Tourism and Development Grants**
- 10:45 4) **John Welle, County Engineer**  
A) **Adopt Resolution: Award Contract No. 20173**
- 10:55 5) **Bobbie Danielson, HR Director**  
A) **Approve Job Classifications**  
1. **Land Dept. Office Assistant I, Grade 2**  
2. **Land Dept. Office Assistant V, Grade 5**  
3. **Admin/HR PT Confidential Office Assistant, Grade 4**

**4. Community Corrections PT Administrative Specialist/Corrections Agent, Grade 3**

**11:05 6) Committee Updates**

**11:30 7) Jessica Seibert, County Administrator  
A) Closed Session under MN Statute 13D.05 Attorney Client Privilege**

**12:00 Adjourn**

# AITKIN COUNTY BOARD

May 9, 2017

The Aitkin County Board of Commissioners met this 9th day of May, 2017 at 9:02 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, Anne Marcotte, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to approve the May 9, 2017 amended agenda. Agenda Item 3A - Building Project – Next Steps, was removed from the agenda. Item 9 - Closed Session under MN Statute 13D.05 Attorney Client Privilege, Blandin vs. Aitkin County, was added.

Robert & Marie Harwarth, Spencer Township; Brian Napstad, McGregor; George Carlberg, Nordland Township; and Russ Larson, Shamrock Township shared their opinions and concerns with the Board about the proposed building project and the reverse referendum petition that was submitted to the Auditor's Office and rejected.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: April 25, 2017 to May 8, 2017; B) Approve County Board Minutes: April 25, 2017; C) Approve Commissioner Warrants: General Fund \$133,507.19, Road & Bridge \$27,210.94, Health & Human Services \$1,136.96, Trust \$963.17, Forest Development \$1,795.14; Long Lake Conservation Center \$7,085.96; Parks \$41,478.91 for a total of \$213,178.27; D) Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: James Anderson, Commissioner Warrant #68136, dated 8-26-2016, in the amount of \$500.00; E) Accept \$300 Donation to STS from Wealthwood Township; F) Ratify Teamsters Supervisory Unit 2017-2018 Agreement; G) Adopt Resolution: Form LG214 - American Legion Post 86; H) Approve Recycling Agreement Extensions

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to ratify the Teamsters Supervisory Unit 2017-2018 Collective Bargaining Agreement and authorize the Board Chair, County Administrator, and HR Director to sign.

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution - Form LG214 - American Legion Post 86:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the American Legion Post 86, at the Roberts-Glad VFW Post 1727 – Aitkin Township. This establishment has an address of 36558 410th Avenue, Aitkin, MN 56431

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve two-year Recycling Agreement Extensions with Garrison Disposal and J&J Transfer, extending the expiration date to December 31, 2019.

**CALL TO ORDER**

**APPROVED  
AGENDA**

**CITIZENS  
PUBLIC  
COMMENT**

**CONSENT  
AGENDA**

**TEAMSTERS  
SUPERVISORY  
UNIT 2017-2018  
AGREEMENT**

**RESOLUTION  
20170509-034  
FORM LG214 -  
AMERICAN  
LEGION POST 86**

**RECYCLING  
AGREEMENT  
EXTENSIONS**

# AITKIN COUNTY BOARD

May 9, 2017

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution - Award Contract No. 20172:

**WHEREAS**, Contract No. 20172 is for construction of S.A.P. 001-601-020, S.A.P. 001-610-029, S.A.P. 001-615-007, C.P. 001-074-001, and C.P. 001-090-029, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, May 8, 2017 with a total of four bids received, and

**WHEREAS**, Hardrives, Inc. , Rogers, MN was the lowest responsible bidder in the amount of \$3,379,844.44.

**THEREFORE, BE IT RESOLVED**, that, Hardrives, Inc. , Rogers, MN is awarded Contract No. 20172.

**BE IT FURTHER RESOLVED**, that the chairperson of the Aitkin County Board and the Aitkin County Auditor 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.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to appoint Ms. Kameron Genz as Community Corrections Director, with a start date of May 15, 2017, as recommended by the Personnel Committee.

Jessica Seibert, County Administrator discussed 2018 budget parameters with the Board.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve Grant-In-Aid-Trail Permit to Crow Wing County for "Emily ATV Trail."

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the following quotes for demo/removal of structures on four parcels of tax-forfeited land:

Project/Site 1 - Dependable Demolition, McGregor	- \$ 4,000.00
Project/Site 2 - Dependable Demolition, McGregor	- \$ 3,500.00
Project/Site 3 - Schrupp Excavating, Pine River	- \$ 5,150.00
Project/Site 4 - DeChantel Excavating, Brainerd	- <u>\$13,620.00</u>
	\$26,270.00

Land Commissioner Mark Jacobs, and Aitkin County Land Department staff Rich Courtemanche, Chris Johnson, and Cathy Buhlmann, presented an update to the Board on the Aitkin County Parks and Trails system.

At 11:00 a.m. Mark Jacobs, Land Commissioner held a Public Hearing on proposed updates to the Aitkin County Park Ordinance. No public comment was given. Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution - County Parks and Recreation Ordinance, with corrections

**RESOLUTION  
20170509-035  
AWARD  
CONTRACT NO.  
20172**

**APPOINT  
COMMUNITY  
CORRECTIONS  
DIRECTOR**

**2018 BUDGET  
PARAMETERS**

**TRAIL PERMIT  
FOR EMILY ATV  
TRAIL**

**QUOTES FOR  
DEMO/REMOVAL  
OF STRUCTURES  
ON TAX-  
FORFEITED  
LANDS**

**PARKS & TRAILS  
UPDATE**

**PUBLIC  
HEARING PARK  
ORDINANCE**



as discussed.

**County Parks and Recreation Ordinance**

**WHEREAS**, the County Board is, by law, designated with the authority to establish a County Park Ordinance under Minnesota Statutes 398.34-36 and 375.51;

**BE IT RESOLVED**, the following ordinance be enacted to govern the operation of the County Parks System, the Long Lake Conservation Center, and the recreational use of lands managed by Aitkin County; and establish the duties of the County Land Department and authority of the Natural Resources Advisory Committee.

**RESOLUTION  
20170509-036  
COUNTY PARKS  
AND  
RECREATION  
ORDINANCE**

**Section I  
Duties of the County Land Department**

Subd. 1 The County Land Department shall prepare yearly budgets of expenditures. They shall prepare annual work plans of park development to present to the Natural Resources Advisory Committee for review, change, or alteration at the annual Natural Resources Advisory Committee meeting.

Subd. 2 The Land Department and its staff shall supervise work projects manage personnel and purchase equipment, supplies and other items needed to build picnic areas, camping areas, boat accesses, recreational trails and related facilities. The Land Department shall also post signs, enforce regulations, maintain and clean camp areas in accordance with Natural Resources Advisory Committee directives.

Subd. 3 The Land Department shall also prepare past expenditure records for review by the Natural Resources Advisory Committee and County Board of Commissioners.

Subd. 4 The Land Department shall classify park land into two main categories; LIMITED USE and OPEN USE areas. Classification can be changed by Natural Resources Advisory Committee action.

**Section II  
Expenditures**

Subd. 1 No expenditures shall be made from the County Parks Fund unless included in the annual budget as recommended by the Natural Resources Advisory Committee and approved by the County Board. The County Board may approve expenditures over the allotted budget requests, as per County policy. Warrants submitted for payment shall be signed by the County Land Commissioner.

**Section III  
Protection of Parks and Recreation Areas**

Subd 1. Purpose. The purpose of this ordinance, which is enacted pursuant to Minnesota Statutes, is to secure the orderly, suitable use and enjoyment of developed and undeveloped recreation areas such as, recreational trail systems, forestlands, campgrounds, historical sites, and public water accesses that are managed or established by Aitkin County. The purpose is also to further the safety, health, comfort, and welfare of all persons using these facilities.

## Subd. 2 Definitions.

1. "Natural Resources Advisory Committee" (NRAC) means the Aitkin County Natural Resources Advisory Committee appointed by the Aitkin County Board of Commissioners to advise and make recommendation to the County Board on matters related to natural resources (i.e. forestry, recreation/parks, etc.).
2. "Drug" means any substance defined as a controlled substance by Minnesota Statutes Chapter 152, or other statutes, Federal Law or regulation.
3. "Intoxicating Beverage" means any beverage which is intoxicating pursuant to Minnesota Law and includes ethyl alcohol, distilled, fermented, spirituous, vinous, and malt beverages.
4. "Park" means any land or water area, and all facilities thereon, established as a Park by Aitkin County pursuant to Minnesota Statutes.
5. "County Managed Land" is land owned or managed by Aitkin County, such as County Tax-Forfeited land.
6. "Park User" means any person, firm, partnership, association, corporation, governmental unit, company, or organization of any kind visiting a park.
7. "Recreational Trail" means a trail or strip of land designated and administered by Aitkin County for a specific recreational purpose, such as hiking, ATV, snowmobile, cross country skiing, etc.
8. "County forest road" is an Aitkin County Land Department inventoried forest access road. Forest roads are not considered part of the public road infrastructure.
9. "Off-Highway Vehicle" (OHV) means all-terrain vehicles (ATV), off-highway motorcycles (OHM), or off-road vehicles (ORV) as defined by MN Statute
10. "Vehicle" means any motorized, self-propelled, animal drawn or human powered conveyance.
11. "Weapons" means any device from which shot or a projectile of any type can be discharged by means of an explosive, gas, or compressed air or otherwise propelled, including but not limited to firearms, bows, slings, and spring guns.
12. "LIMITED USE AREAS": include camping areas, parking areas, tent camping areas, boat accesses, limited access nature trails, swimming areas, recreation trails, ball fields, environmental education areas, wayside rests, scenic areas, etc
13. "OPEN USE AREAS": shall be all other park land not designated as limited use areas.
14. "Long Lake Conservation Center Management Team" means a group that oversees the day-to-day operation of LLCC; consisting of the LLCC Business Manager, LLCC Education Director, and Land Commissioner.

## Subd. 3 General Conduct.

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Use threatening, abusive, insulting, obscene or indecent language or to act in an indecent manner, disturb, harass, or interfere with any park visitor or park visitor's property or to do any act which constitutes a breach of public peace in a park.
2. Deposit, scatter, drop or abandon in a park, any bottles, cans, broken glass, sewage, waste or other material, except in receptacles provided for such purposes. Only park use refuse shall be deposited in such receptacles.
3. Start a fire in a limited use area except in a designated area, or fail to fully extinguish such a fire.
4. Drop, throw, or otherwise leave unattended in a park, lighted matches, burning cigars, cigarettes, tobacco, paper or other combustible material.
5. Sell, solicit, or carry on any business or commercial enterprise in a park unless authorized in writing by the Natural Resources Advisory Committee or County Land Commissioner.
6. Use loudspeakers or other amplifying systems in a park, unless authorized in writing by the Natural Resources Advisory Committee or County Land Commissioner.
7. Willfully destroy, deface, or steal park property.

Subd. 4 Protection of Natural Resources Within Developed Parks and Recreation Areas. (limited use areas)

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Injure, destroy, or remove any tree, shrub, flower, plant, rock, soil or mineral in a limited use area.
2. Kill, trap, hunt, disturb, or cause to be disturbed any species of wildlife within a designated camping or swimming area.
3. Discharge any weapon in a designated camping or posted area.
4. Permit any dog, cat, or other pet in a picnic area, park building, campground unless on a leash.
5. Permit a dog, cat, or other pet to disturb, harass or interfere with any park visitor or park visitor's property.
6. Possess any loaded uncased weapon (as defined in Subd. 2) within a campground.

Subd. 5 Camping in limited use areas.

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Camp in a limited use area except in areas provided and designated for that purpose.

2. Camp in a limited use area without paying the appropriate fees.

3. Cause, create or make a noise which disturbs the peace, quiet and tranquility of the camping area.

Subd. 6 Swimming.

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Wade, swim, or use any beach in a limited use area without proper bathing attire.

2. Take cans, bottles, or glass of any kind except eye glasses into a designated beach area.

3. Wade, swim, or use developed beaches during restricted hours.

Subd. 7 Meetings, Speeches, Demonstrations, and Parades in Parks.

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Conduct public meetings, assemblies, parades, or demonstrations within a park unless authorized in writing by the Natural Resources Advisory Committee or County Land Commissioner.

Subd. 8 Vehicles.

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Operate any vehicle within a park except upon roadways, recreation trails, parking areas, or other designated locations.

2. Operate a vehicle in a park at a speed in excess of posted speed limit or legal speed limit if not posted.

3. Park or leave a vehicle within a limited use area except in a designated parking area.

4. Operate a vehicle in a reckless or careless manner in a park.

5. Operate a vehicle in a park while intoxicated or while consuming intoxicating beverages or to have in possession any bottle or receptacle containing intoxicating beverages that has been opened, or the seal broken, or the contents of which have been partially removed.

Subd. 9 Park Operation.

1. Only registered campers in designated campsites are allowed within a developed County campground between the hours of 10:00 P.M. and 7:00 A.M.

2. It is unlawful for any person to use any park facility for which a fee is charged without payment of such fee.

3. Aitkin County, the Aitkin County Board of Commissioners, the Aitkin County Natural Resources Advisory Committee, the Aitkin County Land Department, and Aitkin

County employees shall not be liable for any loss, damage, or injury sustained by a park visitor.

4. Any park or portion thereof may be declared closed to the public by the Aitkin County Land Commissioner or designated employee at any time for any interval of time, or to certain uses as reasonably necessary.

## Subd. 10 Forest Roads and Recreation Trails

1. County forest roads are open to highway licensed vehicle use unless gated or posted closed.
2. Off-highway vehicle (OHV) operation is prohibited on County forest roads or recreation trails unless designated open for a specific OHV use.
3. Off-highway vehicle travel on County forest roads or recreation trails not designated open to OHV use is prohibited except for ATV's used for trapping during open season and big game hunting during October – December.
4. Operating a motorized vehicle on a designated non-motorized trail is prohibited.
5. Off-trail, cross-country travel with a motorized vehicle is prohibited on County managed land, except to retrieve downed big game animals with ATV's during legal hunting season.
6. No person shall construct an unauthorized permanent trail on County managed lands.
7. Motorized vehicles on County forest roads or recreation trails must travel at a reasonable and prudent speed; obey regulation signs; observe closures; and may not operate in a manner that causes damage to the road, land, or other natural resources.
8. Consuming intoxicating beverages or to have in possession any bottle or receptacle containing intoxicating beverages that has been opened, or the seal broken, or the contents of which have been partially removed, while operating a motorized vehicle on a County forest road or recreation trail is prohibited.
9. Depositing litter on or adjacent to a County forest road or recreation trail is prohibited.
10. Operating a motorized vehicle in a reckless manner on a County forest road or recreation trail is prohibited.
11. Placing unauthorized signage on a County forest road or recreation trail is prohibited.
12. Motorized recreation vehicles may not operate within the boundaries of an area that is posted and designated as closed to such use.
13. Unauthorized off-trail travel with a motorized vehicle from a recreation trail is prohibited.

## Section IV

**Axtell Technical Riding Area (ATRA) S. 23-T. 48 R. 24W**

It shall be unlawful to:

1. To operate any motor vehicle:
  - a) Between October 31 and May 15
  - b) Between the hours of 8:00 p.m. and 8:00 a.m.
2. To operate any motor vehicle other than Class I and Class II All-terrain vehicles (ATVs) or Off-highway motorcycles without written permission of the Aitkin County Land Commissioner or Natural Resources Advisory Committee.
3. To enter or exit the park through any location other than the designated entrance adjacent to the Soo Line trail.
4. Possess or Consume alcoholic beverages without written permission of the Natural Resources Advisory Committee or County Land Commissioner.
5. Operate any permitted vehicle with a sound levels greater than 96 db as measured using SAE International (SAE) J1287 Measurement of Exhaust Sound Levels of Stationary Motorcycles.
6. Operate any vehicle with tire tread greater than  $\frac{3}{4}$ " tread height.
7. Operate any permitted vehicle contrary to any applicable state law.
8. Discharge a firearm in ATRA between May 15 and October 31.
9. Camp overnight in ATRA

**Section V  
Long Lake Conservation Center**

Subd. 1 Long Lake Conservation Center is an environmental education center owned and operated by Aitkin County. The Long Lake Conservation Center Management Team shall be directly supervised by the Land Commissioner.

Subd. 2 The Management Team shall also post signs, enforce regulations, maintain facilities and operate Long Lake Conservation Center in accordance with State and Federal laws, County Policy and procedure, Natural Resources Advisory Committee directives and job description.

Subd. 3 1967 Laws of Minnesota Chapter 14 states in part: Notwithstanding the provisions of Minnesota Statutes, Section 398.33, all moneys, fees, and donations specified for or received from the operation of the Aitkin County Long Lake Conservation Center shall be deposited in a separate account, other than the park fund, to be under the jurisdiction of the Aitkin County Auditor. This act in no way restricts the transferring of annual profits from the operation of the conservation center to the park fund for other park activities.

Subd. 4 All expenditures shall be made from the Long Lake Conservation Center accounts. Warrants submitted for payment shall be itemized on a verified claim form and shall be approved and signed by the Long Lake Conservation Center Management Team and the Land Commissioner. The Aitkin County Board of Commissioners will authorize

payments of bills for Long Lake Conservation Center. Any non-budgeted expenditures will be approved by the LLCC Management Team and the Land Commissioner following Aitkin County Policy. All payment of bills will be authorized by the Aitkin County Board of Commissioners.

**Subd. 5 General Conduct.**

**IT SHALL BE UNLAWFUL FOR ANY PERSON TO:**

1. Operate any motorized or non-motorized recreation vehicle including, but not limited to ATV's, snowmobiles, and dirt bikes within Long Lake Conservation Center (LLCC) unless authorized in writing by LLCC Management Team. Non-motorized recreation vehicles can be used, but only on a trail or road designated for that purpose.
2. Have in possession or bring into Long Lake Conservation Center (LLCC), any intoxicating beverage when student or juvenile campers are present at Long Lake Conservation Center (LLCC). Consumption of alcohol on the grounds of LLCC will be permitted only with the written permission of the LLCC Management Team.
3. For any person to discharge or have in possession a weapon on Long Lake Conservation Center without written permission of the LLCC Management Team.

**Subd. 6 Protection of Natural Resources Within Long Lake Conservation Center  
(limited use areas)**

**IT SHALL BE UNLAWFUL FOR ANY PERSON TO:**

1. Injure, destroy, or remove any flora, fauna, fungi, soils or minerals from LLCC unless authorized by the LLCC Management Team for educational use.
2. Hunt, trap, take, disturb, or cause to be disturbed any species of wildlife within the boundaries of Long Lake Conservation Center unless authorized by the LLCC Management Team.
3. Permit any dog, cat, or other pet in LLCC buildings, unless animal is a certified service animal or allowance is authorized by the LLCC Management Team. Service animals are allowed in all areas of campus that are open to the public. All pets allowed on campus will be on a leash at all times and shall not interfere with any other visitors at LLCC.

Please refer to the rest of the regulations in the Park Ordinance to address any other areas not specifically outlined in this section concerning Long Lake Conservation Center.

**Section VI  
Enforcement and Penalties**

1. A person guilty of violating any provision of this ordinance shall be guilty of a misdemeanor which is punishable by a fine and/or imprisonment according to Minn. Statutes.
2. Park Ambassadors, peace officers and designated County employees may, in connection with their duties imposed by law, diligently enforce the provisions of this ordinance and eject from parks, persons acting in violation of this ordinance.

- 3. The Natural Resources Advisory Committee or designated County employees have the authority to revoke for good cause any user permit issued by the Natural Resources Advisory Committee.
- 4. No person shall impersonate any employee or designated volunteer of the County, nor interfere with, harass or hinder any employee in the discharge of his/her duties.
- 5. Nothing in this ordinance shall prevent employees or agents of the County from performing their assigned duties.
- 6. If any provisions of this ordinance are held invalid, such invalidity shall not affect the validity of any other provisions of this ordinance.

Dated at Aitkin, Minnesota, this 9th day of May, 2017.

Paul Bailey, Isle MN, requested permission to address the Board about the proposed new building project. He voiced his concerns about the current facility, discussed the need for a new facility, and stated that in his opinion this issue should not go to a referendum.

The Board discussed: NCLUCB, Natural Resources Advisory Committee, Facilities, Personnel, HRA, Economic Development, McGregor Airport, Aitkin Airport, and Historical Society.

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting to close the meeting at 11:57 a.m. for a Closed Session under MN Statute 13D.05, Attorney Client Privilege, Blandin vs. Aitkin County.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to reopen the meeting at 12:19 p.m.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting to adjourn the meeting at 12:19 p.m. until Tuesday, May 23, 2017 at 9:00 a.m.

**ADDITIONAL  
CITIZENS  
PUBLIC  
COMMENT**

**BOARD  
DISCUSSION**

**CLOSED  
SESSION**

**REOPEN  
MEETING**

**ADJOURN**

---

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

---

Jessica Seibert, County Administrator



20



SMH1  
5/16/17 2:27PM

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
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		70.88 Synopsis 3/14	1479	Printing, Publishing & Adv
01-001-000-0000-6230		49.88 Synopsis Special 3/14	1479	Printing, Publishing & Adv
01-001-000-0000-6230		147.00 Synopsis 3/28	1479	Printing, Publishing & Adv
86222 Aitkin Independent Age		267.76		3 Transactions
14289 Pratt/Bill				
01-001-000-0000-6330		187.79 April Mileage	351@.535	Transportation & Travel & Parking
14289 Pratt/Bill		187.79		1 Transactions
1 DEPT Total:		455.55	Commissioners	2 Vendors 4 Transactions
12 DEPT		Court Administration		
11634 Gammello & Pearson PLLC				
01-012-000-0000-6232		217.50 01-FA-14-1140	57946	Attorney Services
11634 Gammello & Pearson PLLC		217.50		1 Transactions
5851 Gustafson Attorney at Law/Jean M.				
01-012-000-0000-6232		562.50 Atty fees 01-PR-16-766	3	Attorney Services
01-012-000-0000-6232		127.20 Mileage 01-PR-16-766	3	Attorney Services
5851 Gustafson Attorney at Law/Jean M.		689.70		2 Transactions
14432 Nudell/Lisbeth J				
01-012-000-0000-6232		952.50 Atty fees 01-P4-05-433		Attorney Services
01-012-000-0000-6232		72.22 Atty mileage 01-P4-05-433		Attorney Services
14432 Nudell/Lisbeth J		1,024.72		2 Transactions
12 DEPT Total:		1,931.92	Court Administration	3 Vendors 5 Transactions
40 DEPT		Auditor		
88012 Aitkin Co Auditor				
01-040-021-0000-6205		200.00 Postage reimbursement		Postage
88012 Aitkin Co Auditor		200.00		1 Transactions
86222 Aitkin Independent Age				
01-040-000-0000-6230		4,551.75 DLQ tax list- week 1	1014	Printing, Publishing & Adv
01-040-000-0000-6230		4,551.75 DLQ tax list- week 2	1014	Printing, Publishing & Adv

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
01-040-000-0000-6230		Board of Appeals-week 1	1014	Printing, Publishing & Adv
01-040-000-0000-6230		Board of Appeals-week 2	1014	Printing, Publishing & Adv
01-040-021-0000-6230		Serv Dir/Age	1014	Printing, Publishing & Adv
<b>86222 Aitkin Independent Age</b>				<b>5 Transactions</b>
3267 Peysar/Kirk				
01-040-000-0000-6330		MCIS Board meeting	102@.535	Transportation & Travel
01-040-000-0000-6330		MCIS COJ Committee mtg	102@.535	Transportation & Travel
<b>3267 Peysar/Kirk</b>				<b>2 Transactions</b>
86235 The Office Shop Inc				
01-040-021-0000-6405		SMD guide	1025098-0	Office & Computer Supplies
01-040-021-0000-6405		Office supplies	291967-0	Office & Computer Supplies
01-040-021-0000-6405		Legal pads	292008-0	Office & Computer Supplies
<b>86235 The Office Shop Inc</b>				<b>3 Transactions</b>
<b>40 DEPT Total:</b>		<b>9,632.90 Auditor</b>		<b>4 Vendors 11 Transactions</b>
41 DEPT		Internal Audit		
12780 CliftonLarsonAllen, LLP				
01-041-000-0000-6231		#2 Progress billing- '16 Prep	1508935	Services, Labor, Etc
<b>12780 CliftonLarsonAllen, LLP</b>				<b>1 Transactions</b>
<b>41 DEPT Total:</b>		<b>2,000.00 Internal Audit</b>		<b>1 Vendors 1 Transactions</b>
42 DEPT		Treasurer		
86235 The Office Shop Inc				
01-042-000-0000-6405		Ink for check scanner	1025229-0	Office & Computer Supplies
01-042-000-0000-6405		Address labels	1025229-1	Office & Computer Supplies
<b>86235 The Office Shop Inc</b>				<b>2 Transactions</b>
<b>42 DEPT Total:</b>		<b>39.97 Treasurer</b>		<b>1 Vendors 2 Transactions</b>
43 DEPT		Assessor		
10330 Dangers/Mike				
01-043-000-0000-6330		Reg.Assesment mtg mileage	105@.435	Transportation & Travel & Parking
<b>10330 Dangers/Mike</b>				<b>1 Transactions</b>

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
4641	Holiday Credit Office		April Fuel	1400000147443	Gas And Oil
	01- 043- 000- 0000- 6511				
4641	Holiday Credit Office				
		159.43			
		159.43	1 Transactions		
6097	Verizon Wireless		Monthly cell phone	68069088200001	Telephone
	01- 043- 000- 0000- 6250				
6097	Verizon Wireless				
		148.14			
		148.14	1 Transactions		
43	DEPT Total:	353.24	Assessor	3 Vendors	3 Transactions
44	DEPT		Central Services		
3336	Office Of MN. IT Services		April 2017 Usage	DV17040418	Services, Labor, Contracts
	01- 044- 000- 0000- 6231				
3336	Office Of MN. IT Services				
		1,300.00			
		1,300.00	1 Transactions		
86235	The Office Shop Inc		Meter #1 (B&W)	291919- 0	Services, Labor, Contracts
	01- 044- 000- 0000- 6231				
	01- 044- 000- 0000- 6231		Meter #2 (Color)	291919- 0	Services, Labor, Contracts
86235	The Office Shop Inc				
		333.30			
		184.92			
		518.22	2 Transactions		
44	DEPT Total:	1,818.22	Central Services	2 Vendors	3 Transactions
45	DEPT		Motor Pool		
170	Aitkin Motor Company		Oil change, rotate #47	13203	Car Maintenance
	01- 045- 000- 0000- 6302				
170	Aitkin Motor Company				
		48.73			
		48.73	1 Transactions		
12445	Brandl Chevrolet, Buick GMC		#64 Oil change, tire rotation	300815	Car Maintenance
	01- 045- 000- 0000- 6302				
12445	Brandl Chevrolet, Buick GMC				
		45.62			
		45.62	1 Transactions		
45	DEPT Total:	94.35	Motor Pool	2 Vendors	2 Transactions
49	DEPT		Information Technologies		
6097	Verizon Wireless		May renewal	386695110	Programming, Services, Contracts
	01- 049- 000- 0000- 6231				
		35.01	04/02/2017 05/01/2017	0	

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
6097	Verizon Wireless				
			1 Transactions		
49	DEPT Total:		35.01	Information Technologies	1 Vendors 1 Transactions
52	DEPT			Administration/Personnel Dept	
3334	MCIT				
	01-052-000-0000-6241		60.00	Effective performance mgmt	SEM500 Registration Fee
3334	MCIT		60.00	1 Transactions	
86235	The Office Shop Inc				
	01-052-000-0000-6405		10.52	Double pocket folders	1024870-0 Office & Computer Supplies
	01-052-000-0000-6405		15.72	Legal pad	1024928-0 Office & Computer Supplies
	01-052-000-0000-6405		12.30	File folders	1024936-0 Office & Computer Supplies
86235	The Office Shop Inc		38.54	3 Transactions	
52	DEPT Total:		98.54	Administration/Personnel Dept	2 Vendors 4 Transactions
90	DEPT			Attorney	
117	Aitkin County Sheriff				
	01-090-000-0000-6250		21.12	Phone bill- Ratz	17-0574 Telephone
117	Aitkin County Sheriff		21.12	1 Transactions	
1265	Dakota Co Sheriff				
	01-090-000-0000-6234		70.00	subpoena- 01CR16779	176031 Co Sheriff Services
1265	Dakota Co Sheriff		70.00	1 Transactions	
8454	Ramsey County Sheriff				
	01-090-000-0000-6234		70.00	Subpoena Service 01cr16648	201700993 Co Sheriff Services
8454	Ramsey County Sheriff		70.00	1 Transactions	
9489	Redwood Toxicology Laboratory, Inc				
	01-090-000-0000-6213		34.07	test pretrial defendents	12289120174 Drug & Forfeiture Ms387.213
9489	Redwood Toxicology Laboratory, Inc		34.07	1 Transactions	
9360	Redwood Toxicology Laboratory, Inc.				
	01-090-000-0000-6213		348.64	Testing supplies	599287 Drug & Forfeiture Ms387.213
9360	Redwood Toxicology Laboratory, Inc.		348.64	1 Transactions	

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
4412	Sherburne County Sheriff's Office		85.50	Subpoena 01cr16779	17- 000306	Co Sheriff Services
4412	Sherburne County Sheriff's Office		85.50		1 Transactions	
86235	The Office Shop Inc					
	01-090-000-0000-6405		127.68	Blu-ray discs, cleaner	1024314-0	Office & Computer Supplies
	01-090-000-0000-6405		14.13	Mousepad	1024314-1	Office & Computer Supplies
	01-090-000-0000-6405		599.00	Desk piece	1024704-0	Office & Computer Supplies
	01-090-000-0000-6405		60.49	Tray and organizer	1024997-0	Office & Computer Supplies
	01-090-000-0000-6405		4.59	Credit, paid stamp twice	DP995878	Office & Computer Supplies
	01-090-000-0000-6405		632.76	Credit paid for boxes twice	DP9958781	Office & Computer Supplies
86235	The Office Shop Inc		163.95		6 Transactions	
5173	THOMSON REUTERS- WEST PUBLISHING					
	01-090-000-0000-6406		1,216.02	West information charges	836045151	Law Publ. & Subscriptions
				04/01/2017 04/30/2017	0	
5173	THOMSON REUTERS- WEST PUBLISHING		1,216.02		1 Transactions	
90	DEPT Total:		2,009.30	Attorney	8 Vendors	13 Transactions
100	DEPT			Recorder		
11406	Innovative Office Solutions					
	01-100-000-0000-6405		178.63	Toner HP Laserjet	IN1596648	Office & Computer Supplies
11406	Innovative Office Solutions		178.63		1 Transactions	
10930	Tidholm Productions					
	01-100-000-0000-6230		61.95	Statements	9176 6531	Printing, Publishing & Adv
10930	Tidholm Productions		61.95		1 Transactions	
100	DEPT Total:		240.58	Recorder	2 Vendors	2 Transactions
110	DEPT			Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services					
	01-110-000-0000-6422		36.72	Mop dry & handle	2200913386	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		36.72		1 Transactions	
12106	Antoine Electric					
	01-110-000-0000-6231		107.94	Ballast out in basement	16273	Services, Labor, Contracts

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
12106	Antoine Electric				
		107.94	1 Transactions		
1754	Garrison Disposal Company, Inc				
	01-110-000-0000-6255	583.47	Monthly service	111389	Garbage
1754	Garrison Disposal Company, Inc				
		583.47	1 Transactions		
2186	Hillyard Inc - Kansas City				
	01-110-000-0000-6208	20.00	custodial workshop	2@\$10	Training/Education
2186	Hillyard Inc - Kansas City				
		20.00	1 Transactions		
7525	Hometown Bldg Supply				
	01-110-000-0000-6422	19.82	Brickmold and wood shims	94814	Janitorial Supplies
7525	Hometown Bldg Supply				
		19.82	1 Transactions		
2340	Hyytinen Hardware Hank				
	01-110-000-0000-6422	19.97	Duster, hornet & wasp traps	1386131	Janitorial Supplies
	01-110-000-0000-6422	44.99	Multimeter Auto Ranging	1387686	Janitorial Supplies
	01-110-000-0000-6422	16.99	Trim Line	1389401	Janitorial Supplies
2340	Hyytinen Hardware Hank				
		81.95	3 Transactions		
12927	Midwest Machinery Co.				
	01-110-000-0000-6422	13.99	Cool gard II premix	1456039	Janitorial Supplies
12927	Midwest Machinery Co.				
		13.99	1 Transactions		
89765	Minnesota Elevator, Inc				
	01-110-000-0000-6231	171.64	May monthly service	704859	Services, Labor, Contracts
89765	Minnesota Elevator, Inc				
		171.64	1 Transactions		
10948	MN Dept of Labor & Industry				
	01-110-000-0000-6271	100.00	Courthouse elevator permit	ALR00720751	Inspection Fees
10948	MN Dept of Labor & Industry				
		100.00	1 Transactions		
4070	Riley Auto Supply				
	01-110-000-0000-6422	17.99	FHP Belt	586440	Janitorial Supplies
4070	Riley Auto Supply				
		17.99	1 Transactions		
110	DEPT Total:	1,153.52	Courthouse Maintenance	10 Vendors	12 Transactions
111	DEPT		Buildings		

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
14044 Boarman Kroos Vogel Group Inc		Expenses	43406	Building & Structures
01- 111- 000- 0000- 6605				
14044 Boarman Kroos Vogel Group Inc		1 Transactions		
	178.98			
	178.98			
111 DEPT Total:	178.98	Buildings	1 Vendors	1 Transactions
120 DEPT		Service Officer		
10981 Bakken/Glen A.J.		DRIVE VAN	MPLS	Per Diem
01- 120- 000- 0000- 6350	50.00	04/04/2017	04/04/2017	0
10981 Bakken/Glen A.J.	50.00	1 Transactions		
10097 Harms Monroe/Penny		Mileage/CVSO Mtg- St Cloud	190@.435	Transportation & Travel
01- 120- 000- 0000- 6330	82.65			
10097 Harms Monroe/Penny	82.65	1 Transactions		
4641 Holiday Credit Office		April gas, vet's van	1400000136034	Gas And Oil
01- 120- 000- 0000- 6511	251.53			
4641 Holiday Credit Office	251.53	1 Transactions		
13602 Hughley/Josh		Mileage to St Cloud PIV card	140@.435	Transportation & Travel
01- 120- 000- 0000- 6330	60.90			
01- 120- 000- 0000- 6330	60.90	mileage to CVSO Meeting	140@.435	Transportation & Travel
13602 Hughley/Josh	121.80	2 Transactions		
2448 Janzen/Carroll Mark		DRIVE VAN	MPLS	Per Diem
01- 120- 000- 0000- 6350	50.00	04/12/2017	04/12/2017	0
2448 Janzen/Carroll Mark	50.00	1 Transactions		
3912 Peterson/Richard		DRIVE VAN	ST CLOUD	Per Diem
01- 120- 000- 0000- 6350	50.00	04/11/2017	04/11/2017	0
3912 Peterson/Richard	50.00	1 Transactions		
11362 Roscoe/Bernie		DRIVE VAN	ST CLOUD	Per Diem
01- 120- 000- 0000- 6350	50.00	04/21/2017	04/21/2017	0



# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
11362 Roscoe/Bernie				
		50.00	1 Transactions	
6097 Verizon Wireless				
01- 120- 000- 0000- 6250		15.20	Vet van cell phone	88069036400001 Telephone
6097 Verizon Wireless		15.20	1 Transactions	
11970 Wikelius/Charles				
01- 120- 000- 0000- 6350		50.00	DRIVE VAN	MPLS Per Diem
			04/14/2017 04/14/2017	0
01- 120- 000- 0000- 6350		50.00	DRIVE VAN	ST CLOUD Per Diem
			04/13/2017 04/13/2017	0
01- 120- 000- 0000- 6350		50.00	DRIVE VAN	ST CLOUD Per Diem
			04/25/2017 04/25/2017	0
11970 Wikelius/Charles		150.00	3 Transactions	
5960 Wilmo/Wesley S.				
01- 120- 000- 0000- 6350		50.00	DRIVE VAN	ST CLOUD Per Diem
			04/05/2017 04/05/2017	0
5960 Wilmo/Wesley S.		50.00	1 Transactions	
9255 Witt/Warren				
01- 120- 000- 0000- 6350		50.00	DRIVE VAN	MPLS Per Diem
			04/10/2017 04/10/2017	0
01- 120- 000- 0000- 6350		50.00	DRIVE VAN	MPLS Per Diem
			04/24/2017 04/24/2017	0
9255 Witt/Warren		100.00	2 Transactions	
9063 Workman/Jeff				
01- 120- 000- 0000- 6350		50.00	DRIVE VAN	MPLS Per Diem
			04/06/2017 04/06/2017	0
9063 Workman/Jeff		50.00	1 Transactions	
120 DEPT Total:		1,021.18	Service Officer	12 Vendors 16 Transactions
122 DEPT			Planning & Zoning	
14320 Benson/Lin				
01- 122- 000- 0000- 6350		50.00	BOA Meeting	5/3/17 Per Diem
01- 122- 038- 0000- 6330		32.10	Mileage	60@.535 Boa/Pc Mileage

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
14320 Benson/Lin				
			2 Transactions	
14339 Bright/Richard Edward				
01-122-038-0000-6330		65.27 mileage- Dupe payment	122@.535	Boa/Pc Mileage
01-122-038-0000-6330		66.88 mileage	125@.535	Boa/Pc Mileage
01-122-000-0000-6350		80.00 BOA/Onsites- Dupe payment	4/5/17	Per Diem
01-122-000-0000-6350		80.00 BOA/Onsites	5/3/17	Per Diem
14339 Bright/Richard Edward		292.15	4 Transactions	
5892 McGregor Printing & Graphics, Inc				
01-122-000-0000-6405		233.00 2,500 #10 Envelopes	192287	Office, Computer, Film, & Field Supplies
01-122-000-0000-6405		220.00 1,000 Permit Cards	192300	Office, Computer, Film, & Field Supplies
5892 McGregor Printing & Graphics, Inc		453.00	2 Transactions	
5516 Paquette/Jeremy M				
01-122-000-0000-6350		30.00 BOA Onsites - 3		Per Diem
01-122-000-0000-6350		50.00 BOA Meeting	05/03/2017	Per Diem
01-122-038-0000-6330		93.09 BOA Mileage	174@.535	Boa/Pc Mileage
5516 Paquette/Jeremy M		173.09	3 Transactions	
4010 Rasley Oil Company				
01-122-000-0000-6511		35.74 April gas	AITCOZOS	Gas And Oil
4010 Rasley Oil Company		35.74	1 Transactions	
10028 Spiel/Edward				
01-122-000-0000-6350		30.00 BOA Onsites		Per Diem
01-122-038-0000-6330		57.78 BOA Mileage	108@.535	Boa/Pc Mileage
01-122-000-0000-6350		50.00 BOA Meeting	5/3/2017	Per Diem
10028 Spiel/Edward		137.78	3 Transactions	
12077 Stromberg/Kevin				
01-122-000-0000-6350		30.00 BOA Onsites		Per Diem
01-122-038-0000-6330		59.39 BOA Mileage	111@.535	Boa/Pc Mileage
01-122-000-0000-6350		50.00 BOA Meeting	5/3/2017	Per Diem
12077 Stromberg/Kevin		139.39	3 Transactions	
86235 The Office Shop Inc				
01-122-000-0000-6405		4.20 Binder clips	1024779-0	Office, Computer, Film, & Field Supplies
01-122-000-0000-6231		606.62 Copy contract	291920-0	Services, Labor, Contracts, Programming

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
86235 The Office Shop Inc		2 Transactions		
122 DEPT Total:	1,924.07	Planning & Zoning	8 Vendors	20 Transactions
200 DEPT		Enforcement		
11960 ASAP Towing		Tow Blazer	5569	Wrecker Service
01-200-000-0000-6359	134.00			
11960 ASAP Towing	134.00	1 Transactions		
86467 Auto Value Aitkin		headlights #210	40100174	Car Maintenance
01-200-000-0000-6302	4.99			
86467 Auto Value Aitkin	4.99	1 Transactions		
4488 Automated Word Professionals		Transcription	17SO111	Services & Labor (Incl Contracts)
01-200-000-0000-6231	102.00			
4488 Automated Word Professionals	102.00	1 Transactions		
12445 Brandl Chevrolet, Buick GMC		#204 battery, battery tender 1	300823	Car Maintenance
01-200-000-0000-6302	202.92			
12445 Brandl Chevrolet, Buick GMC	202.92	1 Transactions		
13325 Bruggman/Paul		April Phone		TZD Grant Expenses
01-200-040-0000-6304	28.50			
01-200-040-0000-6304	101.65	April mileage	190@.535	TZD Grant Expenses
01-200-040-0000-6304	960.00	April Hours Worked	30@32.00	TZD Grant Expenses
13325 Bruggman/Paul	1,090.15	3 Transactions		
783 Canon Financial Services, Inc		monthly lease Admin copier	17265801	Services & Labor (Incl Contracts)
01-200-000-0000-6231	164.95			
783 Canon Financial Services, Inc	164.95	1 Transactions		
1339 Dennis' Towing		tow Ford Pickup 17- 1096	5/1/17	Wrecker Service
01-200-000-0000-6359	167.50			
1339 Dennis' Towing	167.50	1 Transactions		
11883 Family Advocacy Center of Northern MN		SANE - 17- 0866	24881341	Services & Labor (Incl Contracts)
01-200-000-0000-6231	954.55			
11883 Family Advocacy Center of Northern MN	954.55	1 Transactions		

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
4641	Holiday Credit Office		130.73	1400000288942	Gas And Oil
	01- 200- 000- 0000- 6511				
4641	Holiday Credit Office		130.73	1 Transactions	
2925	L & M Supply, Inc.		3.41	8035590	Office & Computer Supplies
	01- 200- 019- 0000- 6405				
2925	L & M Supply, Inc.		3.41	1 Transactions	
5892	McGregor Printing & Graphics, Inc		99.00	192279	Printing, Publishing & Adv
	01- 200- 019- 0000- 6230				
5892	McGregor Printing & Graphics, Inc		99.00	1 Transactions	
10412	O'Reilly Auto Parts		14.28	1878358845	Car Maintenance
	01- 200- 000- 0000- 6302				
	01- 200- 000- 0000- 6302		26.66	1878359328	Car Maintenance
10412	O'Reilly Auto Parts		40.94	2 Transactions	
4010	Rasley Oil Company		93.25	AITCOSHERS	Gas And Oil
	01- 200- 000- 0000- 6511				
4010	Rasley Oil Company		93.25	1 Transactions	
13864	Sandberg/Kristi		1,000.00		Health Insurance- Employer
	01- 200- 000- 0000- 6150				
13864	Sandberg/Kristi		1,000.00	1 Transactions	
4681	Streichers		107.97	11261019	Clothing Allowance
	01- 200- 000- 0000- 6410				
4681	Streichers		107.97	1 Transactions	
13934	Tire Barn		20.00	38425	Car Maintenance
	01- 200- 000- 0000- 6302				
13934	Tire Barn		20.00	1 Transactions	
200	DEPT Total:		4,316.36	16 Vendors	19 Transactions
202	DEPT				
	3263 K&M Signs Inc.		595.25	11581	B&W Maintenance
	01- 202- 000- 0000- 6302				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
3263 K&M Signs Inc.		595.25	1 Transactions	
202 DEPT Total:		595.25	Boat & Water	1 Vendors 1 Transactions
206 DEPT			Forfeitures	
7525 Hometown Bldg Supply				
01-206-000-0000-6409		112.33	wood, screws Glarco door	94851 Forfeiture Supplies
01-206-000-0000-6409		15.87	flashing Glarco door	94870 Forfeiture Supplies
7525 Hometown Bldg Supply		128.20		2 Transactions
206 DEPT Total:		128.20	Forfeitures	1 Vendors 2 Transactions
252 DEPT			Corrections	
3483 AAF International				
01-252-000-0000-6590		864.17	air filters	91117724 Repair & Maintenance Supplies
01-252-000-0000-6590		570.66	Air filters	91118353 Repair & Maintenance Supplies
3483 AAF International		1,434.83		2 Transactions
14005 American Tower Corporation				
01-252-000-0000-6231		326.19	Jacobson Tower Rent	404126110 Services & Labor (Incl Contracts)
14005 American Tower Corporation		326.19		1 Transactions
12106 Antoine Electric				
01-252-000-0000-6590		111.16	ballasts Pod 218	16268 Repair & Maintenance Supplies
01-252-000-0000-6590		128.24	update lighting in holding cel	16270 Repair & Maintenance Supplies
01-252-000-0000-6590		85.81	replace switch in booking	16271 Repair & Maintenance Supplies
01-252-000-0000-6590		172.92	light tubes inmate visit side	16272 Repair & Maintenance Supplies
12106 Antoine Electric		498.13		4 Transactions
86467 Auto Value Aitkin				
01-252-000-0000-6302		27.98	wipers '06 Ford Econ	40100004 Car Maintenance
86467 Auto Value Aitkin		27.98		1 Transactions
5583 Crawford Supply Company				
01-252-252-0000-6408		96.12	commissary supplies	830217 Commissary Supplies
5583 Crawford Supply Company		96.12		1 Transactions
88628 Dalco				

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
88628 Dalco		paper products for jail	3168632	Janitorial Supplies
		1 Transactions		
14010 Erickson/Patrice		Meals/Incident mgmt training	Duluth	Schooling Meals
		04/25/2017 04/27/2017	0	
14010 Erickson/Patrice		1 Transactions		
2186 Hillyard Inc - Kansas City		Janitorial	602515034	Janitorial Supplies
2186 Hillyard Inc - Kansas City		1 Transactions		
9524 Hudrlik Carpet & Tile		Tile for jail	22633	Repair & Maintenance Supplies
9524 Hudrlik Carpet & Tile		1 Transactions		
5503 Keefe Supply Company		commissary supplies	830188	Commissary Supplies
5503 Keefe Supply Company		1 Transactions		
5756 KEEPRS, Inc		uniform shirt Desiree	343001	Clothing Allowance
5756 KEEPRS, Inc		1 Transactions		
13844 McKesson Medical Surgical		inmate meds	022726699	Medical Expenses & Supplies - Inmates
13844 McKesson Medical Surgical		1 Transactions		
9228 North Memorial Ambulance Service		Transport from jail to Riverwo	1713008	Medical Expenses & Supplies - Inmates
9228 North Memorial Ambulance Service		1 Transactions		
3789 Pan- O- Gold Baking Company		Groceries	10002417117029	Groceries
		Returns	10002417117030	Groceries
		Groceries	10002417124029	Groceries
3789 Pan- O- Gold Baking Company		3 Transactions		
4010 Rasley Oil Company				

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
4010 Rasley Oil Company		99.64	Gas	AITCOSHERS Prisoner Transportation & Travel
		99.64	1 Transactions	
10771 Regional Diagnostic Radiology		40.04	Bartell, S	RDR310683 Medical Expenses & Supplies - Inmates
		123.78	Karppi, K	RDR310930 Medical Expenses & Supplies - Inmates
10771 Regional Diagnostic Radiology		163.82	2 Transactions	
4070 Riley Auto Supply		39.98	Air handler belts	586217 Repair & Maintenance Supplies
		14.49	Air handler belts	586276 Repair & Maintenance Supplies
4070 Riley Auto Supply		54.47	2 Transactions	
84172 Riverwood Healthcare Center		1,020.23		80002813 Medical Expenses & Supplies - Inmates
84172 Riverwood Healthcare Center		1,020.23	1 Transactions	
4761 Sysco Minnesota Inc		69.78	Spatulas	153050306 Kitchen Supplies
		69.73-	Return damaged products	153054993 Groceries
		35.93	Groceries	153055061 Groceries
		24.28	Pastry brush	153057317 Kitchen Supplies
		39.43-	Sales error	153061674 Groceries
		51.66	Gloves	153070038 Kitchen Supplies
		35.93	Groceries	153071269 Groceries
		45.45-	Defective merchandise	153074962 Groceries
		15.14-	Damaged merchandise	153078241 Groceries
		3,316.65	Groceries	153081931 Groceries
		3,229.78	Groceries	153087106 Groceries
4761 Sysco Minnesota Inc		6,594.26	11 Transactions	
86235 The Office Shop Inc		251.15	Contract copy count	291914-0 Services & Labor (Incl Contracts)
86235 The Office Shop Inc		251.15	1 Transactions	
11608 Thrifty White Pharmacy- McGregor		1,899.59	April	52914536063080 Medical Expenses & Supplies - Inmates
11608 Thrifty White Pharmacy- McGregor		1,899.59	1 Transactions	

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
13934 Tire Barn 01-252-000-0000-6302		Oil change xport #2	38514	Car Maintenance
13934 Tire Barn			1 Transactions	
10005 Watson/Linda 01-252-000-0000-6231		Inmate haircut		Services & Labor (Incl Contracts)
10005 Watson/Linda			1 Transactions	
<b>252 DEPT Total:</b>		<b>Corrections</b>	<b>23 Vendors</b>	<b>41 Transactions</b>
253 DEPT		Sentence to Serve		
7525 Hometown Bldg Supply 01-253-000-0000-6405		screws, bit holder	94252	Operating Supplies
01-253-000-0000-6405		fasteners, treated boards	94863	Operating Supplies
7525 Hometown Bldg Supply			2 Transactions	
2340 Hyytinen Hardware Hank 01-253-000-0000-6405		sanding belt	1369398	Operating Supplies
01-253-000-0000-6405		screwdriver set	1369439	Operating Supplies
01-253-000-0000-6405		tape measure	1370205	Operating Supplies
01-253-000-0000-6405		vac bags	1381564	Operating Supplies
01-253-000-0000-6405		hot air gun, window scrapers	1385800	Operating Supplies
01-253-000-0000-6405		screws, nuts	1386013	Operating Supplies
01-253-000-0000-6405		2x12	1387287	Operating Supplies
01-253-000-0000-6405		hasp	1388179	Operating Supplies
2340 Hyytinen Hardware Hank			8 Transactions	
12927 Midwest Machinery Co. 01-253-000-0000-6405		5 gal mix, woodcutter oil	1450638	Operating Supplies
12927 Midwest Machinery Co.			1 Transactions	
4010 Rasley Oil Company 01-253-000-0000-6511		Gas	AITCOSHERS	Gas And Oil
4010 Rasley Oil Company			1 Transactions	
<b>253 DEPT Total:</b>		<b>Sentence to Serve</b>	<b>4 Vendors</b>	<b>12 Transactions</b>
257 DEPT		Community Corrections		



# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
14089	DeRuyck/Liz				
	01- 257- 000- 0000- 6330		115.72	MACCAC Mileage	266@.435 Mileage
	01- 257- 000- 0000- 6339		18.30	Overnight conference meal	4/27/17 Meals (Overnight)
14089	DeRuyck/Liz		134.02	2 Transactions	
13056	McKenzie/Jill				
	01- 257- 022- 0000- 6406		40.00	treatment completion gift card	from Holiday Sobriety Crt Expenses
13056	McKenzie/Jill		40.00	1 Transactions	
11997	Minnesota Monitoring				
	01- 257- 267- 0000- 6341		2,960.25	Monitoring	3759 Equipment Rental
	01- 257- 022- 0000- 6406		341.25	Monitoring	3993 Sobriety Crt Expenses
11997	Minnesota Monitoring		3,301.50	2 Transactions	
14088	Patras/Michael R.				
	01- 257- 251- 0000- 6339		14.90	Dinner- MNATSA Conference	Meals (Overnight)
	01- 257- 257- 0000- 6330		178.35	April Mileage	410@.435 Mileage
	01- 257- 251- 0000- 6332		299.94	MNATSA Conference hotel	April 19 & 20 Hotel/Motel Lodging
14088	Patras/Michael R.		493.19	3 Transactions	
9489	Redwood Toxicology Laboratory, Inc				
	01- 257- 267- 0000- 6274		345.94	Urinalysis testing kits	599282 Drug Testing Fee
9489	Redwood Toxicology Laboratory, Inc		345.94	1 Transactions	
86235	The Office Shop Inc				
	01- 257- 022- 0000- 6406		12.69	File folder fastners	1025322- 0 Sobriety Crt Expenses
86235	The Office Shop Inc		12.69	1 Transactions	
11030	Tougas/Janet				
	01- 257- 257- 0000- 6330		80.90	April Mileage	186@.435 Mileage
11030	Tougas/Janet		80.90	1 Transactions	
6097	Verizon Wireless				
	01- 257- 257- 0000- 6215		54.29	Cell phone service	84210569900001 Wireless Telephone Services
6097	Verizon Wireless		54.29	1 Transactions	
257	DEPT Total:		4,462.53	Community Corrections	8 Vendors 12 Transactions
391	DEPT			Solid Waste	

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
5472 Newshopper 01-391-000-0000-6230		1,000.00	HHW & clean shop ads	6029 Printing, Publishing & Adv
5472 Newshopper		1,000.00	1 Transactions	
4010 Rasley Oil Company 01-391-000-0000-6511		64.95	April gas	AITCOZOS Gas And Oil
4010 Rasley Oil Company		64.95	1 Transactions	
391 DEPT Total:		1,064.95	Solid Waste	2 Vendors 2 Transactions
392 DEPT			Water Wells	
2353 Idexx Laboratories, Inc 01-392-000-0000-6405		166.87	Supplies	3015269081 Office & Film Supplies
2353 Idexx Laboratories, Inc		166.87	1 Transactions	
392 DEPT Total:		166.87	Water Wells	1 Vendors 1 Transactions
500 DEPT			Library And Historical Society	
90 Aitkin Co Historical Society 01-500-501-0000-6801		8,250.00	2017 1st 1/2 Appropriation	Historical Society Appropriations
90 Aitkin Co Historical Society		8,250.00	1 Transactions	
500 DEPT Total:		8,250.00	Library And Historical Society	1 Vendors 1 Transactions
600 DEPT			Ag Society, Soil & Water, Ag Inspect	
89856 Aitkin Co Agricultural Society 01-600-550-0000-6801		10,000.00	2017 Appropriation	Ag Society Appropriations
01-600-550-0000-5840		5,489.73	Ag rev. sent to Aitkin in erro	see R# 33777 Misc Receipts
89856 Aitkin Co Agricultural Society		15,489.73	2 Transactions	
91345 Elvecrog/Roberta C 01-600-552-0000-6350		35.00	SRW meeting	4/24/17 SRW Per Diem
91345 Elvecrog/Roberta C		35.00	1 Transactions	
600 DEPT Total:		15,524.73	Ag Society, Soil & Water, Ag Inspect	2 Vendors 3 Transactions
601 DEPT			Extension	
89471 Aitkin Co 4- H Council				

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01- 601- 551- 0000- 5840		plat book sales R#465	5561- 5562	4- H Plat Book Sales
	01- 601- 551- 0000- 5840		plat book sales R#466	5614- 5623	4- H Plat Book Sales
89471	Aitkin Co 4- H Council				
				2 Transactions	
601	DEPT Total:		Extension	1 Vendors	2 Transactions
700	DEPT		Promotion,AEOA Tran,Airport,RC&D,Tot		
5403	Aitkin Airport Commission				
	01- 700- 903- 0000- 6800		2017 1st 1/2 Appropriation		Aitkin Airport Appropriation
5403	Aitkin Airport Commission			1 Transactions	
175	City Of Mcgregor				
	01- 700- 903- 0000- 6801		2017 1st 1/2 Appropriation		Mcgregor Airport Appropriation
175	City Of Mcgregor			1 Transactions	
10930	Tidholm Productions				
	01- 700- 909- 0000- 6800		Advertise in trail map	JT#8931	Tourism Miscellaneous
10930	Tidholm Productions			1 Transactions	
700	DEPT Total:		Promotion,AEOA Tran,Airport,RC&D,T	3 Vendors	3 Transactions
711	DEPT		Economic Development		
14353	Colorado Aquaponics				
	01- 711- 000- 0000- 6303		Aquaponics feasibility study	2598	Mcnight/Blandin Grant Expenses
14353	Colorado Aquaponics			1 Transactions	
711	DEPT Total:		Economic Development	1 Vendors	1 Transactions
1	Fund Total:		General Fund		200 Transactions

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
301	DEPT		R&B Administration		
89541	Culligan				
	03-301-000-0000-6400		50.75 WATER	424512	Supplies And Materials
	03-301-000-0000-6400		10.50 MAY EQUIP RENTAL	STMT	Supplies And Materials
89541	Culligan		61.25		2 Transactions
3247	MCEA				
	03-301-000-0000-6296		100.00 2017 MCEA SUMMER CONF	MIKE QUALE	Meeting Expense/Physicals
3247	MCEA		100.00		1 Transactions
11387	Olsen/Sarah				
	03-301-000-0000-6296		105.71 ROUND TRIP MILEAGE- ALEXANDRIA		Meeting Expense/Physicals
	03-301-000-0000-6296		16.28 CONFERENCE LUNCH		Meeting Expense/Physicals
11387	Olsen/Sarah		121.99		2 Transactions
301	DEPT Total:		283.24	R&B Administration	3 Vendors 5 Transactions
303	DEPT		R&B Highway Maintenance		
195	Aitkin Tire Shop				
	03-303-000-0000-6590		24.00 REPAIR LABOR	0-056897	Repair & Maintenance Supplies
	03-303-000-0000-6590		25.00 REPAIR LABOR	0-056898	Repair & Maintenance Supplies
195	Aitkin Tire Shop		49.00		2 Transactions
86467	Auto Value Aitkin				
	03-303-000-0000-6590		111.88 FILTERS	40099028	Repair & Maintenance Supplies
	03-303-000-0000-6590		88.42 FILTERS	40099205	Repair & Maintenance Supplies
86467	Auto Value Aitkin		200.30		2 Transactions
8622	Frontier				
	03-303-000-0000-6254		62.87 JACOBSON	218-752-6591	Utilities
	03-303-000-0000-6254		62.87 MCGREGOR	218-768-4481	Utilities
	03-303-000-0000-6254		62.87 PALISADE	218-845-2607	Utilities
	03-303-000-0000-6254		62.87 MCGRATH	320-592-3580	Utilities
8622	Frontier		251.48		4 Transactions
13468	G & K Services				
	03-303-000-0000-6298		14.61 SHOP LAUNDRY	6043753249	Shop Maintenance
	03-303-000-0000-6298		14.61 SHOP LAUNDRY	6043758925	Shop Maintenance
	03-303-000-0000-6298		14.61 SHOP LAUNDRY	6043764607	Shop Maintenance

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
13468	G & K Services				
		43.83		3 Transactions	
1754	Garrison Disposal Company, Inc				
	03-303-000-0000-6254	60.00	ROAD CLEANUP	0-52075	Utilities
	03-303-000-0000-6254	12.00	ROAD CLEANUP	150477	Utilities
	03-303-000-0000-6254	78.69	MCGREGOR SHOP	8243893	Utilities
1754	Garrison Disposal Company, Inc	150.69		3 Transactions	
4641	Holiday Credit Office				
	03-303-000-0000-6513	1.43	REBATE		Motor Fuel & Lubricants
	03-303-000-0000-6513	8.73	FEDERAL TAX ADJUSTMENT		Motor Fuel & Lubricants
	03-303-000-0000-6513	61.00	GASOLINE	0-92746045	Motor Fuel & Lubricants
	03-303-000-0000-6513	39.50	GASOLINE	132459066	Motor Fuel & Lubricants
	03-303-000-0000-6513	9.20	GASOLINE	151047084	Motor Fuel & Lubricants
4641	Holiday Credit Office	99.54		5 Transactions	
2340	Hyytinen Hardware Hank				
	03-303-000-0000-6521	5.20	BOLTS	1386120	Maintenance Supplies
	03-303-000-0000-6590	6.98	REPAIR PARTS	1387224	Repair & Maintenance Supplies
	03-303-000-0000-6590	13.99	REPAIR PARTS	1387580	Repair & Maintenance Supplies
	03-303-000-0000-6298	19.99	AITKIN SHOP SUPPLIES	1388223	Shop Maintenance
	03-303-000-0000-6298	38.98	AITKIN SHOP SUPPLIES	1388357	Shop Maintenance
	03-303-000-0000-6298	3.99	MCGREGOR SHOP SUPPLIES	1388691	Shop Maintenance
	03-303-000-0000-6298	170.99	AITKIN SHOP SUPPLIES	1389549	Shop Maintenance
	03-303-000-0000-6590	19.92	REPAIR PARTS	1389597	Repair & Maintenance Supplies
	03-303-000-0000-6298	10.28	AITKIN SHOP SUPPLIES	1390082	Shop Maintenance
2340	Hyytinen Hardware Hank	290.32		9 Transactions	
91187	Lake Country Power				
	03-303-000-0000-6254	75.40	MAR- APR JACOBSON SHOP	1400073000	Utilities
	03-303-000-0000-6254	58.36	MAR- APR CSAH 14	141979801	Utilities
	03-303-000-0000-6254	56.54	MAR- APR CSAH 6	141979901	Utilities
91187	Lake Country Power	190.30		3 Transactions	
2991	Malmo Market				
	03-303-000-0000-6513	30.78	GASOLINE	33898	Motor Fuel & Lubricants
	03-303-000-0000-6513	26.44	GASOLINE	34594	Motor Fuel & Lubricants
	03-303-000-0000-6513	32.56	GASOLINE	36007	Motor Fuel & Lubricants
	03-303-000-0000-6513	30.18	GASOLINE	37134	Motor Fuel & Lubricants

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>					
03- 303- 000- 0000- 6513		40.96	GASOLINE	37301	Motor Fuel & Lubricants
<b>2991 Malmö Market</b>		<b>160.92</b>			5 Transactions
<b>3100 McGregor Oil</b>					
03- 303- 000- 0000- 6513		12.43-	DISCOUNT		Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		37.56	GASOLINE	56417	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		30.99	GASOLINE	56418	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		28.84	GASOLINE	56419	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		46.36	GASOLINE	56420	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		56.54	GASOLINE	56421- ST	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		36.59	GASOLINE	56422	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		33.81	GASOLINE	56423	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		59.32	GASOLINE	56424	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		63.22	GASOLINE	56425	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		42.46	GASOLINE	56426	Motor Fuel & Lubricants
03- 303- 000- 0000- 6298		8.20	MCGREGOR SHOP SUPPLIES	56427	Shop Maintenance
03- 303- 000- 0000- 6513		58.02	GASOLINE	56428	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		32.82	GASOLINE	59814	Motor Fuel & Lubricants
<b>3100 McGregor Oil</b>		<b>522.30</b>			14 Transactions
<b>12927 Midwest Machinery Co.</b>					
03- 303- 000- 0000- 6590		19.27	REPAIR PARTS	1434544	Repair & Maintenance Supplies
03- 303- 000- 0000- 6298		528.39	AITKIN SHOP SUPPLIES	1435683	Shop Maintenance
<b>12927 Midwest Machinery Co.</b>		<b>547.66</b>			2 Transactions
<b>9692 Minnesota Energy Resources Corporation</b>					
03- 303- 000- 0000- 6297		339.96	NAT GAS: AITKIN SHOP	APRIL	Shop Fuel
<b>9692 Minnesota Energy Resources Corporation</b>		<b>339.96</b>			1 Transactions
<b>1652 Northland Fire Protection</b>					
03- 303- 000- 0000- 6298		1,424.70	AITKIN SHOP SUPPLIES	26646	Shop Maintenance
<b>1652 Northland Fire Protection</b>		<b>1,424.70</b>			1 Transactions
<b>8436 Northland Parts</b>					
03- 303- 000- 0000- 6590		27.98	REPAIR PARTS	339802	Repair & Maintenance Supplies
03- 303- 000- 0000- 6298		10.99	MCGREGOR SHOP SUPPLIES	340079	Shop Maintenance
<b>8436 Northland Parts</b>		<b>38.97</b>			2 Transactions
<b>3760 Palisade Cooperative Oil Assoc</b>					

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
03- 303- 000- 0000- 6513		36.80	GASOLINE	364596- C	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		40.67	GASOLINE	365242	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		41.86	GASOLINE	366249	Motor Fuel & Lubricants
<b>3760 Palisade Cooperative Oil Assoc</b>		<b>119.33</b>		<b>3 Transactions</b>	
<b>13116 Rally Snares</b>					
03- 303- 000- 0000- 6521		5,310.00	STORM DAMAGE	APRIL 2017	Maintenance Supplies
<b>13116 Rally Snares</b>		<b>5,310.00</b>		<b>1 Transactions</b>	
<b>4010 Rasley Oil Company</b>					
03- 303- 000- 0000- 6513		45.25	GASOLINE	18936	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		33.89	GASOLINE	18939	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		65.33	GASOLINE	18941	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		32.61	GASOLINE	18944	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		3.94	GASOLINE	18948	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		66.49	GASOLINE	18951	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		64.41	GASOLINE	18955	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		54.25	GASOLINE	18993	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		31.75	GASOLINE	19041	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		72.69	GASOLINE	19093	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		46.12	GASOLINE	19101	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		39.63	GASOLINE	19127	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		41.68	GASOLINE	19144	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		13.70	GASOLINE	19157	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		56.23	GASOLINE	19172	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		48.58	GASOLINE	19177	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		43.25	GASOLINE	19292	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		42.77	GASOLINE	19293	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		73.54	GASOLINE	19304	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		46.93	GASOLINE	19351	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		49.93	GASOLINE	19356	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		31.33	GASOLINE	19364	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		43.25	GASOLINE	19392	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		58.93	GASOLINE	19404	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		38.65	GASOLINE	19437	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		34.04	GASOLINE	19477	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		36.85	GASOLINE	19483	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		67.82	GASOLINE	21336	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		41.52	GASOLINE	21370	Motor Fuel & Lubricants

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
03-303-000-0000-6513		58.66	GASOLINE	21384	Motor Fuel & Lubricants
03-303-000-0000-6513		42.32	GASOLINE	21471	Motor Fuel & Lubricants
03-303-000-0000-6513		39.11	GASOLINE	21474	Motor Fuel & Lubricants
03-303-000-0000-6513		50.60	GASOLINE	21516	Motor Fuel & Lubricants
03-303-000-0000-6513		65.31	GASOLINE	21518	Motor Fuel & Lubricants
03-303-000-0000-6513		45.28	GASOLINE	21521	Motor Fuel & Lubricants
03-303-000-0000-6513		32.23	GASOLINE	21588	Motor Fuel & Lubricants
03-303-000-0000-6513		42.32	GASOLINE	21645	Motor Fuel & Lubricants
03-303-000-0000-6513		46.93	GASOLINE	21652	Motor Fuel & Lubricants
03-303-000-0000-6513		56.83	GASOLINE	21692	Motor Fuel & Lubricants
<b>4010 Rasley Oil Company</b>		<b>1,804.95</b>			<b>39 Transactions</b>
<b>9273 Reichert Enterprises, Inc</b>					
03-303-000-0000-6590		471.59	REPAIR PARTS	08533	Repair & Maintenance Supplies
03-303-000-0000-6590		300.30	REPAIR LABOR	08533	Repair & Maintenance Supplies
<b>9273 Reichert Enterprises, Inc</b>		<b>771.89</b>			<b>2 Transactions</b>
<b>4070 Riley Auto Supply</b>					
03-303-000-0000-6590		50.35	REPAIR PARTS	585310	Repair & Maintenance Supplies
03-303-000-0000-6590		181.00	REPAIR PARTS	585424	Repair & Maintenance Supplies
03-303-000-0000-6590		15.00	REPAIR PARTS	585436	Repair & Maintenance Supplies
03-303-000-0000-6590		9.78	REPAIR PARTS	585527	Repair & Maintenance Supplies
03-303-000-0000-6298		65.98	AITKIN SHOP SUPPLIES	585582	Shop Maintenance
03-303-000-0000-6590		17.99	REPAIR PARTS	585966	Repair & Maintenance Supplies
03-303-000-0000-6590		13.99	REPAIR PARTS	586059	Repair & Maintenance Supplies
03-303-000-0000-6298		39.98	AITKIN SHOP SUPPLIES	586082	Shop Maintenance
<b>4070 Riley Auto Supply</b>		<b>364.07</b>			<b>8 Transactions</b>
<b>7888 Ruffridge Johnson Equip.Co,Inc.</b>					
03-303-000-0000-6590		230.25	REPAIR PARTS	IA06788	Repair & Maintenance Supplies
<b>7888 Ruffridge Johnson Equip.Co,Inc.</b>		<b>230.25</b>			<b>1 Transactions</b>
<b>4711 Sunnys Citgo</b>					
03-303-000-0000-6513		51.87	GASOLINE	1010282	Motor Fuel & Lubricants
03-303-000-0000-6513		38.90	GASOLINE	1012657	Motor Fuel & Lubricants
03-303-000-0000-6513		45.76	GASOLINE	1013940	Motor Fuel & Lubricants
03-303-000-0000-6513		26.19	GASOLINE	1017207	Motor Fuel & Lubricants
<b>4711 Sunnys Citgo</b>		<b>162.72</b>			<b>4 Transactions</b>



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
3 Road & Bridge

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
8364	Towmaster, Inc 03- 303- 000- 0000- 6590		REPAIR PARTS	391772	Repair & Maintenance Supplies
8364	Towmaster, Inc	217.23		1 Transactions	
10431	Verizon Business 03- 303- 000- 0000- 6254	18.71	APR- HWY OFFICE	4227948181704	Utilities
10431	Verizon Business	18.71		1 Transactions	
6097	Verizon Wireless 03- 303- 000- 0000- 6254	335.21	APR- DEPT CELL PHONES	9784939893	Utilities
6097	Verizon Wireless	335.21		1 Transactions	
5295	Ziegler Inc 03- 303- 000- 0000- 6590	97.37	REPAIR PARTS	PC190066337	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590	25.00	REPAIR PARTS	PR190006560	Repair & Maintenance Supplies
5295	Ziegler Inc	72.37		2 Transactions	
303	<b>DEPT Total:</b>	<b>13,716.70</b>	<b>R&amp;B Highway Maintenance</b>	<b>25 Vendors</b>	<b>119 Transactions</b>
307	DEPT		R&B Capital Infrastructure		
86222	Aitkin Independent Age 03- 307- 000- 0000- 6230	141.75	AD FOR BID		Printing & Publishing
86222	Aitkin Independent Age	141.75		1 Transactions	
307	<b>DEPT Total:</b>	<b>141.75</b>	<b>R&amp;B Capital Infrastructure</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
308	DEPT		R&B Equipment & Facilities		
14431	Summit Equipment Outlet, LLC 03- 308- 000- 0000- 6600	7,371.00	AIR COMPRESSOR	SUM- 24569	Capital Outlay- Facilities
14431	Summit Equipment Outlet, LLC	7,371.00		1 Transactions	
308	<b>DEPT Total:</b>	<b>7,371.00</b>	<b>R&amp;B Equipment &amp; Facilities</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
3	<b>Fund Total:</b>	<b>21,512.69</b>	<b>Road &amp; Bridge</b>		<b>126 Transactions</b>

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
9 State

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
4580	Mn Dept Of Finance		April Marriage license fees		State Fees, Assessments & Surcharges
	09- 000- 000- 0000- 2030				
4580	Mn Dept Of Finance		1 Transactions		
0	DEPT Total:		Undesignated	1 Vendors	1 Transactions
		270.00			
9	Fund Total:		State		1 Transactions
		270.00			

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
900	DEPT		Timber Permit Bonds		
4626	Peterson/Rodney				
	10- 900- 000- 0000- 2300		939.82	Bond Refund Rec#1801	13360
4626	Peterson/Rodney		939.82	1 Transactions	Timber Permit Bonds
900	DEPT Total:		939.82	Timber Permit Bonds	1 Vendors 1 Transactions
923	DEPT		Forfeited Tax Sales		
86222	Aitkin Independent Age				
	10- 923- 000- 0000- 6405		36.75	personal property removal ad	1519
	10- 923- 000- 0000- 6405		26.25	demo tax forfeit property ad	1519
86222	Aitkin Independent Age		63.00	2 Transactions	Office Supplies
170	Aitkin Motor Company				
	10- 923- 000- 0000- 6590		1,012.35	differential pinion bearing	13144
	10- 923- 000- 0000- 6590		792.44	integrated wheel end/strut	13217
	10- 923- 000- 0000- 6590		49.75	LOF	13327
170	Aitkin Motor Company		1,854.54	3 Transactions	Repair & Maintenance Supplies
10452	AT&T Mobility				
	10- 923- 000- 0000- 6254		58.33	cell phone charges	287257204209
				03/18/2017 04/17/2017	0
10452	AT&T Mobility		58.33	1 Transactions	Utilities
2410	Jacobs/Mark H				
	10- 923- 000- 0000- 6330		46.11	mileage- MACLC 4/26/17	106@.435
	10- 923- 000- 0000- 6330		46.11	mileage- SFEC 5/02/17	106@.435
2410	Jacobs/Mark H		92.22	2 Transactions	Transportation & Travel
14119	John's Repair				
	10- 923- 000- 0000- 6590		2,497.12	Champion Grader Repair	5/1/17
	10- 923- 000- 0000- 6590		434.21	Grader Work	5/7/17
14119	John's Repair		2,931.33	2 Transactions	Repair & Maintenance Supplies
3951	Pro West & Associates, Inc				
	10- 923- 000- 0000- 6231		500.00	TSM User group maint	001368- 7
3951	Pro West & Associates, Inc		500.00	1 Transactions	Services, Labor, Contracts
86235	The Office Shop Inc				

SMH1  
5/16/17  
10 Trust

2:27PM

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
86235	The Office Shop Inc		Copies	291913-0	Office Supplies
					1 Transactions
12788	Timmer Implement of Aitkin				
	10-923-000-0000-6405				
		479.24			
12788	Timmer Implement of Aitkin		Air filters #403	WA02001	Repair & Maintenance Supplies
	10-923-000-0000-6590				
		174.15			
12788	Timmer Implement of Aitkin				1 Transactions
		174.15			
13934	Tire Barn				
	10-923-000-0000-6590				
		43.35	LOF #303	38573	Repair & Maintenance Supplies
13934	Tire Barn				1 Transactions
		43.35			
923	DEPT Total:		Forfeited Tax Sales	9 Vendors	14 Transactions
		6,196.16			
929	DEPT		Mn. Trust Insurance Fund		
10083	Cedarbrook Lumber Comp				
	10-929-000-0000-6625				
		674.25	3 window well covers for resid	85831	Office Equipment & Other Equipment
10083	Cedarbrook Lumber Comp				1 Transactions
		674.25			
929	DEPT Total:		Mn. Trust Insurance Fund	1 Vendors	1 Transactions
		674.25			
10	Fund Total:		Trust		16 Transactions
		7,810.23			

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
924	DEPT		Forest Resource		
10452	AT&T Mobility		cell phone charges	287257204209	Telephone
	11- 924- 000- 0000- 6250		03/18/2017 04/17/2017	0	
10452	AT&T Mobility		1 Transactions		
86467	Auto Value Aitkin		parts for power inverter	40100297	Field Supplies
	11- 924- 000- 0000- 6406	84.17			
86467	Auto Value Aitkin		1 Transactions		
84.17					
12526	Bixby/James		Nat Res.Committee meeting	5/8/17	Per Diem
	11- 924- 000- 0000- 6350	35.00			
	11- 924- 000- 0000- 6330	35.31	mileage/Nat Res.Committee	66@.535	Transportation & Travel
12526	Bixby/James		2 Transactions		
70.31					
589	Blomberg/Judith		Nat Res.Committee meeting	5/8/17	Per Diem
	11- 924- 000- 0000- 6350	35.00			
589	Blomberg/Judith		1 Transactions		
35.00					
2448	Janzen/Carroll Mark		Nat Res.Committee meeting	5/8/17	Per Diem
	11- 924- 000- 0000- 6350	35.00			
	11- 924- 000- 0000- 6330	29.96	mileage/Nat Rec Committee mtg	56@.535	Transportation & Travel
2448	Janzen/Carroll Mark		2 Transactions		
64.96					
5759	Kitzrow/Donald		Nat Res.Committee meeting	5/8/17	Per Diem
	11- 924- 000- 0000- 6350	35.00			
	11- 924- 000- 0000- 6330	35.31	mileage/Nat Rec Committee mtg	66@.535	Transportation & Travel
5759	Kitzrow/Donald		2 Transactions		
70.31					
5784	Lake/Robert		mileage/Nat Rec Committee mtg	28@.535	Transportation & Travel
	11- 924- 000- 0000- 6330	14.98			
	11- 924- 000- 0000- 6350	35.00	Nat Res.Committee meeting	5/8/17	Per Diem
5784	Lake/Robert		2 Transactions		
49.98					
12512	MARCUM/ROBERT		mileage/Nat Rec Committee mtg	48@.535	Transportation & Travel
	11- 924- 000- 0000- 6330	25.68			
	11- 924- 000- 0000- 6350	35.00	Nat Res.Committee meeting	5/8/17	Per Diem
12512	MARCUM/ROBERT		2 Transactions		
60.68					

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
10906	Shipp/Dale				
	11- 924- 000- 0000- 6330		17.12	mileage/Nat Rec Committee mtg	32@.535 Transportation & Travel
	11- 924- 000- 0000- 6350		35.00	Nat Res.Committee meeting	5/8/17 Per Diem
10906	Shipp/Dale		52.12	2 Transactions	
4927	Turnock/Franklin Allen				
	11- 924- 000- 0000- 6350		35.00	Nat Res.Committee meeting	5/8/17 Per Diem
	11- 924- 000- 0000- 6330		32.10	mileage/Nat Rec Committee mtg	60@.535 Transportation & Travel
4927	Turnock/Franklin Allen		67.10	2 Transactions	
10017	Tveit/Galen				
	11- 924- 000- 0000- 6330		17.12	mileage/Nat Rec Committee mtg	32@.535 Transportation & Travel
	11- 924- 000- 0000- 6350		35.00	Nat Res.Committee meeting	5/8/17 Per Diem
10017	Tveit/Galen		52.12	2 Transactions	
6097	Verizon Wireless				
	11- 924- 000- 0000- 6250		87.92	Cell phone service	58068382700001 Telephone
				04/01/2017 04/30/2017 0	
6097	Verizon Wireless		87.92	1 Transactions	
924	DEPT Total:		804.04	Forest Resource	12 Vendors 20 Transactions
925	DEPT			Reforestation	
91022	Courtemanche/Richard				
	11- 925- 000- 0000- 6330		16.53	mileage- LLCC MRAC	38@.435 Transportation & Travel
91022	Courtemanche/Richard		16.53	1 Transactions	
10982	Prt Usa Inc				
	11- 925- 000- 0000- 6273		15,000.00	Seedlings	02127846 Timber Improvement
10982	Prt Usa Inc		15,000.00	1 Transactions	
925	DEPT Total:		15,016.53	Reforestation	2 Vendors 2 Transactions
934	DEPT			Memorial Forest	
10982	Prt Usa Inc				
	11- 934- 000- 0000- 6273		1,117.20	Seedlings	02127846 Timber Improvement
10982	Prt Usa Inc		1,117.20	1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
4734	Superior Forestry Service Inc 11- 934- 000- 0000- 6231		Planting trees	C50231	Services, Labor, Contracts
4734	Superior Forestry Service Inc			1 Transactions	
934	DEPT Total:		Memorial Forest	2 Vendors	2 Transactions
11	Fund Total:		Forest Development		24 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
12 Agency

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
0	DEPT			Undesignated	
	1010 City Of Aitkin				
	12- 000- 000- 0000- 2280		2,667.73	56- 1- 167300 pay off sp.assess	Hagestuen Prepaid Property Taxes
	1010 City Of Aitkin		2,667.73	1 Transactions	
0	<b>DEPT Total:</b>		2,667.73	<b>Undesignated</b>	<b>1 Vendors 1 Transactions</b>
12	<b>Fund Total:</b>		2,667.73	<b>Agency</b>	<b>1 Transactions</b>



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
19 Long Lake Conservation Co

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT		LLCC Administration		
8622	Frontier				
	19- 521- 000- 0000- 6250		service and LD	2187684653	Telephone
8622	Frontier				
		573.29			
		573.29		1 Transactions	
2763	J & H Transfer Station- Lakes Sanitary				
	19- 521- 000- 0000- 6255		May Garbage Service	119001	Garbage
2763	J & H Transfer Station- Lakes Sanitary				
		93.14			
		93.14		1 Transactions	
4425	Shirts Plus				
	19- 521- 000- 0000- 6400		Commissary items	945	Commissary Items
4425	Shirts Plus				
		2,323.69			
		2,323.69		1 Transactions	
521	DEPT Total:		LLCC Administration	3 Vendors	3 Transactions
		2,990.12			
523	DEPT		LLCC Food		
5662	McGregor Dairy, Inc				
	19- 523- 000- 0000- 6418		Groceries	26793	Groceries- Students
5662	McGregor Dairy, Inc				
		366.97			
		366.97		1 Transactions	
4761	Sysco Minnesota Inc				
	19- 523- 000- 0000- 6418		Groceries	153081935	Groceries- Students
4761	Sysco Minnesota Inc				
		1,304.54			
		1,304.54		1 Transactions	
4968	Upper Lakes Foods, Inc				
	19- 523- 000- 0000- 6418		Groceries	866394- 0A	Groceries- Students
	19- 523- 000- 0000- 6418		Groceries	895783- 00	Groceries- Students
	19- 523- 000- 0000- 6420			895783- 00	Food Service Supplies
	19- 523- 000- 0000- 6418		Groceries	900085- 00	Groceries- Students
4968	Upper Lakes Foods, Inc				
		35.11			
		794.72			
		292.44			
		2,072.36			
		3,194.63		4 Transactions	
523	DEPT Total:		LLCC Food	3 Vendors	6 Transactions
		4,866.14			
524	DEPT		LLCC Maintenance		
195	Aitkin Tire Shop				
	19- 524- 000- 0000- 6302		tractor tire repair	0056924	Vehicle Maintenance
	19- 524- 000- 0000- 6302		pumpkin tire repair	0056925	Vehicle Maintenance
		10.00			
		10.00			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
19 Long Lake Conservation Co

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
195	Aitkin Tire Shop				
			2 Transactions		
86467	Auto Value Aitkin				
	19- 524- 000- 0000- 6302	2.99	TIRE VALVE	40100132	Vehicle Maintenance
86467	Auto Value Aitkin		1 Transactions		
13725	Beartooth True Value				
	19- 524- 000- 0000- 6590	10.99	water filter	B34158	Repair & Maintenance Supplies
	19- 524- 000- 0000- 6422	19.97	Tape, Iron out	B34270	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422	25.66	Softener Salt	B34271	Janitorial Services/Supplies
13725	Beartooth True Value		3 Transactions		
246	Brothers Fire & Security				
	19- 524- 000- 0000- 6590	315.00	Annual Monitoring	20542	Repair & Maintenance Supplies
246	Brothers Fire & Security		1 Transactions		
88628	Dalco				
	19- 524- 000- 0000- 6422	229.90	disinfectant, air freshener	3165971	Janitorial Services/Supplies
88628	Dalco		1 Transactions		
2340	Hyytinen Hardware Hank				
	19- 524- 000- 0000- 6422	15.99	saw blade	1385863	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		1 Transactions		
12709	K & N Electric LLC				
	19- 524- 000- 0000- 6590	695.76	Repair pump, timer	1973	Repair & Maintenance Supplies
12709	K & N Electric LLC		1 Transactions		
2190	Northern Star Food Equipment				
	19- 524- 000- 0000- 6590	900.49	Griddle thermostat, oven ignit	DC766913	Repair & Maintenance Supplies
2190	Northern Star Food Equipment		1 Transactions		
4010	Rasley Oil Company				
	19- 524- 000- 0000- 6511	46.69	Fuel - diesel	19082	Gas And Oil
	19- 524- 000- 0000- 6511	35.46	Fuel - van	19143	Gas And Oil
4010	Rasley Oil Company		2 Transactions		
524	DEPT Total:	2,318.90	LLCC Maintenance	9 Vendors	13 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
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 Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
19 Fund Total:		10,175.16	Long Lake Conservation Center		22 Transactions

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
5/16/17 2:27PM  
21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
86222	Aitkin Independent Age 21- 520- 000- 0000- 6405		44.63 public hearing park ordinance	1519	Office Supplies
86222	Aitkin Independent Age		44.63 1 Transactions		
10452	AT&T Mobility 21- 520- 000- 0000- 6250		36.46 cell phone charges	287257204209	Telephone
			03/18/2017 04/17/2017	0	
10452	AT&T Mobility		36.46 1 Transactions		
13725	Beartooth True Value 21- 520- 000- 0000- 6590		21.99 4 tine cultivator	B33787	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		8.38 yellow enamel paint	B35043	Repair & Maintenance Supplies
13725	Beartooth True Value		30.37 2 Transactions		
10083	Cedarbrook Lumber Comp 21- 520- 000- 0000- 6406		33.38 5x6 treated post	85357	Field Supplies
10083	Cedarbrook Lumber Comp		33.38 1 Transactions		
1701	Forestry Suppliers Inc 21- 520- 000- 0000- 6406		135.80 safety glasses, gloves, earplu	189262- 00	Field Supplies
1701	Forestry Suppliers Inc		135.80 1 Transactions		
1754	Garrison Disposal Company, Inc 21- 520- 000- 0000- 6254		128.70 waste removal Parks shop	8243632	Utilities
	21- 520- 000- 0000- 6254		128.70 waste removal Aitkin Park	8243632	Utilities
1754	Garrison Disposal Company, Inc		257.40 2 Transactions		
4641	Holiday Credit Office 21- 520- 000- 0000- 6511		640.62 April Billing	1400000134961	Gas And Oil
4641	Holiday Credit Office		640.62 1 Transactions		
2340	Hyytinen Hardware Hank 21- 520- 000- 0000- 6405		7.99 toilet seat	1386553	Office Supplies
	21- 520- 000- 0000- 6406		9.52 no trespass	1387077	Field Supplies
	21- 520- 000- 0000- 6406		29.99 splitting maul	1387184	Field Supplies
	21- 520- 000- 0000- 6406		19.99 cameo tie down	1387297	Field Supplies
	21- 520- 000- 0000- 6405		5.00 numbers	1388437	Office Supplies
	21- 520- 000- 0000- 6405		7.99 extension cord	1391990	Office Supplies

SMH1  
5/16/17  
21 Parks

2:27PM

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
2340	Hyytinen Hardware Hank		80.48		6 Transactions	
2763	J & H Transfer Station- Lakes Sanitary					
	21- 520- 000- 0000- 6254		102.67	Berglund Park Garbage	119060	Utilities
2763	J & H Transfer Station- Lakes Sanitary		102.67		1 Transactions	
2991	Malmo Market					
	21- 520- 000- 0000- 6511		92.18	April gas		Gas And Oil
2991	Malmo Market		92.18		1 Transactions	
9692	Minnesota Energy Resources Corporation					
	21- 520- 000- 0000- 6254		114.88	April gas	50254456100001	Utilities
9692	Minnesota Energy Resources Corporation		114.88		1 Transactions	
3255	Mn Counties Intergovernmental Trust					
	21- 520- 000- 0000- 6352		136.00	ATV insurance	203108	Insurance
3255	Mn Counties Intergovernmental Trust		136.00		1 Transactions	
4010	Rasley Oil Company					
	21- 520- 000- 0000- 6511		882.78	April gas	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		882.78		1 Transactions	
4070	Riley Auto Supply					
	21- 520- 000- 0000- 6590		16.48	Fuel fiter #402	585987	Repair & Maintenance Supplies
4070	Riley Auto Supply		16.48		1 Transactions	
520	DEPT Total:		2,604.13	Parks	14 Vendors	21 Transactions
21	Fund Total:		2,604.13	Parks		21 Transactions
	Final Total:		164,625.97	214 Vendors	411 Transactions	

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	91,517.17	General Fund
3	21,512.69	Road & Bridge
9	270.00	State
10	7,810.23	Trust
11	28,068.86	Forest Development
12	2,667.73	Agency
19	10,175.16	Long Lake Conservation Center
21	2,604.13	Parks
<b>All Funds</b>	<b>164,625.97</b>	<b>Total</b>

Approved by, .....

.....

.....

20

DKB1  
5/9/17 10:12AM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

April Sales Tax

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
5/9/17 10:12AM  
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
89991 Bremer Bank				
1 01-040-000-0000-5840		0.10	Receipt Nbr 1351 04/17/2017	Misc Receipts
2 01-040-021-0000-5520		0.96	Receipt Nbr 1195 04/24/2017	Drivers License Fees
3 01-040-021-0000-5840		3.54	Receipt Nbr 1191 04/05/2017	Misc Receipts
4 01-040-021-0000-5840		1.83	Receipt Nbr 1195 04/24/2017	Misc Receipts
5 01-040-021-0000-5840		0.13	Receipt Nbr 1196 04/24/2017	Misc Receipts
6 01-042-000-0000-5840		0.06	Receipt Nbr 4438 04/03/2017	Misc Receipts
7 01-042-000-0000-5840		0.32	Receipt Nbr 4442 04/04/2017	Misc Receipts
8 01-042-000-0000-5840		0.13	Receipt Nbr 4443 04/07/2017	Misc Receipts
9 01-042-000-0000-5840		12.87	Receipt Nbr 4451 04/14/2017	Misc Receipts
10 01-042-000-0000-5840		0.13	Receipt Nbr 4454 04/17/2017	Misc Receipts
11 01-042-000-0000-5840		0.13	Receipt Nbr 4454 04/17/2017	Misc Receipts
12 01-042-000-0000-5840		0.26	Receipt Nbr 4456 04/17/2017	Misc Receipts
13 01-042-000-0000-5840		0.13	Receipt Nbr 4456 04/17/2017	Misc Receipts
14 01-042-000-0000-5840		0.13	Receipt Nbr 4456 04/17/2017	Misc Receipts
15 01-042-000-0000-5840		0.51	Receipt Nbr 4458 04/18/2017	Misc Receipts
16 01-042-000-0000-5840		0.06	Receipt Nbr 4461 04/20/2017	Misc Receipts
17 01-042-000-0000-5840		0.13	Receipt Nbr 4463 04/21/2017	Misc Receipts
18 01-042-000-0000-5840		0.13	Receipt Nbr 4463 04/21/2017	Misc Receipts
19 01-042-000-0000-5840		0.13	Receipt Nbr 4464 04/21/2017	Misc Receipts
20 01-042-000-0000-5840		1.03	Receipt Nbr 4465 04/24/2017	Misc Receipts
21 01-042-000-0000-5840		0.13	Receipt Nbr 4465 04/24/2017	Misc Receipts
22 01-042-000-0000-5840		0.13	Receipt Nbr 4470 04/27/2017	Misc Receipts
23 01-042-000-0000-5840		0.13	Receipt Nbr 4470 04/27/2017	Misc Receipts
24 01-043-000-0000-5840		8.62	Receipt Nbr 1019 04/21/2017	Misc Receipts
25 01-090-000-0000-5840		1.29	Receipt Nbr 1882 04/04/2017	Misc Receipts
26 01-090-000-0000-5840		1.29	Receipt Nbr 1885 04/25/2017	Misc Receipts
27 01-090-000-0000-5840		0.64	Receipt Nbr 1886 04/25/2017	Misc Receipts
28 01-252-252-0000-5872		67.93	Receipt Nbr 3161 04/04/2017	Phone Card Prisoner Welfare(Taxable)
29 01-252-252-0000-5872		47.41	Receipt Nbr 3166 04/13/2017	Phone Card Prisoner Welfare(Taxable)
30 01-252-252-0000-5872		202.76	Receipt Nbr 3172 04/20/2017	Phone Card Prisoner Welfare(Taxable)
31 01-252-252-0000-5872		65.81	Receipt Nbr 3180 04/28/2017	Phone Card Prisoner Welfare(Taxable)
32 01-252-252-0000-5885		17.93	Receipt Nbr 3161 04/04/2017	Commissary Sales Taxable
33 01-252-252-0000-5885		33.87	Receipt Nbr 3166 04/13/2017	Commissary Sales Taxable
34 01-252-252-0000-5885		8.12	Receipt Nbr 3172 04/20/2017	Commissary Sales Taxable
35 01-252-252-0000-5885		29.89	Receipt Nbr 3180 04/28/2017	Commissary Sales Taxable
94 01-040-000-0000-6405		1.00	APRIL SALES TAX ADJUSTMENT	Office & Computer Supplies
86 01-100-000-0000-6311		138.17	APRIL SALES TAX	Sales Tax
85 01-100-000-0000-6312		0.17-	APRIL SALES TAX ADJUSTMENT	Sales Tax Adjustment



# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
5/9/17 10:12AM  
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank		647.66			
			38 Transactions		
<b>1 Fund Total:</b>		647.66	General Fund	1 Vendors	38 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
5/9/17 10:12AM  
3 Road & Bridge

Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
8410 Bremer Bank						
95 03-303-000-0000-6513			593.37	April 2017 Diesel Tax		Motor Fuel & Lubricants
8410 Bremer Bank			593.37		1 Transactions	
89991 Bremer Bank						
36 03-000-000-0000-5855			1.93	Receipt Nbr 1889 04/04/2017		Charges- Individuals
37 03-000-000-0000-5855			0.26	Receipt Nbr 970 04/05/2017		Charges- Individuals
38 03-000-000-0000-5855			1.93	Receipt Nbr 1896 04/10/2017		Charges- Individuals
39 03-000-000-0000-5855			1.93	Receipt Nbr 1900 04/13/2017		Charges- Individuals
40 03-000-000-0000-5855			1.93	Receipt Nbr 971 04/13/2017		Charges- Individuals
41 03-000-000-0000-5855			7.72	Receipt Nbr 971 04/13/2017		Charges- Individuals
42 03-000-000-0000-5855			3.44	Receipt Nbr 971 04/13/2017		Charges- Individuals
43 03-000-000-0000-5855			10.31	Receipt Nbr 971 04/13/2017		Charges- Individuals
44 03-000-000-0000-5855			3.86	Receipt Nbr 975 04/20/2017		Charges- Individuals
45 03-000-000-0000-5855			1.93	Receipt Nbr 975 04/20/2017		Charges- Individuals
46 03-000-000-0000-5855			10.31	Receipt Nbr 975 04/20/2017		Charges- Individuals
47 03-000-000-0000-5855			3.44	Receipt Nbr 975 04/20/2017		Charges- Individuals
48 03-000-000-0000-5855			0.13	Receipt Nbr 975 04/20/2017		Charges- Individuals
49 03-000-000-0000-5855			1.93	Receipt Nbr 1909 04/21/2017		Charges- Individuals
50 03-000-000-0000-5855			0.77	Receipt Nbr 977 04/24/2017		Charges- Individuals
51 03-000-000-0000-5855			1.93	Receipt Nbr 978 04/28/2017		Charges- Individuals
52 03-000-000-0000-5855			3.44	Receipt Nbr 978 04/28/2017		Charges- Individuals
53 03-000-000-0000-5855			12.87	Receipt Nbr 978 04/28/2017		Charges- Individuals
54 03-000-000-0000-5855			0.13	Receipt Nbr 978 04/28/2017		Charges- Individuals
89991 Bremer Bank			70.19		19 Transactions	
<b>3 Fund Total:</b>			<b>663.56</b>	<b>Road &amp; Bridge</b>	<b>2 Vendors</b>	<b>20 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
5/9/17 10:12AM  
5 Health & Human Services

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
89991 Bremer Bank				
55 05- 430- 700- 0000- 5832		0.76	Receipt Nbr 3383 04/28/2017	Ss Administrative Recoveries
89991 Bremer Bank		0.76	1 Transactions	
<b>5 Fund Total:</b>		0.76	<b>Health &amp; Human Services</b>	<b>1 Vendors 1 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
5/9/17 10:12AM  
9 State

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4580 Mn Dept Of Finance							
88 09-000-000-0000-2022			140.00	APRIL BIRTH			Birth/Death Surcharges
89 09-000-000-0000-2022			532.00	APRIL DEATH			Birth/Death Surcharges
90 09-000-000-0000-2024			105.00	APRIL CHILDRENS			St Share Of Birth Cert.- Children
91 09-000-000-0000-2031			9.00	APRIL TORRENS			Real Estate Assurance (Was 5874 And 627
92 09-000-000-0000-2036			4,578.00	APRIL STATE GENERAL FUND			Recording Surcharges (Was 5871 & 6281)
93 09-000-000-0000-2036			350.00	April State Gen fund surcharge			Recording Surcharges (Was 5871 & 6281)
4580 Mn Dept Of Finance			5,714.00		6 Transactions		
3375 Mn Dept Of Health							
87 09-000-000-0000-2027			850.00	APRIL STATE WELL			State Well Cert Fees (Was 5097 & 6203)
3375 Mn Dept Of Health			850.00		1 Transactions		
<b>9 Fund Total:</b>			<b>6,564.00</b>	<b>State</b>		<b>2 Vendors</b>	<b>7 Transactions</b>

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
5/9/17 10:12AM  
10 Trust

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
89991 Bremer Bank				
83 10-923-000-0000-6311		12.22	APRIL SALES TAX	Sales Tax
89991 Bremer Bank		12.22	1 Transactions	
<b>10 Fund Total:</b>		12.22	Trust	1 Vendors 1 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
5/9/17 10:12AM  
11 Forest Development

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
84	89991 Bremer Bank 11-925-000-0000-6312		0.22-	APRIL SALES TAX ADJUSTMENT	Sales Tax Adjustment
	89991 Bremer Bank		0.22-	1 Transactions	
<b>11 Fund Total:</b>			0.22-	<b>Forest Development</b>	<b>1 Vendors      1 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
5/9/17 10:12AM  
19 Long Lake Conservation C

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
89991 Bremer Bank				
56 19- 521- 000- 0000- 5885		2.07	Receipt Nbr 1421 04/12/2017	Commissary Sales Taxable
57 19- 521- 000- 0000- 5885		103.65	Receipt Nbr 1435 04/26/2017	Commissary Sales Taxable
89991 Bremer Bank		105.72	2 Transactions	
<b>19 Fund Total:</b>		105.72	<b>Long Lake Conservation Center</b>	<b>1 Vendors 2 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
5/9/17 10:12AM  
21 Parks

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
<b>89991 Bremer Bank</b>					
58 21- 520- 000- 0000- 5510			2.57 Receipt Nbr 3028 04/03/2017		Co. Parks Campground Fees
59 21- 520- 000- 0000- 5510			3.86 Receipt Nbr 3029 04/03/2017		Co. Parks Campground Fees
60 21- 520- 000- 0000- 5510			5.15 Receipt Nbr 3030 04/05/2017		Co. Parks Campground Fees
61 21- 520- 000- 0000- 5510			3.86 Receipt Nbr 3030 04/05/2017		Co. Parks Campground Fees
62 21- 520- 000- 0000- 5510			1.93 Receipt Nbr 3031 04/07/2017		Co. Parks Campground Fees
63 21- 520- 000- 0000- 5510			1.93 Receipt Nbr 3031 04/07/2017		Co. Parks Campground Fees
64 21- 520- 000- 0000- 5510			5.15 Receipt Nbr 3032 04/10/2017		Co. Parks Campground Fees
65 21- 520- 000- 0000- 5510			3.86 Receipt Nbr 3033 04/11/2017		Co. Parks Campground Fees
66 21- 520- 000- 0000- 5510			3.86 Receipt Nbr 3034 04/12/2017		Co. Parks Campground Fees
67 21- 520- 000- 0000- 5510			3.86 Receipt Nbr 3034 04/12/2017		Co. Parks Campground Fees
68 21- 520- 000- 0000- 5510			5.15 Receipt Nbr 3035 04/13/2017		Co. Parks Campground Fees
69 21- 520- 000- 0000- 5510			2.57 Receipt Nbr 3035 04/13/2017		Co. Parks Campground Fees
70 21- 520- 000- 0000- 5510			19.30 Receipt Nbr 3038 04/24/2017		Co. Parks Campground Fees
71 21- 520- 000- 0000- 5510			2.57 Receipt Nbr 3039 04/24/2017		Co. Parks Campground Fees
72 21- 520- 000- 0000- 5510			3.86 Receipt Nbr 3040 04/24/2017		Co. Parks Campground Fees
73 21- 520- 000- 0000- 5510			3.86 Receipt Nbr 3041 04/24/2017		Co. Parks Campground Fees
74 21- 520- 000- 0000- 5510			7.72 Receipt Nbr 3044 04/25/2017		Co. Parks Campground Fees
75 21- 520- 000- 0000- 5510			2.57 Receipt Nbr 3044 04/25/2017		Co. Parks Campground Fees
76 21- 520- 000- 0000- 5510			2.89 Receipt Nbr 3044 04/25/2017		Co. Parks Campground Fees
77 21- 520- 000- 0000- 5510			5.79 Receipt Nbr 3045 04/26/2017		Co. Parks Campground Fees
78 21- 520- 000- 0000- 5510			1.93 Receipt Nbr 3045 04/26/2017		Co. Parks Campground Fees
79 21- 520- 000- 0000- 5510			2.57 Receipt Nbr 3049 04/28/2017		Co. Parks Campground Fees
80 21- 520- 000- 0000- 5510			2.57 Receipt Nbr 3051 04/28/2017		Co. Parks Campground Fees
81 21- 520- 000- 0000- 5510			6.43 Receipt Nbr 3051 04/28/2017		Co. Parks Campground Fees
82 21- 520- 000- 0000- 5510			3.86 Receipt Nbr 3051 04/28/2017		Co. Parks Campground Fees
<b>89991 Bremer Bank</b>			<b>109.67</b>		
				25 Transactions	
<b>21 Fund Total:</b>			<b>109.67</b>	<b>Parks</b>	<b>1 Vendors</b>
					<b>25 Transactions</b>
<b>Final Total:</b>			<b>8,103.37</b>	<b>10 Vendors</b>	<b>95 Transactions</b>



# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	647.66	General Fund
3	663.56	Road & Bridge
5	0.76	Health & Human Services
9	6,564.00	State
10	12.22	Trust
11	-0.22	Forest Development
19	105.72	Long Lake Conservation Center
21	109.67	Parks
<b>All Funds</b>	<b>8,103.37</b>	<b>Total</b>

Approved by, .....

.....

.....

# Aitkin County

## WARRANT REGISTER



2E

April

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
1	13532	BROWN/AUDREY 702 WESTWIND AVENUE SHAKOPEE, MN 55379					
	<b>Warrant #</b>	<b>1</b>	<b>Total</b>	-1.00 - redeposit test batch check 1.00 - Date 4/6/17	05- 430- 710- 3160- 6057		0
2030	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
	<b>Warrant #</b>	<b>2030</b>	<b>Total</b>	2,124.42 Dep Care FSA Claims 336.00 Med FSA Claims 2,460.42 Date 4/6/17	01- 044- 904- 0000- 6360 01- 044- 904- 0000- 6360	38392792 1/1/17 38392792	0 12/31/17 0
2031	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431					
				40.54 Tools from Hyytinnen Hardware 9.36 Amazon cable adapters 49.24 printer labels (Brady refill ) 97.71 Hotel- Mankato Mtg- Penny 97.71 Hotel- Mankato Mtg- Josh 69.95 Geneology Bank Subscription 26.73 barcode ribbon for evidence 13.31 cable ties 13.78 Fan for Dispatch 95.00 uniform logo setup charge 86.02 Groceries- Walmart 363.23 Hotel- 911 Conf.- Fistere 363.23 Hotel- 911 Conf.- Priem 102.78 steel microwave table 15.74 inmate prizes NCAA 5.98 drill tips 29.99 sawzall blade 5.97 shims 146.58 MACCAC Mtg- Hotel 16.14 MACCAC Mtg- Parking 75.00 Under one roof registration	01- 049- 000- 0000- 6405 01- 049- 000- 0000- 6405 01- 049- 000- 0000- 6405 01- 120- 000- 0000- 6332 01- 120- 000- 0000- 6332 01- 120- 000- 0000- 6405 01- 200- 000- 0000- 6405 01- 200- 000- 0000- 6405 01- 252- 000- 0000- 6405 01- 252- 000- 0000- 6410 01- 252- 000- 0000- 6418 01- 252- 003- 0000- 6332 01- 252- 003- 0000- 6332 01- 252- 252- 0000- 6405 01- 252- 252- 0000- 6405 01- 253- 000- 0000- 6405 01- 253- 000- 0000- 6405 01- 253- 000- 0000- 6405 01- 257- 000- 0000- 6332 01- 257- 000- 0000- 6335 01- 280- 003- 0000- 6241		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			44.85	FLAGS	03-301-000-0000-6400		0
			100.00	PUB WATERS PERMIT APP	03-307-000-0000-6260		0
			75.00	PHEP- UOR Conf Reg	05-400-400-0402-6241		0
			6.39	Calendar Sync Software- CB	05-400-440-0410-6239		0
			9.00	LPHA Mtg- Parking	05-400-440-0410-6330		0
			180.90	LPHA Mtg- Hotel	05-400-440-0410-6332		0
			15.07	LPHA Mtg- Meals	05-400-440-0410-6340		0
			6.08	Adaptor cables (2)	05-400-440-0410-6402		0
			-29.00	HE- Shuttlestock license	05-400-450-0451-6406		0
			13.58	Calendar Sync Software- CB	05-420-600-4800-6239		0
			371.55	Hotel- MA Training	05-420-600-4800-6332		0
			12.91	Adaptor cables (2)	05-420-600-4800-6402		0
			19.98	Calendar Sync Software- CB	05-430-700-4800-6239		0
			52.00	MSSA- Parking	05-430-700-4800-6330		0
			42.00	MSSA- Parking	05-430-700-4800-6330		0
			40.00	MSSA- Parking	05-430-700-4800-6330		0
			179.17	MSSA- Hotel	05-430-700-4800-6332		0
			358.34	MSSA- Hotel	05-430-700-4800-6332		0
			26.11	MSSA- Meals	05-430-700-4800-6340		0
			54.83	MSSA- Meals	05-430-700-4800-6340		0
			61.13	MSSA- Meals	05-430-700-4800-6340		0
			18.99	Adaptor cables (2)	05-430-700-4800-6402		0
			189.00	CPR Certs	19-521-000-0000-6208		0
			21.36	Adobe Cloud Subscription	19-521-000-0000-6230		0
			20.85	Pond life books	19-521-000-0000-6400		0
			12.99	Fax ink	19-521-000-0000-6405		0
			20.00	Critter food	19-522-000-0000-6416		0
			61.10	First Aid Kits	19-522-000-0000-6430		0
			40.57	vaccum bags, light bulbs	19-524-000-0000-6422		0
			27.98	ballasts	19-524-000-0000-6422		0
			13.00	Gas- em mgmt meeting	01-280-000-0000-6511	3/16/17	0
			92.24	POST- renew #221 post license	01-200-000-0000-6240	card#1	0
			100.00	MSA- Civil Process Trng- #211	01-200-003-0000-6241	card#1	0
			150.00	BCA trng- missing person- #218	01-200-003-0000-6241	card#2	0
			150.00	BCA trng- death investig- #218	01-200-003-0000-6241	card#2	0
			42.21	911 Conf.- Meals- Fistere&Priem	01-252-003-0000-6340	card#3	0
			24.00	911 Conf.- Gas- Fistere&Priem	01-252-003-0000-6511	card#3	0
<b>Warrant #</b>	<b>2031</b>	<b>Total</b>	<b>4,348.17</b>	<b>Date 4/6/17</b>			

# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
2032	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
			0.03	March Mortgage Reg	01-040-000-0000-5081		0
			0.08	March State Deed tax	01-042-000-0000-5079		0
			24,475.83	March State Deed tax	09-000-000-0000-2025		0
			17,228.37	March Mortgage Reg	09-000-000-0000-2026		0
		<b>Warrant #      2032      Total</b>	<b>41,704.31</b>	<b>Date 4/11/17</b>			
2033	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			143.52	LLCC CC fee	19-522-000-0000-6217		0
		<b>Warrant #      2033      Total</b>	<b>143.52</b>	<b>Date 4/12/17</b>			
2034	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			19.98	LLCC CC machine lease fee	19-522-000-0000-6217		0
		<b>Warrant #      2034      Total</b>	<b>19.98</b>	<b>Date 4/12/17</b>			
2035	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			21.00	Dep Care FSA Claims	01-044-904-0000-6360	38398417	0
			40.00	Med FSA Claims	01-044-904-0000-6360	38398417	0
		<b>Warrant #      2035      Total</b>	<b>61.00</b>	<b>Date 4/12/17</b>			
2036	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			80.00	refund of APP# 2017-001405	01-392-000-0000-6820		0
		<b>Warrant #      2036      Total</b>	<b>80.00</b>	<b>Date 4/12/17</b>			
2037	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			1,798.00	13-1-085500 NSF Per 1	13-943-000-0000-2001		0

# Aitkin County

## WARRANT REGISTER



### Manual Warrants

Warr #	Vendor #	Vendor Name	Warrant #	2037	Total	Description		Account Number	Invoice #	PO #
						Amount	OBO#	On- Behalf- of- Name	From Date	To Date
						1,798.00	Date 4/14/17			
2038	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431								
			Warrant #	2038	Total	21.76	LLCC CC fee	19- 522- 000- 0000- 6217		0
						21.76	Date 4/14/17			
2039	9410	Autism Society Of Mn 2380 WYCLIFF ST SUITE 102 ST PAUL, MN 55114								
			Warrant #	2039	Total	60.00	refund of class	19- 522- 000- 0000- 5553		0
						60.00	Date 4/18/17			
2052	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431								
			Warrant #	2052	Total	250.00	Dep Care FSA	01- 044- 904- 0000- 6360	38402913	0
						543.30	Med FSA Claims	01- 044- 904- 0000- 6360	38402913	0
						793.30	Date 4/19/17			
2053	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431								
						344.63	Grandview Lodge- Niemi	01- 001- 000- 0000- 6332		0
						36.00	Labels for DKT2020 phones	01- 049- 000- 0000- 6405		0
						128.90	13 surge protector power strip	01- 049- 000- 0000- 6405		0
						76.51	Roller kit for scanner	01- 052- 000- 0000- 6625		0
						177.98	Blu RayRewriters	01- 090- 000- 0000- 6625		0
						187.04	zip ties, DVD's card reader	01- 200- 000- 0000- 6405		0
						8.49	luggage straps	01- 200- 000- 0000- 6405		0
						15.00	20W bulbs- admin sink	01- 200- 000- 0000- 6405		0
						12.12	Transport Gas	01- 252- 000- 0000- 6330		0
						105.92	Groceries- Walmart	01- 252- 000- 0000- 6418		0
						199.82	TV. TV mount	01- 252- 252- 0000- 6405		0
						61.00	prestamped post cards	01- 252- 252- 0000- 6405		0
						37.45	oatmeal	01- 252- 252- 0000- 6405		0
						12.01	gas- em mgmt mtg	01- 280- 000- 0000- 6511		0
						17.30	Gas- Mtg in Virginia	01- 711- 000- 0000- 6511		0

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			16.23	UPS- Return package	03-301-000-0000-6400		0
			153.00	Recertification Test	03-303-000-0000-6296		0
			101.52	MCH- HFA Hotel	05-400-430-0408-6332		0
			15.02	MCH- Overnight meal	05-400-430-0408-6340		0
			13.95	MCH- HFA Meal	05-400-430-0408-6340		0
			99.00	Reg- Dealing w/ difficult peopl	05-400-440-0410-6241		0
			55.14	Amc Leadership- Lodging	05-400-440-0410-6332		0
			3.51	Displayport cables	05-400-440-0410-6402		0
			5.58	Agency thank you cards	05-400-440-0410-6405		0
			165.75	Action for Healthy kids- suppli	05-400-450-0451-6406		0
			117.17	Amc Leadership- Lodging	05-420-600-4800-6332		0
			7.48	Displayport cables	05-420-600-4800-6402		0
			11.87	Agency thank you cards	05-420-600-4800-6405		0
			99.00	Reg- Dealing w/ difficult peopl	05-430-700-4800-6241		0
			172.32	Amc Leadership- Lodging	05-430-700-4800-6332		0
			27.50	Gas- Home visits	05-430-700-4800-6335		0
			11.00	Displayport cables	05-430-700-4800-6402		0
			17.46	Agency thank you cards	05-430-700-4800-6405		0
			58.86	Volunteer driver week- Bags	05-430-700-4800-6416		0
			47.88	Events Calendar	19-521-000-0000-6230		0
			65.00	control punches	19-522-000-0000-6416		0
			20.00	critter food	19-522-000-0000-6416		0
			202.86	compasses	19-522-000-0000-6416		0
			149.75	clipboards	19-522-000-0000-6416		0
			90.01	First aid kits	19-522-000-0000-6430		0
			111.20	vacuum parts	19-524-000-0000-6422		0
			51.98	NSL track light bulbs	19-524-000-0000-6590		0
			10.55	USPS- Shipping	01-200-000-0000-6205	card#1	0
			75.00	BCA Reg. DMT recert.#218	01-200-003-0000-6241	card#1	0
			75.00	BCA Reg. DMT recert.#221	01-200-003-0000-6241	card#2	0
			75.00	BCA Reg. DMT recert.#216	01-200-003-0000-6241	card#2	0
			250.00	Glock Armorers course #209	01-200-003-0000-6241	card#2	0
			75.00	BCA Reg. DMT recert.#206	01-200-003-0000-6241	card#3	0
			75.00	BCA Reg.DMT recert.#224	01-200-003-0000-6241	card#4	0
			468.00	Bike Day- Rock the Bike	05-400-450-0451-6406	Inv= donations	0
			19.85	Meal- IV- E training	05-420-600-4800-6340	J.Goble	0
			129.41	AMC- Hotel Grandview	01-001-000-0000-6332	Marcotte	0
			17.96	Meal- IV- E training	05-420-600-4800-6340	N. Laird	0

# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			29.25	pers.use of credit card	01-120-000-0000-6405	Reimb.R#33774	0
			306.62	AMC- Grandview Lodge	01-052-000-0000-6332	Seibert	0
			100.00	MAAO- case study exam	01-043-000-0000-6208	Tibbetts	0
			-344.63	Grandview lodge credit	01-001-000-0000-6332	Westerlund	0
		<b>Warrant # 2053 Total</b>	<b>4,672.22</b>	<b>Date 4/21/17</b>			
2054	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 2054 Total</b>	<b>710.80</b>	<b>March Participant Fees</b>	<b>01-044-904-0000-6231</b>	<b>1182737</b>	<b>0</b>
			<b>710.80</b>	<b>Date 4/24/17</b>			
2055	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 2055 Total</b>	<b>125.00</b>	<b>Dep Care FSA Claims</b>	<b>01-044-904-0000-6360</b>	<b>38407126</b>	<b>0</b>
			<b>177.91</b>	<b>Med FSA Claims</b>	<b>01-044-904-0000-6360</b>	<b>38407126</b>	<b>0</b>
			<b>302.91</b>	<b>Date 4/26/17</b>			
2056	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 2056 Total</b>	<b>1,420.00</b>	<b>NSF 32-0-045800 per 1</b>	<b>13-943-000-0000-2001</b>	<b>Barnaby</b>	<b>0</b>
			<b>1,420.00</b>	<b>Date 4/28/17</b>			
44853	14330	US Bank PO Box 790448 St Louis, MO 63179-0448					
		<b>Warrant # 44853 Total</b>	<b>117.53</b>	<b>Ricoh MP Contract Charges</b>	<b>01-042-000-0000-6625</b>	<b>327362653</b>	<b>0</b>
			<b>11.75</b>	<b>Ricoh contract late charges</b>	<b>01-042-000-0000-6625</b>	<b>327362653</b>	<b>0</b>
			<b>129.28</b>	<b>Date 4/5/17</b>			
44854	14417	Bruneau/Marvin 19651 364th Ln McGregor, MN 55760					
		<b>Warrant # 44854 Total</b>	<b>3,015.00</b>	<b>reclaim of abandoned funds</b>	<b>01-044-000-0000-5840</b>	<b>see R#3149</b>	<b>0</b>
			<b>3,015.00</b>	<b>Date 4/7/17</b>			
44855	90762	Aitkin Co License Center					

DKB1  
05/04/2017

12:12PM

# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		2 2ND ST NW AITKIN, MN 56431					
	<b>Warrant #</b>	<b>44855</b>					
		<b>Total</b>	8.50	License 2017 ATV	21- 520- 000- 0000- 6374		0
			8.50	License 2017 ATV	21- 520- 000- 0000- 6374		0
			17.00	Date 4/14/17			
<b>70502</b>	<b>988</b>	Hennepin Co Medical Centers 300 E UNIVERSITY AVE C/O SUE SWANSON ST PAUL, MN 55130					
	<b>Warrant #</b>	<b>70502</b>					
		<b>Total</b>	-674.00	- void damaged check	01- 123- 000- 0000- 6260	reissued#70748	0
			674.00	Date 4/12/17			
		<b>Final Total...</b>	61,082.67	142	Transactions		



# Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	11,450.63	General Fund
3	314.08	Road & Bridge
5	3,000.97	Health & Human Services
9	41,704.20	State
13	3,218.00	Taxes & Penalties
19	1,377.79	Long Lake Conservation Center
21	17.00	Parks
	61,082.67	TOTAL



# Board of County Commissioners Agenda Request

2F  
Agenda Item #

**Requested Meeting Date:** May 23, 2017

**Title of Item:** Large Assembly License

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

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

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

**Summary of Issue:**

Please adopt the following resolution, subject to obtaining all required paperwork and signatures:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Application for Large Assembly:

ATV/SxS Event – High Lifter Quadna Mud Nationals (High Lifter Products, Inc., d/b/a Mud National Events, LLC) – City of Hill City and Hill Lake Township

This is scheduled to take place June 8th – 11th, 2017 from 8:00 A.M. to 10:00 P.M. daily.

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

**Recommended Action/Motion:**

Adopt Proposed Resolution  
(subject to obtaining all required paperwork and signatures)

**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

26  
Agenda Item #

**Requested Meeting Date:** May 23, 2017

**Title of Item:** Brat Sale for Sobriety Court

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

<b>Submitted by:</b> Jill McKenzie	<b>Department:</b> Sobriety Court
---------------------------------------	--------------------------------------

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

**Summary of Issue:**

Sobriety Court would like to hold a brat sale on the Courthouse lawn on Friday, July 28th from 11:00 a.m. to 2:00 p.m. Proceeds are for Aitkin County Sobriety Court.

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

**Recommended Action/Motion:**

Authorize Sobriety Court to hold Brat Sale on courthouse lawn on July 28, 2017 from 11:00 a.m. to 2:00 p.m.

**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

2H  
Agenda Item #

**Requested Meeting Date:** 05/23/2017

**Title of Item:** Corrections Advisory Board Appointment

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

<b>Submitted by:</b> Elizabeth DeRuyck	<b>Department:</b> Community Corrections
-------------------------------------------	---------------------------------------------

<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b> 0
------------------------------------	------------------------------------

**Summary of Issue:**

Judge Solien has retired and has chosen to relinquish his role as the Judicial Representative on the Advisory Board. The Aitkin County Community Corrections Advisory Board met on April 20, 2017 and made a motion to recommend the Aitkin County Board appoint Judge Hermerding to the Advisory Board as the judicial representative. The board also discussed having a Court Administration representative become a member of the Advisory board, and subsequently make a motion to recommend the Aitkin County Board appoint Paula Lang or her designee as the Court Administration Representative. Further, the ACCC Advisory Board made a motion at their January 2017 meeting to recommend the Aitkin County Board appoint the new Health and Human Services Director, Cynthia Bennett, to fill the social services vacancy on the ACCC Advisory Board.

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

**Recommended Action/Motion:**

Appoint Cynthia Bennett to represent social services on the ACCC Advisory Board. Appoint Judge Hermerding to represent the Judiciary on the ACCC Advisory Board. Appoint Paula Lang to represent Court Administration on the ACCC Advisory Board.

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

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

Is this budgeted?       Yes       No      Please Explain:



# Board of County Commissioners Agenda Request

21  
Agenda Item #

**Requested Meeting Date:** May 223, 2017

**Title of Item:** Towards Zero Deaths

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

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

**ADOPTED May 23, 2017**

By Commissioner: xx

**20170523-0xx**

**Support Toward Zero Deaths Coalition**

**BE IT RESOLVED**, that the Aitkin County Board supports the Toward Zero Deaths Coalition.

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 23rd day of May 2017, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 23rd day of May 2017**

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

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

ADOPTED May 23, 2017

By Commissioner: xx

**20170523-0xx**

**TZD Fiscal Agent Agreement**

**BE IT RESOLVED**, that Toward Zero Deaths enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2017 through September 30, 2018.

**BE IT ALSO RESOLVED**, that Kirk Peysar, Aitkin County Auditor, is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Toward Zero Deaths and to be the fiscal agent and administer the grant.

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 23rd day of May 2017, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 23rd day of May 2017**

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



# Board of County Commissioners Agenda Request

25  
Agenda Item #

**Requested Meeting Date:** May 23, 2017

**Title of Item:** Family Homeless Prevention and Assistance Program

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
-----------------------------------------	--------------------------------------

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

**Summary of Issue:**

Chassidy Lobdell, Emergency Services Program Manager for Lakes and Pines has asked that the Board pass the attached resolution for Family Homeless Prevention & Assistance (FHPAP) funding through Minnesota Housing & Finance Agency (MHFA). Lakes and Pines has provided FHPAP funding in Aitkin County for the past 20+ years.

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

**Recommended Action/Motion:**  
Adopt the attached resolution.

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

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

Is this budgeted?       Yes       No      *Please Explain:*



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

**ADOPTED May 23, 2017**

By Commissioner: xx

**20170523-0xx**

**MINNESOTA HOUSING FINANCE AGENCY'S  
FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM**

July 1, 2017 - June 30, 2019

**WHEREAS**, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide assistance to low-income families and youth to prevent homelessness; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has developed an application as an Administering Entity for the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance program; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program.

**NOW, THEREFORE BE IT RESOLVED**, that Lakes and Pines Community Action Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program, in the County of Aitkin.

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 23rd day of May 2017, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 23rd day of May 2017**

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



# Board of County Commissioners Agenda Request

2K  
Agenda Item #

**Requested Meeting Date:** May 23, 2017

**Title of Item:** Request to Restore Bronze Veterans Marker

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

<b>Submitted by:</b> Sue Bingham	<b>Department:</b> Administration
-------------------------------------	--------------------------------------

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

**Summary of Issue:**  
Please see the attached request and accompanying photos from Faye Leach, Daughters of the American Revolution.

There is no cost to Aitkin County, but because the marker is located on Aitkin County property, written permission is required.

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

**Recommended Action/Motion:**  
Approve the request for the Daughters of the American Revolution to restore the bronze marker as presented, and authorize the Board Chair's signature on the letter to Faye Leach, giving the written permission they are seeking.

**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:*

## Sue Bingham

---

**From:** Faye Leach [fayelea@charter.net]  
**Sent:** Monday, May 15, 2017 1:57 PM  
**To:** sue.bingham@co.aitkin.mn.us  
**Subject:** DAR marker on courthouse lawn  
**Attachments:** AitkinMN08312013 002 - A.jpg; AitkinMN08312013 003 - Abk.jpg

Good Afternoon, Sue:

Thank you so much for the pleasant conversation regarding one of the markers honoring veterans on the lawn of the Aitkin County Courthouse. I am attaching photos of the marker. Hopefully they will print well and your Board will understand and grant this request.

The Northland Chapter, Daughters of the American Revolution placed this marker in 1936. The Northland Chapter disbanded many years ago, but we have chapters throughout the state and we are interested in restoring this marker to its original condition and brilliance. We need your permission in writing to do so.

It would require removal of the bronze from the boulder, restoration and replacement. It would be removed, restored and replaced by a professional monument company. With your approval, this could happen sometime this summer.

In another email, I will send before and after restoration photos of a bronze marker.

The Daughters of the American Revolution is a non-profit, non-political women's organization dedicated to historic preservation, education and patriotism. Please let me know if you need more information.

Thank you so much.

Faye Leach  
State Vice Regent  
Minnesota State Society  
Daughters of the American Revolution  
218-851-0499



Virus-free. [www.avast.com](http://www.avast.com)







IN MEMORY OF  
THOSE AITKIN COUNTY  
SOLDIERS  
WHO LOST THEIR  
LIVES IN THE  
WORLD WAR

ERECTED BY  
NORVELAND GUARDS B. A. R.  
1955



Example of a  
"Before"  
Restoration



THE MINNESOTA DAUGHTERS OF THE  
AMERICAN REVOLUTION  
DEDICATE THIS AREA  
TO THEIR BELOVED STATE REGENTS  
PAST, PRESENT, AND FUTURE

THE PATH OF THE JUST  
IS AS A SHINING LIGHT  
THAT SHINETH MORE AND MORE  
UNTO THE PERFECT DAY

PROVERBS 4 - 18

ERECTED A. D. 1960



"AFTER"



THE MINNESOTA DAUGHTERS OF THE  
AMERICAN REVOLUTION  
DEDICATE THIS AREA  
TO THEIR BELOVED STATE REGENTS  
PAST, PRESENT, AND FUTURE

THE PATH OF THE JUST  
IS AS A SHINING LIGHT  
THAT SHINETH MORE AND MORE  
UNTO THE PERFECT DAY  
PROVERBS 4 - 18

ERECTED A. D. 1960

# AITKIN COUNTY ADMINISTRATION

**Aitkin County Courthouse**  
217 Second Street N.W., Room 134  
Aitkin, MN 56431  
218-927-7276  
Fax: 218-927-7374

May 24, 2017

Faye Leach  
Daughters of the American Revolution  
22309 E. Lake Hubert Drive  
Brainerd, MN 56401

Dear Ms. Leach:

On May 23, 2017 the Aitkin County Board reviewed your request to remove the bronze 1936 marker honoring Aitkin County veterans from the boulder located on the corner of the courthouse lawn, restore, and replace it.

The marker reads in part, "In Memory of Those Aitkin County Soldiers Who Lost Their Lives in the World War."

Your request has been approved.

Sincerely,

J. Mark Wedel, Chair  
Aitkin County Board of Commissioners

cc: Board Correspondence File





# Board of County Commissioners Agenda Request

3A

Agenda Item #

**Requested Meeting Date:** May 23, 2017

**Title of Item:** Building Project

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input 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*
<b>Submitted by:</b> Ross Wagner		<b>Department:</b> Economic Development & Forest Ind
<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator		<b>Estimated Time Needed:</b> 30 Minutes
<b>Summary of Issue:</b> <p>Following are the actions needed by the County Board to continue with the Courthouse Addition and Remodel project. The recommendation from the Facilities Committee is to go ahead with construction as planned. In order to do so, the below actions are needed.</p> <p>First action, authorize contract for services for Final Design and Bid Documents from Bruce Schwartzman, BKV Group. A copy of the proposal is attached, Bruce will be present at the meeting. The cost for this is included under the project budget as Architect/Engineering Fee.</p> <p>Second action, authorize a contract for services with Contegrity Group, Inc for Construction Management Services. A draft proposal is attached and the cost for services is included in the project budget. Travis Fuechtmann will be present as well.</p> <p>Third action, starting the Bond Issuance. The first steps in this process are a Sale Recommendation report and passing a Resolution to authorize the sale of Bonds to finance the Courthouse Addition and Remodel project. Though we are authorized to issue \$10,500,000.00 I would recommend sticking with the original estimate of \$10,215,000.00. The resolution authorizing the sale of bonds and Sale Report are the first step among several that will take place over the course of the summer. Paul Steinman, Springsted will be present.</p> <p>Fourth action, formal adoption of Dorsey &amp; Whitney LLP as Bond Counsel, letter attached.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Approve action items.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



**AIA**<sup>®</sup>

# Document B101<sup>™</sup> – 2007

## Standard Form of Agreement Between Owner and Architect

**AGREEMENT** made as of the twenty-third day of May in the year two thousand seventeen  
(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  
217 2<sup>nd</sup> Street NW  
Room 134  
Aitkin, MN 56431

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

Boarman Kroos Vogel Group, Inc.  
dba BKV Group  
222 N. 2<sup>nd</sup> Street, Ste. 101  
Minneapolis, MN 55401

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

Aitkin County Government Center Remodeling & Expansion  
217 2<sup>nd</sup> St. NW  
Aitkin, MN 56431

The project includes demolition of the 1915 jail, remodeling of the 1929 courthouse and a new 3 story courts addition (approximately 5,600 SF) and new addition 3 story government center (approximately 21,600 SF).

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.

AIA Document B101<sup>™</sup> – 2007 (formerly B151<sup>™</sup> – 1997). Copyright © 1974, 1978, 1987, 1997 and 2007 by The American Institute of Architects. All rights reserved. **WARNING: This AIA<sup>®</sup> Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA<sup>®</sup> Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.** This document was produced by AIA software at 16:29:06 on 05/17/2017 under Order No.4760467236\_1 which expires on 06/15/2017, and is not for resale.

User Notes:

(1232487760)

**TABLE OF ARTICLES**

- 1 INITIAL INFORMATION
- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
- 4 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

**EXHIBIT A INITIAL INFORMATION**

**ARTICLE 1 INITIAL INFORMATION**

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

*(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)*

Based on the plans and concept design as developed with Aitkin County.

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:  
Anticipated to be October 2017
- .2 Substantial Completion date:  
Estimated to be March 2019 (Depending on phasing)

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

**ARTICLE 2 ARCHITECT'S RESPONSIBILITIES**

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

Init.

§ 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 for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:

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

.1 General Liability

Commercial General Liability with policy limits of not less than One Million Dollars (\$1,000,000) per occurrence and in the aggregate for bodily injury and property damage.

.2 Automobile Liability

Automobile Liability covering owned and rented vehicles operated by the Architect with policy limits of not less than One Million Dollars (\$1,000,000) combined single limit and aggregate for bodily injury and property damage.

.3 Workers' Compensation

Workers' compensation at statutory limits and Employer's Liability with a policy limit of not less than Five Hundred Thousand Dollars (\$500,000).

.4 Professional Liability

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

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

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

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, 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, but not the services of, the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness 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

Int.

AIA Document B101™ – 2007 (formerly B151™ – 1997). Copyright © 1974, 1978, 1987, 1997 and 2007 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 16:29:06 on 05/17/2017 under Order No.4760467236\_1 which expires on 06/15/2017, and is not for resale.

User Notes:

(1232487760)

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 made without the Architect's approval.

§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 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, and the proposed procurement or 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, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's 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 modeling. 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 environmentally responsible 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 other environmentally responsible design services under Article 4.

§ 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.

Init.

### § 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 such other elements as may be appropriate. 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.

§ 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 of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct 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 into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and 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.

§ 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 BIDDING OR NEGOTIATION 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 If requested by Owner, the Architect shall assist the Owner in bidding the Project by

- .1 procuring the reproduction of Bidding Documents for distribution to prospective bidders;
- .2 distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to prospective bidders;
- .3 organizing and conducting a pre-bid conference for prospective bidders;

- .4 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and
- .5 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 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall 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 If requested by the Owner, the Architect shall assist the Owner in obtaining proposals by

- .1 procuring the reproduction 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; and
- .3 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 The Architect shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall 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™-2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2007, 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 4.3, 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 4.3.3, 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 report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) 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 such 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

Init.



Contractor, Subcontractors, material and equipment 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 A201-2007, 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 and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to 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 material 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. 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 In accordance with the Architect-approved submittal schedule, 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, not for substitution for or deviation from the requirements of 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, unless otherwise specifically stated by the Architect, of any 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

Init.



appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to the provisions of Section 4.3, 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 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 authorize 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 the provisions of Section 4.3, 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 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating 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 the Work is found to be substantially complete, 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 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional 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. *(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)*

<b>Additional Services</b>	<b>Responsibility (Architect, Owner or Not Provided)</b>	<b>Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)</b>
§ 4.1.1 Programming	Not Provided	
§ 4.1.2 Multiple preliminary designs	Architect	Provided in base contract
§ 4.1.3 Measured drawings	Not Provided	
§ 4.1.4 Existing facilities surveys	Not Provided	
§ 4.1.5 Site Planning	Architect	Provided in base contract
§ 4.1.6 Building Information Modeling	Not Provided	
§ 4.1.7 Civil engineering	Architect	Provided in base contract
§ 4.1.8 Landscape design	Architect	Provided in base contract
§ 4.1.9 Architectural Interior Design	Architect	Provided in base contract
§ 4.1.10 Value Analysis (B204™-2007)	Not Provided	
§ 4.1.11 Detailed cost estimating	TBD	CM option to be reviewed
§ 4.1.12 On-site Project Representation (B207™-2008)	Architect	Twice a month, see 4.3.3
§ 4.1.13 Conformed construction documents	Not Provided	
§ 4.1.14 As-Designed Record drawings	Not Provided	
§ 4.1.15 As-Constructed Record drawings	Not Provided	
§ 4.1.16 Post occupancy evaluation	Architect	Provided in base contract
§ 4.1.17 Facility Support Services (B210™-2007)	Not Provided	
§ 4.1.18 Tenant-related services	Not Provided	Support as needed
§ 4.1.19 Coordination of Owner's consultants	Architect	Provided in base contract
§ 4.1.20 Telecommunications/data design	Not Provided	
§ 4.1.21 Security Planning	Architect	Provided in base contract
§ 4.1.22 Commissioning (B211™-2007)	Not Provided	
§ 4.1.23 Extensive environmentally responsible design	Not Provided	
§ 4.1.24 LEED® Certification (B214™-2012)	Not Provided	
§ 4.1.25 Fast-track design services	Not Provided	
§ 4.1.26 Historic Preservation (B205™-2007)	Not Provided	Support as needed for local historic society
§ 4.1.27 Furniture, Furnishings, and Equipment Design (B253™-2007)	Not Provided	

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect's responsibility, if not further described in an exhibit attached to this document.

§ 4.3 Additional Services may be provided 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 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.3.1 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 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, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;

Init.

- .3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .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 or necessary third parties;
- .5 Preparing digital data 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 bidders or persons providing 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;
- .12 Providing the services of special inspectors.

§ 4.3.2 To avoid delay in the Construction Phase, the Architect may provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services, and the Architect shall not be required to continue such services:

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule agreed to 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;
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or
- .6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion identified in Initial Information, whichever is earlier.

§ 4.3.3 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:

- .1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor
- .2 Twice a month ( 32 ) visits per month to the site by the Architect over the duration of the Project 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 One ( 1 ) inspections for any portion of the Work to determine final completion

§ 4.3.4 If the services covered by this Agreement have not been completed within twenty-two ( 22 ) 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. Within 15 days after receipt of a written request

init.

from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall establish and periodically update 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. 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, provide information 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 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 but are not limited to 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 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 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 maintain professional liability insurance as appropriate to the services provided.

§ 5.7 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.

§ 5.8 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.

§ 5.9 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.

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

§ 5.11 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.

§ 5.12 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.

§ 5.13 The Owner shall be responsible for all permits necessary for the operation and maintenance of the completed Project.

## 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 does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, 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 may 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, 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 make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. 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 requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

§ 6.4 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, 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 and the Architect provided all estimates of the Cost of Work, the Architect, without additional compensation, 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. 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. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 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 Upon execution of this Agreement, 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, including prompt payment of all sums when due, under this Agreement. 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 material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service 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 author of the Instruments of Service, the Owner shall remove the author's seals, certifications and identification from the Instruments of Service and hereby 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.

§ 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.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 GENERAL

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement 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 A201-2007, 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.

Init.

§ 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 the Agreement. A request for mediation shall be made in writing, delivered to the other party to the 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. If the Owner and Architect do not select a method of binding dispute resolution below, 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.)*

- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other (Specify)

### § 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).

Init.



§ 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.

#### 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 Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project or a part thereof, 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 30 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 30 days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

§ 9.8 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 11.9.

#### ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that 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 A201-2007, 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

Init.

AIA Document B101™ – 2007 (formerly B151™ – 1997). Copyright © 1974, 1978, 1987, 1997 and 2007 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 16:29:06 on 05/17/2017 under Order No.4760467236\_1 which expires on 06/15/2017, and is not for resale.

User Notes:

(1232487760)



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.

§ 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 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, including, without limitation, asbestos, polychlorinated biphenyl (PCB), mycotoxins and bacterial substances.

§ 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.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

#### ARTICLE 11 COMPENSATION

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

*(Insert amount of, or basis for, compensation.)*

The fee shall be a lump sum of \$568,000.00. Reimbursable expenses are industry standard for costs such as travel, printing, lodging, shipping, etc. This will be invoiced monthly with no mark ups. The not to exceed amount shall be \$40,000.00.

§ 11.2 For Additional Services designated in Section 4.1, 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.)*

Items determined to be a change to the contract as additional services will be reviewed and approved by Aitkin County based on the scope of work and the hourly rates of the BKV team to complete the work.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

Items determined to be a change to the contract as additional services will be reviewed and approved by Aitkin County based on the scope of work and the hourly rates listed in 11.7 of the BKV team to complete the work. All hourly rates for Additional Services are subject to a potential 3% annual cost of living increase effective January 1 of each year.

§ 11.4 Compensation for 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 zero percent ( 0 %), or as otherwise stated below:

AIA Document B101™ – 2007 (formerly B151™ – 1997). Copyright © 1974, 1978, 1987, 1997 and 2007 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 16:29:06 on 05/17/2017 under Order No.4760467236\_1 which expires on 06/15/2017, and is not for resale.

User Notes:

(1232487760)

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

Schematic Design Phase	fifteen	percent (	15	%)
Design Development Phase	twenty	percent (	20	%)
Construction Documents Phase	thirty-five	percent (	35	%)
Bidding or Negotiation Phase	five	percent (	5	%)
Construction Phase	twenty-five	percent (	25	%)
<hr/>				
Total Basic Compensation	one hundred	percent (	100	%)

§ 11.6 When compensation is based on a percentage of the Cost of the Work 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, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. 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, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

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

Employee or Category	Rate
MANAGING PARTNER	\$180-\$270
MANAGING ARCHITECT	\$165-\$175
SENIOR PROJECT ARCHITECT	\$150-\$165
SENIOR ARCHITECTURAL DESIGNER	\$150-\$160
PROJECT ARCHITECT III	\$120-\$130
PROJECT ARCHITECT II	\$115-\$125
PROJECT ARCHITECT I	\$100-\$110
ARCHITECTURAL DESIGNER III	\$110-\$120
ARCHITECTURAL DESIGNER II	\$90-\$95
ARCHITECTURAL DESIGNER I	\$80-\$85
SENIOR LANDSCAPE ARCHITECT	\$140-\$145
LANDSCAPE ARCHITECT III	\$120-\$130
LANDSCAPE ARCHITECT II	\$115-\$125
LANDSCAPE ARCHITECT I	\$100-\$110
LANDSCAPE DESIGNER III	\$110-\$120
LANDSCAPE DESIGNER II	\$90-\$95
LANDSCAPE DESIGNER I	\$80-\$85
PARTNER/SENIOR INTERIOR DESIGNER	\$180-\$200
SENIOR INTERIOR DESIGNER	\$110-\$125
INTERIOR DESIGNER III	\$95-\$100
INTERIOR DESIGNER II	\$85-\$95
INTERIOR DESIGNER I	\$70-\$80
SENIOR MECHANICAL ENGINEER	\$165-\$190
SENIOR MECHANICAL DESIGNER	\$120-\$170
MECHANICAL ENGINEER	\$130-\$150
MECHANICAL, EIT	\$90-\$130
MECHANICAL DESIGNER III	\$110-\$120

AIA Document B101™ – 2007 (formerly B151™ – 1997). Copyright © 1974, 1978, 1987, 1997 and 2007 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 16:29:06 on 05/17/2017 under Order No.4780467236\_1 which expires on 06/15/2017, and is not for resale.

User Notes:

(1232487760)

MECHANICAL DESIGNER II	\$90-\$95
MECHANICAL DESIGNER I	\$80-\$85
SENIOR ELECTRICAL ENGINEER	\$170-\$180
ELECTRICAL ENGINEER	\$130-\$145
SENIOR ELECTRICAL DESIGNER	\$125-\$130
ELECTRICAL, EIT	\$90-\$130
ELECTRICAL DESIGNER III	\$110-\$120
ELECTRICAL DESIGNER II	\$90-\$95
ELECTRICAL DESIGNER I	\$80-\$85
SENIOR STRUCTURAL ENGINEER	\$155-\$190
STRUCTURAL ENGINEER	\$130-\$150
SENIOR STRUCTURAL DESIGNER	\$110-\$120
STRUCTURAL, EIT	\$90-\$130
STRUCTURAL DESIGNER III	\$110-\$120
STRUCTURAL DESIGNER II	\$90-\$95
STRUCTURAL DESIGNER I	\$80-\$85
PARTNER/ SENIOR CONSTRUCTION ADMIN.	\$230-\$240
SENIOR CONSTRUCTION ADMINISTRATOR	\$150-\$185
CONSTRUCTION ADMINISTRATOR	\$100-\$160
SPECIFICATIONS WRITER	\$140-\$180
QUALITY ASSURANCE	\$145-\$170
CODE SPECIALIST	\$165-\$170
INTERNS/MODEL BUILDING	\$60-\$70

**§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES**

**§ 11.8.1** Reimbursable Expenses are in addition to compensation for Basic 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 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, 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, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 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 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE**

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

**§ 11.10 PAYMENTS TO THE ARCHITECT**

**§ 11.10.1** 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.

Init.

§ 11.10.2 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 forty-five (45) 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.)

Current Prime Rate plus 1% per month. Objections to invoices not made in writing within 30 days of invoice date are deemed waived.

§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation for any claimed damage or expense or 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.

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

## ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

12.1 If a Change order or Construction Change Directive is necessary due to an omission, oversight, or other act caused by the Architect, the Architect shall prepare drawings, specifications, and other documents and supporting data, evaluate Contractor's proposals, and provide other services as may be required in connection with Change Orders and Construction Change Directives at no additional cost to the Owner. Changes requiring additional time as requested by Owner, Contractor, Job Condition, Building Code, etc., out of the control of the Architect, would be an Additional Service.

12.2 Should the project be terminated at any time by the Owner prior to completion of any phase, the Architect will receive one hundred (100%) percent of any work completed prior to and up to the date of project termination.

12.3 If adjustments or modifications to the completed construction documents are required to meet the Owner's budget resulting in a change in budget by the Owner or due to discrepancies in the initial Design Development or Construction Document estimates by the Owner's consultant, such adjustments and changes are to be compensated to the Architect as an Additional Service.

12.4 If services described under Additional Services are required due to circumstances beyond the Architect's control, the Architect shall notify the Owner in writing and receive the Owner's approval for Scope and Fees in writing prior to commencing such services.

12.5 The date of final completion shall be established prior to the completion of the Owner-Contractor Agreement. The extent of project representation of the Architect for Basic Services shall coincide with a date thirty (30) days beyond the date of final completion. At that time, further project representation beyond Basic Services shall be an Additional Service at the request and approval of the Owner.

12.6 The Architect's visits to the site during Construction Phase shall average twice per month.

12.7 At the request of the Owner, the Architect shall conduct one (1) inspection after the date of final completion, at the end of eleven (11) months of occupancy for the purpose of ensuring that the facility is in full compliance with the Construction Documents and to notify the Owner of any unfinished work.

12.8 A project contingency will be part of the Construction Phase budget for unforeseen conditions, required modifications to the documents, code interpretations and Owner-requested changes.

12.9 The Architect includes in the basic fee the work for the City submittals and approvals.

Init.

12.10 In the performance of its obligations under this Agreement, the Architect will comply with applicable provisions of any Federal, State, or local law prohibiting discrimination on the grounds of race, color, creed, sex, political affiliation, affectional preference, or national origin. The provisions of Minnesota Statutes Section 181.59 are incorporated by reference into this Agreement.

12.11 The Civil Engineering, survey and site testing will be a cost paid by the Owner and not a part of this contract.

12.12 The mechanical and electrical design services, plus interior design and landscape design, are included as part of the basic service fee as defined in Section 12.2.

12.13 The Architect, if requested by the Owner, shall design the project to allow the Owner to have a project that complies with the National Multi-Housing Green Building Standards, Green Communities or other Green Program, for an additional agreed to fee amount.

12.14 The anticipated schedule for the completion of the work is attached.

12.15 The Architect shall provide a punch-out walk-through with the Owner for all the units. The model units shall be approved by the Owner as the standard for the punch-out completion for the remaining units.

12.16 The Attachment "A" – AIA General Conditions 201, Version 2007 is included as part of the Architect's responsibilities and as defined in the document to be provided by the Architect.

12.17 All hourly rates for additional services are subject to a potential 3% annual cost of living increase effective January of each year.

12.18 If HUD financing is pursued, additional services of \$30,000 will be requested for additional work. Scope, process and schedule delays are expected.

12.19 Marketing support/brochure quality graphics of unit types, overall floor plans, or additional 3D Renderings other than what has been produced through documents stage shall be an additional charge.

### 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 Owner and Architect.

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

- .1 AIA Document B101™–2007, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed, or the following:
  
- .3 Other documents:  
*(List other documents, if any, including Exhibit A, Initial Information, and additional scopes of service, if any, forming part of the Agreement.)*

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

**OWNER**

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

J. Mark Wedel, County Chair

\_\_\_\_\_  
*(Printed name and title)*

**ARCHITECT**

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

Bruce Schwartzman, AIA – Partner

\_\_\_\_\_  
*(Printed name and title)*

**ARCHITECT**

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

Jack Boarman, AIA – CEO

\_\_\_\_\_  
*(Printed name and title)*

In It.

AIA Document B101™ – 2007 (formerly B151™ – 1997). Copyright © 1974, 1978, 1987, 1997 and 2007 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 16:29:06 on 05/17/2017 under Order No.4760467236\_1 which expires on 06/15/2017, and is not for resale.

User Notes:

(1232487760)

# AIA<sup>®</sup> Document C132<sup>™</sup> - 2009

## Standard Form of Agreement Between Owner and Construction Manager as Adviser

AGREEMENT made as of the «Twenty-Third» day of «May» in the year «Two Thousand Seventeen»  
(In words, indicate day, month and year.)

BETWEEN the Owner:  
(Name, legal status, address and other information)

«Aitkin County  
217 2<sup>nd</sup> St NW, Rm 134  
Aitkin, MN 56431»

and the Construction Manager:  
(Name, legal status, address and other information)

«Contegrity Group, Inc.» « »  
«101 First Street SE  
Little Falls, MN 56345»

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

«Aitkin County Government Center Addition  
217 2<sup>nd</sup> St NW  
Aitkin MN 56431  
New 3-story government services addition with secured central lobby space totaling 27,000 SF. Existing courthouse remodel totaling 6,000 SF. All in Aitkin MN »

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

« BKV Group  
222 North 2<sup>nd</sup> St  
Minneapolis MN 55401»

The Owner and Construction Manager 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.

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

This document is intended to be used in conjunction with AIA Documents A132<sup>™</sup>-2009, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; A232<sup>™</sup>-2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; and B132<sup>™</sup>-2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition.

AIA Document A232<sup>™</sup>-2009 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

**ELECTRONIC COPYING** of any portion of this AIA<sup>®</sup> Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	CONSTRUCTION MANAGER'S RESPONSIBILITIES
3	SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES
4	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.  
*(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution" or "to be determined later by mutual agreement.")*

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

«Project development to progress with team participation including owner, architect, architect's consultants and construction manager.»

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

«New 3-story government services addition with secured central lobby space totaling 27,000 SF. Existing courthouse remodel totaling 6,000 SF. All in Aitkin MN »

§ 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.)*

«Construction cost of \$9,476,447.00 and project total cost of \$9,836,983.00.»

§ 1.1.4 The Owner's anticipated design and construction schedule:

- .1 Design phase milestone dates, if any:

«TBD»



.2 Commencement of construction:

«September 2017»

.3 Substantial Completion date or milestone dates:

«TBD »

.4 Other:

« »

§ 1.1.5 The Owner intends the following procurement method for the Project:  
(Identify method such as competitive bid, negotiated Contract or multiple Prime Contracts.)

«Competitively Bid / Multiple Prime Contracts »

§ 1.1.6 The Owner's requirements for accelerated or fast-track scheduling, multiple bid packages, or phased construction are set forth below:  
(List number and type of bid/procurement packages.)

«NA »

§ 1.1.7 Other Project information:  
(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements.)

«Project has state historic preservation requirements»

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.5:  
(List name, address and other information.)

«Jessica Seibert  
Aitkin County Administrator  
Aitkin County  
217 2<sup>nd</sup> St NW, Rm 134  
Aitkin MN 56431»

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

«TBD if any »

§ 1.1.10 Unless provided by the Construction Manager, the Owner will retain the following consultants and contractors:  
(List name, legal status, address and other information.)

.1 Land Surveyor:

«TBD »« »

.2 Geotechnical Engineer:

«TBD »« »

.3 Civil Engineer:

«TBD »« »

- 4 Other:  
*(List any other consultants retained by the Owner, such as a Project or Program Manager, or construction contractor.)*

« »

§ 1.1.11 The Construction Manager identifies the following representative in accordance with Section 2.4:  
*(List name, address and other information.)*

«Travis Fuechtmann  
Contegrity Group, Inc.  
101 First Street SE  
Little Falls, MN 56345»

§ 1.1.12 The Construction Manager's staffing plan as required under Section 3.3.2 shall include:  
*(List any specific requirements and personnel to be included in the staffing plan, if known.)*

«TBD »

§ 1.1.13 The Construction Manager's consultants retained under Basic Services, if any:

- .1 Cost Estimator:  
*(List name, legal status, address and other information.)*

«NA »« »

« »

« »

« »

« »

- .2 Other consultants:

« »

§ 1.1.14 The Construction Manager's consultants retained under Additional Services:

«NA »

§ 1.1.15 Other Initial Information on which the Agreement is based:

«BKV Group's concept study dated March 14, 2017»

§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Construction Manager shall appropriately adjust the schedules, the Construction Manager's services and the Construction Manager's compensation.

## ARTICLE 2 CONSTRUCTION MANAGER'S RESPONSIBILITIES

§ 2.1 The Construction Manager shall provide the services as set forth in this Agreement.

§ 2.2 The Construction Manager shall perform its services consistent with the skill and care ordinarily provided by construction managers practicing in the same or similar locality under the same or similar circumstances. The Construction Manager shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Project.

§ 2.3 The Construction Manager shall provide its services in conjunction with the services of an Architect as described in AIA Document B132™-2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. The Construction Manager shall not be responsible for actions taken by the Architect.

§ 2.4 The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

§ 2.5 Except with the Owner's knowledge and consent, the Construction Manager shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Construction Manager's judgment with respect to this Project.

§ 2.6 The Construction Manager shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Construction Manager normally maintains, the Owner shall reimburse the Construction Manager for any additional cost.

§ 2.6.1 Comprehensive General Liability with policy limits of not less than (See Attached Exhibit A) for each occurrence and in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering owned and rented vehicles operated by the Construction Manager with policy limits of not less than (See Attached Exhibit A) combined single limit and aggregate for bodily injury and property damage.

§ 2.6.3 The Construction Manager may use umbrella or excess liability insurance to achieve the required coverage for Comprehensive General Liability and Automobile Liability, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies.

§ 2.6.4 Workers' Compensation at statutory limits and Employers Liability with a policy limit of not less than (See Attached Exhibit A).

§ 2.6.5 Professional Liability covering the Construction Manager's negligent acts, errors and omissions in its performance of services with policy limits of not less than (See Attached Exhibit B) per claim and in the aggregate.

§ 2.6.6 The Construction Manager shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.6. The certificates will show the Owner as an additional insured on the Comprehensive General Liability, Automobile Liability, umbrella or excess policies.

### ARTICLE 3 SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES

#### § 3.1 Definition

The Construction Manager's Basic Services consist of those described in Sections 3.2 and 3.3 and include usual and customary construction coordination and scheduling, constructability review, cost estimating, and allocation of construction activities among the Multiple Prime Contractors.

#### § 3.2 Preconstruction Phase

§ 3.2.1 The Construction Manager shall review the program furnished by the Owner and any evaluation of the Owner's program provided by the Architect, to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner and Architect.

§ 3.2.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

§ 3.2.3 The Construction Manager shall prepare, and deliver to the Owner, a written Construction Management Plan that includes, at a minimum, the following: (1) preliminary evaluations required in Section 3.2.2, (2) a Project schedule, (3) cost estimates, (4) recommendations for Project delivery method, and (5) Contractors' scopes of Work, if multiple Contractors or fast-track construction will be used. The Construction Manager shall periodically update the Construction Management Plan over the course of the Project.

§ 3.2.4 Based on preliminary design and other design criteria prepared by the Architect, the Construction Manager shall prepare preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume or similar conceptual estimating techniques for the Architect's review and Owner's approval. If the Architect suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of those alternative materials and systems and may also provide its own suggestions.

§ 3.2.5 The Construction Manager shall expeditiously review design documents during their development and advise the Owner and Architect on proposed site use and improvements, selection of materials, and building systems and equipment. The Construction Manager shall also provide recommendations to the Owner and Architect on constructability, availability of materials and labor, sequencing for phased construction, time requirements for procurement, installation and construction, and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions.

§ 3.2.6 The Construction Manager shall prepare and periodically update the Project schedule included in the Construction Management Plan for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities and highlight items that could affect the Project's timely completion.

§ 3.2.7 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, estimates of the Cost of the Work of increasing detail and refinement. The Construction Manager shall include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in the estimates of the Cost of the Work. Such estimates shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall advise the Owner and Architect if it appears that the Cost of the Work may exceed the Owner's budget and make recommendations for corrective action.

§ 3.2.8 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall consult with the Owner and Architect and make recommendations whenever the Construction Manager determines that design details adversely affect constructability, cost or schedules.

§ 3.2.9 The Construction Manager shall provide recommendations and information to the Owner and Architect regarding the assignment of responsibilities for temporary Project facilities and equipment, materials and services for common use of the Contractors. The Construction Manager shall verify that such requirements and assignment of responsibilities are included in the proposed Contract Documents.

§ 3.2.10 The Construction Manager shall provide recommendations and information to the Owner regarding the allocation of responsibilities for safety programs among the Contractors.

§ 3.2.11 The Construction Manager shall provide recommendations to the Owner on the division of the Project into individual Contracts for the construction of various categories of Work, including the method to be used for selecting Contractors and awarding Contracts. If multiple Contracts are to be awarded, the Construction Manager shall review the Drawings and Specifications and make recommendations as required to provide that (1) the Work of the Contractors is coordinated, (2) all requirements for the Project are assigned to the appropriate Contract, (3) the likelihood of jurisdictional disputes is minimized, and (4) proper coordination is provided for phased construction.

§ 3.2.12 The Construction Manager shall update the Project schedule to include the components of the Work, including phasing of construction, times of commencement and completion required of each Contractor, ordering and delivery of products, including those that must be ordered well in advance of construction, and the occupancy requirements of the Owner.

§ 3.2.13 The Construction Manager shall expedite and coordinate the ordering and delivery of materials, including those that must be ordered well in advance of construction.

§ 3.2.14 The Construction Manager shall assist the Owner in selecting, retaining and coordinating the professional services of surveyors, special consultants and testing laboratories required for the Project.

§ 3.2.15 The Construction Manager shall provide an analysis of the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The Construction Manager shall make recommendations for actions designed to minimize adverse effects of labor shortages.

§ 3.2.16 The Construction Manager shall assist the Owner in obtaining information regarding applicable requirements for equal employment opportunity programs, and other programs as may be required by governmental and for quasi governmental authorities for inclusion in the Contract Documents.

§ 3.2.17 Following the Owner's approval of the Drawings and Specifications, the Construction Manager shall update and submit the latest estimate of the Cost of the Work and the Project schedule for the Architect's review and the Owner's approval.

§ 3.2.18 The Construction Manager shall submit the list of prospective bidders for the Architect's review and the Owner's approval.

§ 3.2.19 The Construction Manager shall develop bidders' interest in the Project and establish bidding schedules. The Construction Manager, with the assistance of the Architect, shall issue bidding documents to bidders and conduct pre-bid conferences with prospective bidders. The Construction Manager shall issue the current Project schedule with each set of bidding documents. The Construction Manager shall assist the Architect with regard to questions from bidders and with the issuance of addenda.

§ 3.2.20 The Construction Manager shall receive bids, prepare bid analyses and make recommendations to the Owner for the Owner's award of Contracts or rejection of bids.

§ 3.2.21 The Construction Manager shall assist the Owner in preparing Construction Contracts and advise the Owner on the acceptability of Subcontractors and material suppliers proposed by Multiple Prime Contractors.

§ 3.2.22 The Construction Manager shall assist the Owner in obtaining building permits and special permits for permanent improvements, except for permits required to be obtained directly by the various Multiple Prime Contractors. The Construction Manager shall verify that the Owner has paid applicable fees and assessments. The Construction Manager shall assist the Owner and Architect in connection with the Owner's responsibility for filing documents required for the approvals of governmental authorities having jurisdiction over the Project.

### § 3.3 Construction Phase Administration of the Construction Contract

§ 3.3.1 Subject to Section 4.3, the Construction Manager's responsibility to provide Construction Phase Services commences with the award of the initial Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.3.2 The Construction Manager shall provide a staffing plan to include one or more representatives who shall be in attendance at the Project site whenever the Work is being performed.

§ 3.3.3 The Construction Manager shall provide on-site administration of the Contracts for Construction in cooperation with the Architect as set forth below and in AIA Document A232™-2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition. If the Owner and Contractor modify AIA Document A232-2009, those modifications shall not affect the Construction Manager's services under this Agreement unless the Owner and the Construction Manager amend this Agreement.

§ 3.3.4 The Construction Manager shall provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Multiple Prime Contractors with each other and with those of the Construction Manager, the Owner and the Architect. The Construction Manager shall coordinate the activities of the Multiple Prime Contractors in accordance with the latest approved Project schedule and the Contract Documents.

§ 3.3.5 Utilizing the construction schedules provided by the Multiple Prime Contractors, the Construction Manager shall update the Project schedule, incorporating the activities of the Owner, Architect, and Multiple Prime

Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery and procurement of products, including those that must be ordered well in advance of construction. The Project schedule shall include the Owner's occupancy requirements showing portions of the Project having occupancy priority. The Construction Manager shall update and reissue the Project schedule as required to show current conditions. If an update indicates that the previously approved Project schedule may not be met, the Construction Manager shall recommend corrective action, if any, to the Owner and Architect.

§ 3.3.6 The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, and scheduling of the Work. The Construction Manager shall prepare and promptly distribute minutes to the Owner, Architect and Multiple Prime Contractors.

§ 3.3.7 Utilizing information from the Multiple Prime Contractors, the Construction Manager shall schedule and coordinate the sequence of construction and assignment of space in areas where the Multiple Prime Contractors are performing Work, in accordance with the Contract Documents and the latest approved Project schedule.

§ 3.3.8 The Construction Manager shall schedule all tests and inspections required by the Contract Documents or governmental authorities, and arrange for the delivery of test and inspection reports to the Owner and Architect.

§ 3.3.9 The Construction Manager shall endeavor to obtain satisfactory performance from each of the Multiple Prime Contractors. The Construction Manager shall recommend courses of action to the Owner when requirements of a Contract are not being fulfilled.

§ 3.3.10 The Construction Manager shall monitor and evaluate actual costs for activities in progress and estimates for uncompleted tasks and advise the Owner and Architect as to variances between actual and budgeted or estimated costs. If the Contractor is required to submit a Control Estimate, the Construction Manager shall meet with the Owner and Contractor to review the Control Estimate. The Construction Manager shall promptly notify the Contractor if there are any inconsistencies or inaccuracies in the information presented. The Construction Manager shall also report the Contractor's cost control information to the Owner.

§ 3.3.11 The Construction Manager shall develop cash flow reports and forecasts for the Project.

§ 3.3.12 The Construction Manager shall maintain accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.

§ 3.3.12.1 The Construction Manager shall develop and implement procedures for the review and processing of Applications for Payment by Multiple Prime Contractors for progress and final payments.

§ 3.3.12.2 Not more frequently than monthly, the Construction Manager shall review and certify the amounts due the respective Contractors as follows:

- .1 Where there is only one Contractor responsible for performing the Work, the Construction Manager shall, within seven days after the Construction Manager receives the Contractor's Application for Payment, review the Application, certify the amount the Construction Manager determines is due the Contractor, and forward the Contractor's Application and Certificate for Payment to the Architect.
- .2 Where there are Multiple Prime Contractors responsible for performing different portions of the Project, the Construction Manager shall, within seven days after the Construction Manager receives each Contractor's Application for Payment: (1) review the Applications and certify the amount the Construction Manager determines is due each Contractor, (2) prepare a Summary of Contractors' Applications for Payment by summarizing information from each Contractor's Application for Payment, (3) prepare a Project Application and Certificate for Payment, (4) certify the total amount the Construction Manager determines is due all Multiple Prime Contractors collectively, and (5) forward the Summary of Contractors' Applications for Payment and Project Application and Certificate for Payment to the Architect.

§ 3.3.12.3 The Construction Manager's certification for payment shall constitute a representation to the Owner, based on the Construction Manager's evaluations of the Work and on the data comprising the Contractors' Applications

for Payment, that, to the best of the Construction Manager's knowledge, information and belief, the Work has progressed to the point indicated and the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion and to specific qualifications expressed by the Construction Manager. The issuance of a Certificate for Payment shall further constitute a recommendation to the Architect and Owner that the Contractor be paid the amount certified.

**§ 3.3.12.4** The certification of an Application for Payment or a Project Application for Payment by the Construction Manager shall not be a representation that the Construction Manager 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 for the Contractor's own Work, or procedures; (3) reviewed copies of requisitions received from Subcontractors and material 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.

**§ 3.3.13** The Construction Manager shall review the safety programs developed by each of the Multiple Prime Contractors solely and exclusively for purposes of coordinating the safety programs with those of the other Contractors and for making recommendations to the Owner for any safety programs not included in the Work of the Multiple Prime Contractors. The Construction Manager's responsibilities for coordination of safety programs shall not extend to direct control over or charge of the acts or omissions of the Contractor, Multiple Prime Contractors, Subcontractors, agents or employees of the Contractors or Multiple Prime Contractors or Subcontractors, or any other persons performing portions of the Work and not directly employed by the Construction Manager.

**§ 3.3.14** The Construction Manager shall determine in general that the Work of each Contractor is being performed in accordance with the requirements of the Contract Documents and notify the Owner, Contractor and Architect of defects and deficiencies in the Work. The Construction Manager shall have the authority to reject Work that does not conform to the Contract Documents and shall notify the Architect about the rejection. The failure of the Construction Manager to reject Work shall not constitute the acceptance of the Work. The Construction Manager shall record any rejection of Work in its daily log and include information regarding the rejected Work in its progress reports to the Architect and Owner pursuant to Section 3.3.20.1. Upon written authorization from the Owner, the Construction Manager may require and make arrangements for additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed, and the Construction Manager shall give timely notice to the Architect of when and where the tests and inspections are to be made so that the Architect may be present for such procedures.

**§ 3.3.15** The Construction Manager shall advise and consult with the Owner and Architect during the performance of its Construction Phase Services. The Construction Manager shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Construction Manager 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 of each of the Contractors, since these are solely the Contractor's rights and responsibilities under the Contract Documents. The Construction Manager shall not be responsible for a Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall be responsible for the Construction Manager'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 Multiple Prime Contractors, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

**§ 3.3.16** The Construction Manager shall transmit to the Architect requests for interpretations and requests for information of the meaning and intent of the Drawings and Specifications with its written recommendation, and assist in the resolution of questions that may arise.

**§ 3.3.17** The Construction Manager shall review requests for changes, assist in negotiating Contractors' proposals, submit recommendations to the Architect and Owner, and, if they are accepted, prepare Change Orders and Construction Change Directives that incorporate the Architect's modifications to the Contract Documents.

§ 3.3.18 The Construction Manager shall assist the Initial Decision Maker in the review, evaluation and documentation of Claims, subject to Section 4.3.1.7.

§ 3.3.19 Utilizing the submittal schedules provided by each Contractor, the Construction Manager shall prepare, and revise as necessary, a Project submittal schedule incorporating information from the Owner, Owner's consultants, Owner's separate contractors and vendors, governmental agencies, and all other participants in the Project under the management of the Construction Manager. The Project submittal schedule and any revisions shall be submitted to the Architect for approval. The Construction Manager shall promptly review all Shop Drawings, Product Data, Samples and other submittals from the Multiple Prime Contractors for compliance with the submittal requirements of the Contract, coordinate submittals with information contained in related documents, and transmit to the Architect those that the Construction Manager recommends for approval. The Construction Manager's actions shall be taken in accordance with the Project submittal schedule approved by the Architect, or in the absence of an approved Project submittal schedule, with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor, other Multiple Prime Contractors, the Owner, or the Architect.

§ 3.3.20 The Construction Manager shall keep a daily log containing a record of weather, each Contractor's Work on the site, number of workers, identification of equipment, Work accomplished, problems encountered, and other similar relevant data as the Owner may require.

§ 3.3.20.1 The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information identified below:

- .1 Work completed for the period;
- .2 Project schedule status;
- .3 Submittal schedule and status report, including a summary of remaining and outstanding submittals;
- .4 Request for information, Change Order, and Construction Change Directive status reports;
- .5 Tests and inspection reports;
- .6 Status report of nonconforming and rejected Work;
- .7 Daily logs;
- .8 Summary of all Multiple Prime Contractors' Applications for Payment;
- .9 Cumulative total of the Cost of the Work to date including the Construction Manager's compensation and reimbursable expenses at the job site, if any;
- .10 Cash-flow and forecast reports; and
- .11 Any other items the Owner may require:

«NA»

§ 3.3.20.2 In addition, for Projects constructed on the basis of the Cost of the Work, the Construction Manager shall include the following additional information in its progress reports:

- .1 Contractor's work force report;
- .2 Equipment utilization report;
- .3 Cost summary, comparing actual costs to updated cost estimates; and
- .4 Any other items as the Owner may require:

«NA»

§ 3.3.21 Utilizing the documents provided by the Contractor, the Construction Manager shall maintain at the site one copy of all Contracts, Drawings, Specifications, addenda, Change Orders and other Modifications, in good order and marked currently to record all changes and selections made during construction, and in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. The Construction Manager shall maintain records, in duplicate, of principal building layout lines, elevations of the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer. The Construction Manager shall make all such records available to the Architect and the Contractor, and upon completion of the Project, shall deliver them to the Owner.



§ 3.3.22 The Construction Manager shall arrange for the delivery, storage, protection and security of Owner-purchased materials, systems and equipment that are a part of the Project until such items are incorporated into the Work.

§ 3.3.23 With the Architect and the Owner's maintenance personnel, the Construction Manager shall observe the Contractor's or Multiple Prime Contractors' final testing and start-up of utilities, operational systems and equipment and observe any commissioning as the Contract Documents may require.

§ 3.3.24 When the Construction Manager considers each Contractor's Work or a designated portion thereof is substantially complete, the Construction Manager shall, jointly with the Contractor, prepare for the Architect a list of incomplete or unsatisfactory items and a schedule for their completion. The Construction Manager shall assist the Architect in conducting inspections to determine whether the Work or designated portion thereof is substantially complete.

§ 3.3.25 When the Work or designated portion thereof is substantially complete, the Construction Manager shall prepare, and the Construction Manager and Architect shall execute, a Certificate of Substantial Completion. The Construction Manager shall submit the executed Certificate to the Owner and Contractor. The Construction Manager shall coordinate the correction and completion of the Work. Following issuance of a Certificate of Substantial Completion of the Work or a designated portion thereof, the Construction Manager shall evaluate the completion of the Work of the Contractor or Multiple Prime Contractors and make recommendations to the Architect when Work is ready for final inspection. The Construction Manager shall assist the Architect in conducting final inspections.

§ 3.3.26 The Construction Manager shall forward to the Owner, with a copy to the Architect, the following information received from the Contractor or Multiple Prime Contractors: (1) certificates of insurance received from the Contractor or Multiple Prime Contractors; (2) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (3) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (4) any other documentation required of the Contractor under the Contract Documents, including warranties and similar submittals.

§ 3.3.27 The Construction Manager shall deliver all keys, manuals, record drawings and maintenance stocks to the Owner. The Construction Manager shall forward to the Architect a final Project Application for Payment and Project Certificate for Payment or final Application for Payment and final Certificate for Payment upon the Contractor's compliance with the requirements of the Contract Documents.

§ 3.3.28 Duties, responsibilities and limitations of authority of the Construction Manager as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the Owner, Construction Manager, Architect, Contractor and Multiple Prime Contractors. Consent shall not be unreasonably withheld.

§ 3.3.29 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Construction Manager shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

**ARTICLE 4 ADDITIONAL SERVICES**

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Construction Manager shall provide the listed Additional Services only if specifically designated in the table below as the Construction Manager's responsibility, and the Owner shall compensate the Construction Manager as provided in Section 11.2.

*(Designate the Additional Services the Construction Manager shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)*

Services	Responsibility (Construction Manager, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.1 Measured drawings	Owner	
§ 4.1.2 Architectural interior design	Owner	

(B252™-2007)		
§ 4.1.3 Tenant-related services	Owner	
§ 4.1.4 Commissioning (B211™-2007)	Owner	
§ 4.1.5 LEED® certification (B214™-2012)	Not Provided	
§ 4.1.6 Furniture, furnishings, and equipment design (B253™-2007)	Owner	

§ 4.2 Insert a description of each Additional Service designated in Section 4.1, if not further described in an exhibit attached to this document.

«NA»

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating this Agreement. Except for services required due to the fault of the Construction Manager, any Additional Services provided in accordance with this Section 4.3 shall entitle the Construction Manager to compensation pursuant to Section 11.3.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Construction Manager shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Construction Manager shall not proceed to provide the following services until the Construction Manager 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, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method, or bid packages in addition to those listed in Section 1.1.6;
- .2 Services necessitated by the enactment or revision of codes, laws or regulations or official interpretations after the date of this Agreement;
- .3 Preparation of documentation for alternate bid or proposal requests proposed by the Owner;
- .4 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .5 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Construction Manager is party thereto;
- .6 Providing consultation concerning replacement of Work resulting from fire or other cause during construction and furnishing services required in connection with the replacement of such Work;
- .7 Assistance to the Initial Decision Maker, if other than the Architect; or
- .8 Service as the Initial Decision Maker.

§ 4.3.2 To avoid delay in the Construction Phase, the Construction Manager shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Construction Manager, and the Owner shall have no further obligation to compensate the Construction Manager for those services:

- .1 Services in evaluating an extensive number of Claims submitted by a Contractor or others in connection with the Work when the Architect is serving as the Initial Decision Maker.
- .2 To the extent the Construction Manager's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion, identified in Initial Information, whichever is earlier.
- .3 Services required in an emergency to coordinate the activities of a Contractor or Multiple Prime Contractors in the event of risk of personal injury or serious property damage, consistent with Section 3.3.13.

§ 4.3.3 If the services covered by this Agreement have not been completed within «Thirty-Six» («36») months of the date of this Agreement, through no fault of the Construction Manager, extension of the Construction Manager'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 the Owner's program, other objectives,

schedule, constraints and criteria, special equipment, systems, and site requirements. Within 15 days after receipt of a written request from the Construction Manager, the Owner shall furnish the requested information as necessary and relevant for the Construction Manager to evaluate, give notice of, or enforce any lien rights, if any.

§ 5.2 The Owner shall establish and periodically update 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. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager and Architect. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the budget for the Cost of the Work or in the Project's scope and quality.

§ 5.3 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it the risk of additional costs. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.4 The Owner shall retain an Architect to provide services, duties and responsibilities as described in AIA Document B132-2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. The Owner shall provide the Construction Manager a copy of the executed agreement between the Owner and Architect, and any further modifications to the agreement.

§ 5.5 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions pertaining to documents the Construction Manager submits in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Construction Manager's services.

§ 5.6 Unless provided by the Construction Manager, 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 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.

§ 5.7 Unless provided by the Construction Manager, the Owner shall furnish services of geotechnical engineers, which may include but are not limited to 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.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Construction Manager. Upon the Construction Manager'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 in this Agreement, or authorize the Construction Manager to furnish them as an Additional Service, when the Construction Manager requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance and other liability insurance as appropriate to the services 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 Construction Manager and Architect if the Owner becomes aware of any fault or defect in Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service or any fault or defect in the Construction Manager's services.

§ 5.12 The Owner reserves the right to perform construction and operations related to the Project with the Owner's own forces, and to award contracts in connection with the Project which are not part of the Construction Manager's responsibilities under this Agreement. The Construction Manager shall notify the Owner if any such independent action will interfere with the Construction Manager's ability to perform the Construction Manager's responsibilities under this Agreement. When performing construction or operations related to the Project, the Owner agrees to be subject to the same obligations and to have the same rights as the Contractors.

§ 5.13 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Construction Manager's consultants through the Construction Manager about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Construction Manager of any direct communications that may affect the Construction Manager's services.

§ 5.14 Before executing the Contract for Construction, the Owner shall coordinate the Construction Manager's duties and responsibilities set forth in the Contract for Construction with the Construction Manager's services set forth in this Agreement. The Owner shall provide the Construction Manager a copy of the executed agreements between the Owner and Contractors, including the General Conditions of the Contracts for Construction.

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

#### 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 the contractors' general conditions costs, overhead and profit. The Cost of the Work includes the compensation of the Construction Manager and Construction Manager's Consultants during the Construction Phase only, including compensation for reimbursable expenses at the job site, if any. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, 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 may be adjusted throughout the Project as required under Sections 5.2 and 6.4. Evaluations of the Owner's budget, preliminary estimates for the Cost of the Work and detailed estimates of the Cost of the Work prepared by the Construction Manager represent the Construction Manager's judgment as a person or entity familiar with the construction industry. It is recognized, however, that neither the Construction Manager nor the Owner has control over the cost of labor, materials or equipment, over Contractors' methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Construction Manager cannot and does not warrant or represent that bids or negotiated prices will not vary from the budget proposed, established or approved by the Owner, or from any cost estimate or evaluation prepared by the Construction Manager.

§ 6.3 If the Architect is providing detailed cost estimating services as an Additional Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Architect and the Construction Manager shall work cooperatively to conform the cost estimates to one another.

§ 6.4 If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Construction Manager, in consultation with the Architect, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget, and the Owner shall cooperate with the Construction Manager and Architect in making such adjustments.

§ 6.5 If the estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 in consultation with the Construction Manager and Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .3 implement any other mutually acceptable alternative.

## ARTICLE 7 COPYRIGHTS AND LICENSES

The Construction Manager and the Construction Manager's consultants, if any, shall not own or claim a copyright in the Instruments of Service. The Construction Manager, the Construction Manager's consultants, if any, 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. If the Owner and Construction Manager intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Construction Manager shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement 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 Construction Manager 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 Construction Manager 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 A232-2009, General Conditions of the Contract for Construction. The Owner or the Construction Manager, 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 Construction Manager shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Construction Manager, its employees and its consultants in the performance of professional services under this Agreement. The Construction Manager's duty to indemnify the Owner under this provision shall be limited to the available proceeds of insurance coverage.

§ 8.1.4 The Construction Manager 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 Construction Manager's services, the Construction Manager 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 Construction Manager 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 the Agreement. A request for mediation shall be made in writing, delivered to the other party to the 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. If the Owner and Construction Manager do not select a method of binding dispute resolution below, 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.)*

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: *(Specify)*

« »

### § 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 the 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 Construction Manager 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 Construction Manager under this Agreement.

## ARTICLE 9 TERMINATION OR SUSPENSION

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

suspend services, the Construction Manager shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Construction Manager shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Construction Manager shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Construction Manager's services. The Construction Manager's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Construction Manager shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Construction Manager shall be compensated for expenses incurred in the interruption and resumption of the Construction Manager's services. The Construction Manager'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 Construction Manager, the Construction Manager 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 Construction Manager for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Construction Manager, the Construction Manager shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

§ 9.7 Termination Expenses are in addition to compensation for the Construction Manager's services and include expenses directly attributable to termination for which the Construction Manager is not otherwise compensated, plus an amount for the Construction Manager's anticipated profit on the value of the services not performed by the Construction Manager, as set forth below.

§ 9.7.1 In the event of termination for the Owner's convenience prior to commencement of construction, the Construction Manager shall be entitled to receive payment for services performed, costs incurred by reason of such termination and reasonable overhead and profit on Preconstruction services not completed during the Preconstruction Phase.

§ 9.7.2 In the event of termination for the Owner's convenience after commencement of construction, the Construction Manager shall be entitled to receive payment for services performed and costs incurred by reason of such termination, along with reasonable overhead and profit on services not completed during the Construction Phase.

#### ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that 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 A232-2009, General Conditions of the Contract for Construction, except for purposes of this Agreement, the term "Work" shall include the work of all Contractors under the administration of the Construction Manager.

§ 10.3 The Owner and Construction Manager, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Construction Manager 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.

§ 10.4 If the Owner requests the Construction Manager to execute certificates, the proposed language of such certificates shall be submitted to the Construction Manager for review at least 14 days prior to the requested dates of execution. If the Owner requests the Construction Manager to execute consents reasonably required to facilitate assignment to a lender, the Construction Manager shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Construction Manager for review at least 14 days prior to execution. The Construction Manager 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 Construction Manager.

§ 10.6 Unless otherwise required in this Agreement, the Construction Manager 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 Construction Manager shall have the right to include photographic or artistic representations of the design of the Project among the Construction Manager's promotional and professional materials. The Construction Manager shall be given reasonable access to the completed Project to make such representations. However, the Construction Manager's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Construction Manager in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Construction Manager in the Owner's promotional materials for the Project.

§ 10.8 If the Construction Manager or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

#### ARTICLE 11 COMPENSATION

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

§ 11.1.1 For Preconstruction Phase Services in Section 3.2:

*(Insert amount of, or basis for, compensation, including stipulated sums, multiples or percentages.)*

«See attached Construction Management Fee Proposal dated May 23, 2017»

§ 11.1.2 For Construction Phase Services in Section 3.3:

*(Insert amount of, or basis for, compensation, including stipulated sums, multiples or percentages.)*

« See attached Construction Management Fee Proposal dated May 23, 2017 »

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Construction Manager as follows:

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

« Per rates as listed in Article 11.5 and 11.6 »

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Construction Manager as follows:

*(Insert amount of, or basis for, compensation.)*

«Per rates as listed in Article 11.5 and 11.6 »



§ 11.4 Compensation for Additional Services of the Construction Manager's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Construction Manager plus « » percent ( « » %), or as otherwise stated below:

«NA »

§ 11.5 The hourly billing rates for services of the Construction Manager and the Construction Manager's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Construction Manager's and Construction Manager's consultants' normal review practices.

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

«Project Manager \$95.00/hr  
Project Coordinator \$85.00/hr  
Office Manager \$65.00/hr  
Contract Manager \$55.00/hr »

Employee or Category

Rate (\$0.00)

**§ 11.6 Compensation for Reimbursable Expenses**

§ 11.6.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Construction Manager and the Construction Manager's consultants directly related to the project and in accordance with Construction Management Fee Proposal dated May 23, 2017 attached to this contract.

- .1 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .2 Printing, reproductions, plots, standard form documents; (plan printing & distribution)
- .3 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .4 Professional photography, and presentation materials requested by the Owner;
- .5 Construction Manager's consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Construction Manager's consultants;
- .6 All taxes levied on professional services and on reimbursable expenses;
- .7 Site office
- .8 Other similar Project-related expenditures.

§ 11.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Construction Manager and the Construction Manager's consultants plus «zero» percent ( «0» %) of the expenses incurred.

**§ 11.7 Payments to the Construction Manager**

§ 11.7.1 An initial payment of «zero» (\$ «0») 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.

§ 11.7.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid «sixty» («60») 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 Construction Manager.

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

«12» % «Annually»

§ 11.7.3 The Owner shall not withhold amounts from the Construction Manager's compensation to impose a penalty or liquidated damages on the Construction Manager, or to offset sums requested by or paid to Contractors for the cost of changes in the Work unless the Construction Manager agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

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

**ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:

« »

**ARTICLE 13 SCOPE OF THE AGREEMENT**

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

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

.1 AIA Document C132™-2009, Standard Form Agreement Between Owner and Construction Manager as Adviser

.2 AIA Document E201™-2007, Digital Data Protocol Exhibit, if completed, or the following:

« »

.3 AIA Document E202™-2008, Building Information Modeling Protocol Exhibit, if completed, or the following:

« »

.4 Other documents:

*(List other documents, if any, including additional scopes of service forming part of the Agreement.)*

«Aitkin County Construction Management Fee Proposal dated May 23, 2017  
Certificate of Insurance, Professional Liability  
Certificate of Insurance, General/Automobile Liability »

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

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

\_\_\_\_\_  
CONSTRUCTION MANAGER (Signature)

« »  
\_\_\_\_\_  
(Printed name and title)

«Lawrence Filippi, »«Vice President »  
\_\_\_\_\_  
(Printed name and title)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/12/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER North Risk Partners - Apollo Division 622 Roosevelt Road Suite 240 St Cloud MN 56301-6363	CONTACT NAME: Erin Pohlman
	PHONE (A/C, No, Ext): (320) 253-1122 FAX (A/C, No): (855) 927-6655
	E-MAIL ADDRESS: erinp@apolloinsurance.com
INSURED Contegrity Group, Inc. 101 1st St SE Little Falls MN 56345	INSURER(S) AFFORDING COVERAGE
	INSURER A: Amco Insurance Company NAIC # 19100
	INSURER B: Allied Insurance Company of America 10127
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

**COVERAGES** **CERTIFICATE NUMBER: Master** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			ACP GLAO 3017435021	1/1/2017	1/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			ACP BAL 3017435021	1/1/2017	1/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			ACP CAA 3017435021	1/1/2017	1/1/2018	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ACP WCA 3017435021	1/1/2017	1/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**

Aitkin County  
217 2nd St NW  
Aitkin, MN 56431

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeremy Miller/APOEJP

© 1988-2014 ACORD CORPORATION. All rights reserved.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/12/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Associated Benefits and Risk Consulting LLC 6000 Clearwater Drive Minnetonka, MN 55343	<b>CONTACT NAME:</b> Emma Pabalate	
	<b>PHONE (A/C, No, Ext):</b> 952-947-9738 <b>FAX (A/C, No):</b> 952-947-9793 <b>E-MAIL ADDRESS:</b> Emma.Pabalate@associatedbrc.com	
<b>INSURED</b> CONTE-3 Contegity Group, Inc. 101 First Street SE Little Falls MN 56345	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Columbia Casualty	31127
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES**      **CERTIFICATE NUMBER:** 931540096      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			C 6016972088	2/1/2017	2/1/2018	Limit of Insurance \$2,000,000 Deductible \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Aitkin County 217 2nd St NW Aitkin, MN 56431	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
-------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Aitkin County Government Center Addition CONSTRUCTION MANAGEMENT Fee Proposal 5-23-2017

CM FEE BASED ON A CONSTRUCTION COST OF \$8,421,421.00						
* CONSTRUCTION MANAGEMENT FEE	PRE-CONSTRUCTION PHASE			CONSTRUCTION PHASE		TOTALS
	Design Development	Construction Documents	Bidding & Contract Award	Construction	Warranty	
	10.00%	10.00%	5.00%	70.00%	5.00%	
Basic Construction Mgmt Fee	23,575.00	23,575.00	11,787.50	165,025.00	11,787.50	235,750.00
					<b>CM FEE TOTAL</b>	<b>235,750.00</b>

\* Invoiced in equal monthly installments over the course of each respective phase.

ON SITE SUPERVISION	
Project Coordinator (40 Hrs/Week)	14,500.00
Reimbursables	2,400.00
<b>MONTHLY TOTAL</b>	
	<b>16,900.00</b>

**Notes:**

1. The following items are included in this fee proposal. Travel expenses for both the Project Manager, Project Superintendent, vehicle, housing and meal expenses, CGI's in house copies, postage, telephone, internet, cell phone & misc. office supplies for both the home and field offices. Jobsite office equipment provided includes: computer, fax, telephone, copier, job office furnishings, plan table, plan racks, file cabinets, conference table & chairs.

2. Fees to be invoiced in equal monthly installments over the course of each respective phase. Indicated fee and reimbursable portion for the warranty period to be invoiced after completion of the 1 year warranty period.

**Contegrity Group, Inc. does not mark up General Conditions items. General Condition items are received, compiled and passed along to the owner for direct payment to the vendor. All General Condition items are secured by the Construction Manager on behalf of Aitkin County. The following is a list of typical General Condition items which are not part of this fee proposal:** Jobsite office trailer, temp toilets, temp power, temp water, temp heat, building permits, equipment rental, surveying, trucking, testing, construction signs, temp roads, temp enclosures, safety barricades, temp fencing, storage facilities, clean up, rubbish removal, snow removal, blueprinting (including distribution cost), security, photographs, gas & oil, dewatering, fire protection, moving expenses, etc. If CGI was to provide the jobsite trailer, our monthly rate, which includes delivery, setup/removal & steps is \$550.00/month

# Aitkin County, Minnesota

## Recommendations for Issuance of Bonds

### \$10,215,000 General Obligation Capital Improvement Plan Bonds, Series 2017A

The County Board has under consideration the issuance of bonds to finance an addition and improvements to the County courthouse as detailed in the County's 2017 through 2021 Five-Year Capital Improvement Plan. This document provides information relative to the proposed issuance.

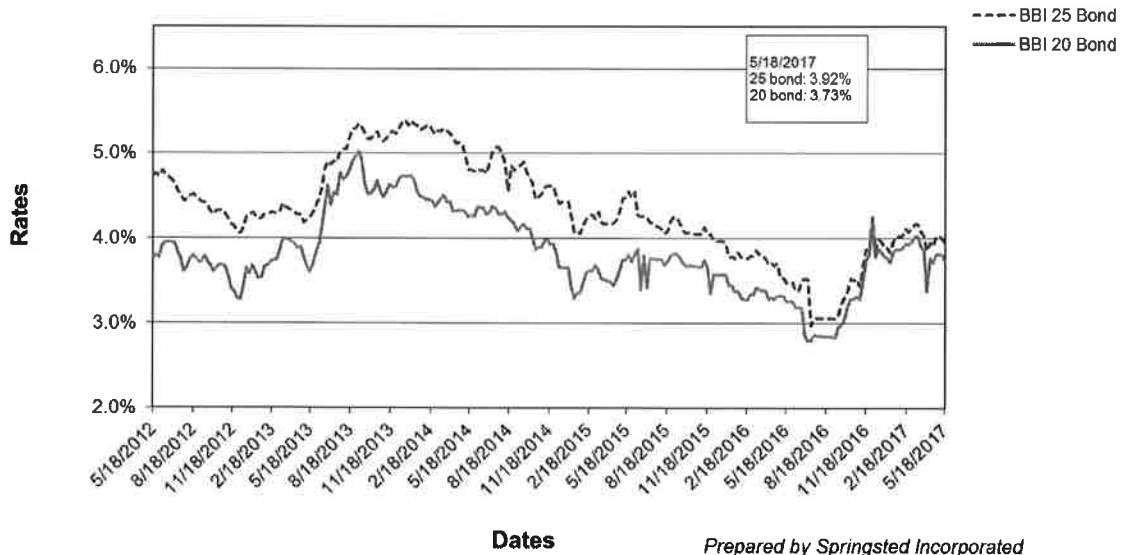
**KEY EVENTS:** The following summary schedule includes the timing of some of the key events that will occur relative to the bond issuance.

May 23, 2017	Board sets sale date and terms
Week of June 26, 2017	Rating conference is conducted
<b>July 10, 2017, 1:00 p.m.</b>	<b>Competitive proposals are received</b>
<b>July 11, 2017, 9:00 a.m.</b>	<b>Board considers award of the Bonds</b>
August 7, 2017	Proceeds are received

**RATING:** An application will be made to Moody's Investors Service ("Moody's") for a rating on the Bonds. The County does not currently have an outstanding credit rating as its only outstanding rated bonds matured in 2015. The County's previous credit rating was "A1" by Moody's.

**THE MARKET:** Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high grade municipal bonds in the 20<sup>th</sup> year for general obligation bonds (the BBI 20 Bond Index) and the 30<sup>th</sup> year for revenue bonds (the BBI 25 Bond Index). The following chart illustrates these two indices over the past five years.

**BBI 25-bond (Revenue) and 20-bond (G.O.) Rates for 5 Years Ending 5/18/2017**



**POST ISSUANCE COMPLIANCE:**

The issuance of the Bonds will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: i) compliance with federal arbitrage requirements and ii) compliance with secondary disclosure requirements.

Federal arbitrage requirements include a wide range of implications that have been taken into account as the has been structured. Post-issuance compliance responsibilities for the tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. Under certain circumstances any "excess earnings" will need to be paid to the IRS to maintain the tax-exempt status of the Bonds. Any interest earnings on gross bond proceeds or debt service funds should not be spent until it has been determined based on actual facts that they are not "excess earnings" as defined by the IRS Code.

The arbitrage rules provide for spend-down exceptions for proceeds that are spent within either a 6-month, 18-month or 24-month period in accordance with certain spending criteria. Proceeds that qualify for an exception will be exempt from rebate. These exceptions are based on actual expenditures and not based on reasonable expectations; and expenditures, including any investment proceeds, will have to meet the spending criteria to qualify for the exclusion. The County expects to meet the 24-month spending exception.

Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to the debt service fund and any project proceeds unspent after three years and the funds should be monitored on an ongoing basis.

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require the County to commit to providing the information needed to comply under a continuing disclosure agreement.

Springsted and the County have entered into an Agreement for Municipal Advisor Services, under which Springsted will provide arbitrage and continuing disclosure compliance services for the County.

**SUPPLEMENTAL INFORMATION AND BOND RECORD:**

Supplementary information will be available to staff including detailed terms and conditions of sale, comprehensive structuring schedules and information to assist in meeting post-issuance compliance responsibilities.

Upon completion of the financing, a bond record will be provided that contains pertinent documents and final debt service calculations for the transaction.

**PURPOSE:**

The proceeds of the Bonds will be used to finance the construction of a new administrative building and improvements to the existing Courthouse (the "Project") as described in the County's 2017 through 2022 Five-Year Capital Improvement Plan. The Project will include (i) construction of a new three story County administrative services building to be connected to the existing Courthouse through a remodeled center annex, (ii) demolition of the Courthouse West Annex, (iii) the remodeling of and the installation of safety and security improvements in the existing historic Courthouse; which will house court related functions, Information Technology support services and provide needed storage areas, and (iv) other related building and grounds improvements. The improvements being financed

by the Project are meant to provide better access by the public to County services, enhance public safety, and create work stations for County staff that will provide opportunities for greater efficiencies and sharing of resources. Construction of the Project is expected to begin in the fall of 2017.

**AUTHORITY:**

Statutory Authority: The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475 and Section 373.40.

Statutory Requirements: Pursuant to Minnesota Statutes, Section 373.40, the maximum calendar year debt service on all outstanding capital improvement plan bonds (CIP) including the proposed issue cannot exceed an amount equal to 0.12% of the estimated market value of the property within the County for taxes payable in the year the bonds are issued or sold. The County does not have any other outstanding CIP bonds. Based on the County's 2016/2017 estimated market value of \$2,887,027,200, the statutory maximum allowable annual calendar year debt service is \$3,464,433. The projected maximum debt service on the Bonds is \$697,208 which is within the statutory limitation. Calculations shown below:

2016/2017 Estimated Market Value	\$2,887,027,200
Statutory Maximum Principal & Interest (0.12%)	\$ 3,464,433
Estimated Maximum Debt Service on the Bonds	\$ 697,208
Estimated Unused Capacity after 2017 Issuance	\$ 2,767,225

Minnesota Statutes Chapter 475.521 also states that a referendum is required if the issuer receives a petition signed by voters equal to 5% of the votes cast in the last general election, and which is filed with the county auditor within 30 days following the public hearing on the capital improvement plan bonds. The County Auditor did receive a petition within the 30-day period but it did not meet the minimum requirements of the statute.

**SECURITY AND SOURCE OF PAYMENT:**

The Bonds will be general obligations of the County, secured by its full faith and credit and taxing power and will be paid with ad valorem property taxes.

The County will make its first levy for the Bonds in 2017 for collection in 2018. Each year's collection of taxes will be used to make the interest payment due August 1 in the collection year and the principal and interest payment due February 1 of the following year.

**STRUCTURING SUMMARY:**

In consultation with the County, the Bonds have been structured with a repayment term of 20 years with approximately level debt service.

The County Commissioners will consider authorizing the publication of plans and specifications for the Project on May 23, 2017. Upon receipt of construction bids the principal amount of the Bonds may be adjusted to reflect actual construction costs.

**SCHEDULES ATTACHED:**

Schedules attached for the Bonds include (i) sources and uses of funds (ii) projected debt service schedule given the current interest rate environment, and (iii) calendar year debt service for purposes of demonstrating compliance with the maximum annual debt service requirements for capital improvement plan bonds.



**RISKS/SPECIAL  
CONSIDERATIONS:**

The outcome of this financing will rely on the market conditions at the time of the sale. Any projections included herein are estimates based on current market conditions.

**SALE TERMS AND  
MARKETING:**

Variability of Issue Size: A specific provision in the sale terms permits modifications to the issue size and/or maturity structure to customize the issue once the price and interest rates are set on the day of sale.

Prepayment Provisions: Bonds maturing on or after February 1, 2028 may be prepaid at a price of par plus accrued interest on or after February 1, 2027.

Bank Qualification: Bonds can be designated as bank qualified if an issuer does not expect to issue more than \$10 million of tax exempt obligations within a calendar year. Issues that are bank qualified generally receive slightly lower interest rates than issues that are not bank qualified.

The principal amount of the Bonds as presented in these recommendations is greater than \$10 million, thus the Bonds would not be designated as bank qualified. If actual construction bids come in lower than anticipated, it is possible the County's issuance may be under \$10 million. The designation as to bank qualification will need to be made at the time of publication of the County's Official Statement (approximately two weeks prior to the sale date).

---

**\$10,215,000**

**Aitkin County, Minnesota**  
General Obligation Capital Improvement Plan Bonds, Series 2017A  
20-Year Term

---

**Sources & Uses**

---

**Dated 08/07/2017 | Delivered 08/07/2017**

**Sources Of Funds**

Par Amount of Bonds ..... \$10,215,000.00

**Total Sources ..... \$10,215,000.00**

**Uses Of Funds**

Deposit to Project Construction Fund ..... 10,000,000.00

Total Underwriter's Discount (1.500%) ..... 153,225.00

Costs of Issuance ..... 61,315.00

Rounding Amount ..... 460.00

**Total Uses ..... \$10,215,000.00**

**\$10,215,000**

**Aitkin County, Minnesota**  
**General Obligation Capital Improvement Plan Bonds, Series 2017A**  
**20-Year Term**

**DEBT SERVICE SCHEDULE**

Date	Principal	Coupon	Interest	Total P+I	105% Levy	Fiscal Total
08/07/2017	-	-	-	-	-	-
08/01/2018	-	-	284,829.88	284,829.88	299,071.37	-
02/01/2019	270,000.00	1.550%	144,828.75	414,828.75	435,570.19	734,641.56
08/01/2019	-	-	142,736.25	142,736.25	149,873.06	-
02/01/2020	415,000.00	1.700%	142,736.25	557,736.25	585,623.06	735,496.13
08/01/2020	-	-	139,208.75	139,208.75	146,169.19	-
02/01/2021	420,000.00	1.850%	139,208.75	559,208.75	587,169.19	733,338.38
08/01/2021	-	-	135,323.75	135,323.75	142,089.94	-
02/01/2022	430,000.00	2.000%	135,323.75	565,323.75	593,589.94	735,679.88
08/01/2022	-	-	131,023.75	131,023.75	137,574.94	-
02/01/2023	440,000.00	2.200%	131,023.75	571,023.75	599,574.94	737,149.88
08/01/2023	-	-	126,183.75	126,183.75	132,492.94	-
02/01/2024	450,000.00	2.350%	126,183.75	576,183.75	604,992.94	737,485.88
08/01/2024	-	-	120,896.25	120,896.25	126,941.06	-
02/01/2025	460,000.00	2.550%	120,896.25	580,896.25	609,941.06	736,882.13
08/01/2025	-	-	115,031.25	115,031.25	120,782.81	-
02/01/2026	470,000.00	2.650%	115,031.25	585,031.25	614,282.81	735,065.63
08/01/2026	-	-	108,803.75	108,803.75	114,243.94	-
02/01/2027	480,000.00	2.750%	108,803.75	588,803.75	618,243.94	732,487.88
08/01/2027	-	-	102,203.75	102,203.75	107,313.94	-
02/01/2028	495,000.00	2.850%	102,203.75	597,203.75	627,063.94	734,377.88
08/01/2028	-	-	95,150.00	95,150.00	99,907.50	-
02/01/2029	510,000.00	2.950%	95,150.00	605,150.00	635,407.50	735,315.00
08/01/2029	-	-	87,627.50	87,627.50	92,008.88	-
02/01/2030	525,000.00	3.050%	87,627.50	612,627.50	643,258.88	735,267.75
08/01/2030	-	-	79,621.25	79,621.25	83,602.31	-
02/01/2031	540,000.00	3.100%	79,621.25	619,621.25	650,602.31	734,204.63
08/01/2031	-	-	71,251.25	71,251.25	74,813.81	-
02/01/2032	560,000.00	3.150%	71,251.25	631,251.25	662,813.81	737,627.83
08/01/2032	-	-	62,431.25	62,431.25	65,552.81	-
02/01/2033	575,000.00	3.200%	62,431.25	637,431.25	669,302.81	734,855.63
08/01/2033	-	-	53,231.25	53,231.25	55,892.81	-
02/01/2034	595,000.00	3.250%	53,231.25	648,231.25	680,642.81	736,535.63
08/01/2034	-	-	43,562.50	43,562.50	45,740.63	-
02/01/2035	615,000.00	3.300%	43,562.50	658,562.50	691,490.63	737,231.25
08/01/2035	-	-	33,415.00	33,415.00	35,085.75	-
02/01/2036	635,000.00	3.350%	33,415.00	668,415.00	701,835.75	736,921.50
08/01/2036	-	-	22,778.75	22,778.75	23,917.69	-
02/01/2037	655,000.00	3.400%	22,778.75	677,778.75	711,667.69	735,585.38
08/01/2037	-	-	11,643.75	11,643.75	12,225.94	-
02/01/2038	675,000.00	3.450%	11,643.75	686,643.75	720,975.94	733,201.88
<b>Total</b>	<b>\$10,215,000.00</b>	<b>-</b>	<b>\$3,793,906.13</b>	<b>\$14,008,906.13</b>	<b>\$14,709,351.44</b>	<b>-</b>

**SIGNIFICANT DATES**

Dated..... 8/07/2017  
Delivery Date..... 8/07/2017  
First Coupon Date..... 8/01/2018

**Yield Statistics**

Bond Year Dollars..... \$122,912.25  
Average Life..... 12.033 Years  
Average Coupon..... 3.0866786%  
Net Interest Cost (NIC)..... 3.2113407%  
True Interest Cost (TIC)..... 3.2143896%  
Bond Yield for Arbitrage Purposes..... 3.0588853%  
All Inclusive Cost (AIC)..... 3.2775425%

**IRS Form 8038**

Net Interest Cost..... 3.0866786%  
Weighted Average Maturity..... 12.033 Years

Interest rates are estimates. Changes in rates may cause significant alterations to this schedule.  
The actual underwriter's discount bid may also vary.

GO CIP 20 Yr \$10M 2017-06 | SINGLE PURPOSE | 5/17/2017 | 4:19 PM

**\$10,215,000**

**Aitkin County, Minnesota**  
General Obligation Capital Improvement Plan Bonds, Series 2017A  
20-Year Term

**Calendar Year Debt Service Schedule**

Calendar Year	Principal	Coupon	Interest	Total P+I
2017	-	-	-	-
2018	-	-	284,829.88	284,829.88
2019	270,000.00	1.550%	287,565.00	557,565.00
2020	415,000.00	1.700%	281,945.00	696,945.00
2021	420,000.00	1.850%	274,532.50	694,532.50
2022	430,000.00	2.000%	266,347.50	696,347.50
2023	440,000.00	2.200%	257,207.50	697,207.50
2024	450,000.00	2.350%	247,080.00	697,080.00
2025	460,000.00	2.550%	235,927.50	695,927.50
2026	470,000.00	2.650%	223,835.00	693,835.00
2027	480,000.00	2.750%	211,007.50	691,007.50
2028	495,000.00	2.850%	197,353.75	692,353.75
2029	510,000.00	2.950%	182,777.50	692,777.50
2030	525,000.00	3.050%	167,248.75	692,248.75
2031	540,000.00	3.100%	150,872.50	690,872.50
2032	560,000.00	3.150%	133,682.50	693,682.50
2033	575,000.00	3.200%	115,662.50	690,662.50
2034	595,000.00	3.250%	96,793.75	691,793.75
2035	615,000.00	3.300%	76,977.50	691,977.50
2036	635,000.00	3.350%	56,193.75	691,193.75
2037	655,000.00	3.400%	34,422.50	689,422.50
2038	675,000.00	3.450%	11,643.75	686,643.75
-	\$10,215,000.00	-	\$3,793,906.13	\$14,008,906.13

**Maximum Calendar Year Debt Service** ..... **\$697,207.50**

**Yield Statistics**

Bond Year Dollars .....	\$122,912.25
Average Life .....	12.033 Years
Average Coupon .....	3.0866786%
Net Interest Cost (NIC) .....	3.2113407%
True Interest Cost (TIC) .....	3.2143896%
Bond Yield for Arbitrage Purposes .....	3.0588853%
All Inclusive Cost (AIC) .....	3.2775425%
<b>IRS Form 8038</b>	
Net Interest Cost .....	3.0866786%
Weighted Average Maturity .....	12.033 Years

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

**ADOPTED May 23, 2017**

By Commissioner: xx

**20170523-0xx**

**Resolution Authorizing Issuance and Sale of General Obligation  
Capital Improvement Plan Bonds, Series 2017A**

**BE IT RESOLVED** by the Board of Commissioners (the Board) of Aitkin County, Minnesota (the County), as follows:

**SECTION 1. PURPOSE.** It is hereby determined to be in the best interests of the County to issue its General Obligation Capital Improvement Plan Bonds, Series 2017A, in the approximate aggregate principal amount of \$10,215,000 (the Bonds), pursuant to Minnesota Statutes, Section 373.40 and Chapter 475. The proceeds of the Bonds will be used for the purpose of financing the construction of an addition to the existing County courthouse, public safety and security improvements to existing facilities, the remodeling of existing facilities and the demolition of the West Annex addition to the courthouse, and other related building and grounds improvements described in the County's 2017-2022 Five-Year Capital Improvement Plan.

**SECTION 2. TERMS OF PROPOSAL.** Springsted Incorporated, municipal advisor to the County, has presented to this Board a form of Terms of Proposal for the Bonds which is attached hereto and hereby approved and shall be placed on file by the County Administrator. The Terms of Proposal are hereby adopted as the terms and conditions of the Bonds and of the sale thereof, subject to adjustment for issue price compliance terms that may be required prior to the date of sale. Springsted Incorporated is hereby authorized to solicit proposals for the Bonds on behalf of the County on a competitive basis without requirement of published notice.

**SECTION 3. SALE MEETING.** This Board shall meet on July 11, 2017, at 11:00a.m. for the purpose of considering proposals for the purchase of the Bonds and of taking such action thereon as may be in the best interests of the County.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 23rd day of May 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23rd day of May 2017

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

LYNNETTE SLATER CRANDALL  
PARTNER  
(612) 343-8288  
crandall.lynette@dorsey.com

May 19, 2017

Jessica Seibert, Aitkin County Administrator  
Aitkin County  
217 2nd Street NW, Rm. 134  
Aitkin, MN 56431

Re: Proposed Issuance of General Obligation Capital Improvement Plan Bonds, Series 2017A

Dear Ms. Seibert:

We appreciate the opportunity to assist the County of Aitkin, Minnesota (the "County") as Bond counsel with respect to the County's issuance of its General Obligation Capital Improvement Plan Bonds, Series 2017A (the "Bonds"). The purpose of this letter is to discuss the scope of our engagement as bond counsel.

Bond counsel is engaged to render an objective legal opinion with respect to the authorization and issuance of the Bonds. As bond counsel, we will examine applicable law, prepare authorizing and operative resolutions and closing certificates, consult with the parties to the transaction prior to the issuance of the Bonds, review certified proceedings, and undertake such additional duties as we deem necessary to render our approving opinion. Subject to the completion of proceedings to our satisfaction, we will render our opinion that:

- (1) the Bonds are valid and binding general obligations of the County; and
- (2) the interest paid on the Bonds will be: (i) excluded from gross income for federal income tax purposes; and (ii) excluded from taxable net income of individuals, estates and trusts for Minnesota income tax purposes (subject to certain limitations which may be expressed in the opinion).

For this issuance, we will also be providing legal advice with regard to a petition filed with the County in respect of the Bonds.

The bond counsel opinion will be executed and delivered by us in written form on the date the Bonds are exchanged for their purchase price (the "Closing") and will be based on facts and law existing as of its date. Upon delivery of the opinion, our responsibilities as bond counsel will be concluded with respect to this financing; specifically, but without implied limitation, we do not undertake (unless specifically engaged and requested to do so) to provide continuing advice to the City or any other party concerning any actions necessary to assure that interest paid on the Bonds will continue to be excluded from gross income for federal and State of Minnesota income tax purposes after the Closing.

In performing our services as bond counsel, our client will be the County and we will represent your interests. It is mutually understood that these services are solely for the benefit of the County and we will not represent any other party in this financing.

May 19, 2017

Page 2

Because you have engaged Springsted Incorporated as municipal advisor for the Bonds, we will not assume a role in the financial planning and structuring of the Bond issue. We further understand that you, with assistance from the municipal advisor, will prepare an Official Statement in connection with the sale of the Bonds. As bond counsel, we will not assume or undertake responsibility for the preparation of the Official Statement or any other disclosure document with respect to the Bonds, nor are we responsible for performing an independent investigation to determine the accuracy, completeness or sufficiency of any such document or compliance with State and federal securities laws.

Based upon: (i) our current understanding of the terms, structure, size and schedule of the financing, (ii) the duties we will undertake pursuant to this letter; (iii) the time we anticipate devoting to the financing, and (iv) the responsibilities we assume, we estimate that our fee as bond counsel will be \$10,500.00, including disbursements. Such fee may vary: (i) if the principal amount of Bonds actually issued differs significantly from our present understanding; (ii) if material changes in the structure of the financing occur; or (iii) if unusual or unforeseen circumstances arise that require a significant increase in our responsibility. If, at any time, we believe that circumstances require an adjustment of our original fee estimate, we will consult with you. Our fee is usually paid at the Closing out of Bond proceeds, and we customarily do not submit any statement until the Closing unless there is a substantial delay in completing the financing.

Since the Bonds have not yet been marketed, the actual purchaser of the Bonds (the "Purchaser") cannot be identified at this time. We wish to point out that it is highly likely that the eventual Purchaser will be a broker-dealer or other financial institution that has been or is a client of this office with respect to matters other than the proposed Bond issue. Under applicable ethics rules, we do not believe our representation of you will be either (A) materially limited by the Purchaser being our client on other matters or (B) "directly adverse" to the Purchaser under these circumstances since (i) the terms of the Bond offering, Official Statement, the sale resolution and our opinion will have been established prior to the acceptance of the low bid for the Bonds from the Purchaser; (ii) the terms of said documents will not be modified in any material manner following the sale of the Bonds; and (iii) all that remains to be completed subsequent to the Bond sale is the delivery of the Bonds to the Purchaser in accordance with the terms of the Official Statement.

We greatly appreciate the opportunity to be of service. If there are any questions about our services, or the fee and billing arrangements, please call me. If our participation as bond counsel and the scope of our engagement as bond counsel outlined herein are acceptable to you, and this letter accurately outlines our fee arrangements, please sign the Acknowledgment below and return the same to us at your earliest convenience, by U.S. mail or by email.

Very truly yours,



Lynnette Slater Crandall

cc: Ross Wagner, Aitkin County Economic Development & Forest Industry Coordinator

May 19, 2017  
Page 3

**ACKNOWLEDGMENT**

The undersigned acknowledges receipt of the attached and foregoing engagement letter and confirms the County's consent to the representation described therein.

AITKIN COUNTY, MINNESOTA

By: \_\_\_\_\_  
Jessica Seibert, Aitkin County Administrator





# Board of County Commissioners Agenda Request

38  
Agenda Item #

**Requested Meeting Date:** May 23, 2017

**Title of Item:** Aitkin County Tourism and Development Grants

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

<b>Submitted by:</b> Ross Wagner	<b>Department:</b> Economic Development & Forest Ind
-------------------------------------	---------------------------------------------------------

<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator	<b>Estimated Time Needed:</b> 10 Minutes
-------------------------------------------------------------------------------------------------------	---------------------------------------------

**Summary of Issue:**  
Aitkin County has received 5 applications for the Tourism Promotion and Development Grants. There is \$4,500.00 available, with total requests being \$5,000.00. The Economic Development Committee is recommending that \$4,000.00 be approved. A memo detailing the requests and recommendations is attached as is a copy of the grants received and a list of past grants.

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

**Recommended Action/Motion:**  
Approver recommendations

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ 4,000.00  
 Is this budgeted?  Yes  No *Please Explain:*  
 Included in the 2017 Tourism and Promotion Budget.

**Aitkin County Economic Development & Forest Industry Coordinator**

**Aitkin County Courthouse**

**Ross Wagner**

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

**TO:** Aitkin County Board of Commissioners

**FROM:** Ross Wagner, Economic Development & Forest Industry Coordinator

**DATE:** May 17, 2017

**SUBJECT:** Aitkin County Tourism Promotion and Development Grants

Aitkin County has received the following applications for our Tourism and Promotion Development Grants;

- The Butler Project, promote and advertise the Harvest Moon Brewfest, \$1,000.00.
- The Butler Project, promote and advertise the weekly Farmers Market, \$1,000.00.
- Aitkin Chamber of Commerce, Billboard advertising featuring ATV Trails, \$1,000.00.
- Aitkin County Growth, develop an economic work plan for Aitkin, \$1,000.00
- Showboat of the Mississippi, promote dedication ceremony and community celebration of the Showboat, \$1,000.00

Following are the recommendations from the Economic Development Committee for funding for each request.

- The Butler Project - Brewfest, recommendation is to fund the request at \$500.00. All agreed that this is a good tourism event; however there is a fee to attend and the event can get free promotion through other means.
- The Butler Project - Farmers Market, recommendation is to fund the request in full. The more attendance at the Farmers Market would obviously help the area but possibly provide more income from local producers.
- Aitkin Chamber of Commerce - billboard advertising, recommendation is to fund the request in full. Billboard is in a high traffic area of Hwy 169, promotes the entire area.
- Aitkin County Growth - economic work plan for Aitkin, recommendation is to fund the full request, many items in the work plan can be used throughout the county and our funds leverage other funds from other organizations.
- Showboat of the Mississippi - dedication ceremony and community celebration of the Showboat, recommendation is to fund \$500.00 of the request. Committee is in favor of the project however, county funds cannot be used for live entertainment.

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2017 - December 31, 2017**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in May. Application deadline is May 1, 2017.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

**Note: No reimbursement grants will be awarded.**

**1. PROGRAM INFORMATION**

**Project Name:** HARVEST MOON BREWFEST  
**Date(s) of Program:** SEPT. 9, 2017 **Location of Program:** 301 mn. Ave. No  
**Organization/Community Name:** The Butler Project LLC  
**Person In Charge of Project:** Sylvia Allen  
**Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):**  
301 MINNESOTA AVENUE No., AITKIN 56431  
**Contact Person's Phone #:** 218-678-2441  
**Legal Status of Organization:** \_\_\_\_\_ **Unit of Government (for example cities, townships etc.)**  
 \_\_\_\_\_ **Non-profit Tourism Association**  
 \_\_\_\_\_  **Non-profit Association**

**Is your organization registered as a nonprofit corporation with the Secretary of State?** YES  
 If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization** Improve the Aitkin Economy THRU SPECIAL EVENTS

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC) \$ 1000-  
 (Minimum \$100.00, maximum request is 1,000.00)  
 Amount of your organization's match \$ 200-  
 Total projected budget \$ 1200-

3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

See attached

---



---



---



---

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

---



---



---

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

---



---



---

List target markets:

Where - geographic areas (s)  
Minnesota, Wisconsin;  
North Dakota; Iowa

List target audience:

Who - type of group or activity  
60% male, 40% female  
21-61 yrs. old

Please estimate the number of people who will come from: Your local community and surrounding area: 100

From other communities in Minnesota: 300

From outside of Minnesota: 50

*(See attached zip codes from 2016)*

4. PROJECT BUDGET: in the space below, provide a budget for the entire event.

Category	ACTGAC Funds	Applicant Funds	Total
<b>TOTALS</b>			

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to: ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name Alycia Oller Date: 2/8/17

Attachment for Aitkin County Tourism Promotion and Development Grant for the Harvest Moon Brewfest at the Butler Building (301 Minnesota Avenue North) September 9, 2017 from 2-6 pm..

### **3. Project/Event Description**

The Harvest Moon Brewfest will now be in its fourth year and has seen substantial growth. Initially, this program was developed to highlight the Glacial Lakes Homebrewers. As with our other events it has shown substantial growth over the last three years. We now have 10 breweries who participate, at least four homebrewers, two sets of entertainment, food vendors, and games. We do a register to win "a bucket of beer" so we can capture names, e-mails and zip codes. (See attached zip code print out from 2016 ... we reached 50+ zip codes!)

### **What we hope to accomplish and how it will be done**

Our goals are two-fold: One, bring people to Aitkin and two, create awareness of the homebrewers. This will be done through a variety of marketing efforts, including, but not limited to:

- Statewide public relations (press releases, PSA's, social media, website exposure, etc.);

- Production of rack cards with distribution at the Mall of America as well as locally and regionally;

- Distribution of posters and rack cards to all resorts, RV parks and other visitor center to encourage coming to Aitkin and attending in the Brewfest;

- Advertising in CITY PAGES and the GROWLER to reach the beer enthusiast;

- Radio commercials on Hubbard Broadcasting (if the grant is received).

### **Explain how the project will bring visitors to and/or provide a positive economic impact to Aitkin Co.**

It has already brought visitors to Aitkin. In the 2015 Comprehensive Plan presented to the City of Aitkin by Sambatek, the Harvest Moon Brewfest was listed as one of the five major reasons people come to Aitkin. And by marketing outside the Aitkin area (Duluth, Grand Rapids, St. Cloud,

Minneapolis-St. Paul) through Explore Minnesota designated sites, through rack cards at the Mall of America and mailings to all local resorts and CVB's it is logical to assume that more people will come to the event.

The positive economic impact will be felt by the vendors participating; the second economic impact will be that people are already in town and shop! (We just have to convince retailers to stay open!) Each year the Brewfest has h seen an increase in revenue (and attendance) over the previous years. We have no statistics on those retailers that do stay open.

10013	New York City	55417	Mpls
55014	Circle Pines	55422	Mpls
55020	Elko	55422	Mpls
55049	Medford	55428	Mpls
55060	Owatonna	55428	Mpls
55104	St. Paul	55429	Mpls
55105	St. Paul	55445	Mpls
55110	St. Paul	55448	Mpls
55124	St. Paul	55767	Moose Lake
55126	St. Paul	55779	Saginaw
55129	St. Paul	56093	Waseca
55187	St. Paul	56303	St. Cloud
55301	Albertville	56342	Isle
55305	Hopkins	56386	Wahkon
55306	Burnsville	56401	Brainerd
55309	Big Lake	56425	Baxter
55316	Champlin	56431	Aitkin
55317	Chanhausen	56441	Crosby
55328	Delano	56444	Deerwood
55343	Hopkins	56466	Motley
55345	Minnetonka	56468	Nisswa
55362	Monticello	56469	Palisade
55364	Mound	56470	Park Rapids
55369	Osseo	56472	Pequot Lakes
55379	Shakopee	56473	Pillager
55404	Mpls	56634	Clearbrook
55409	Mpls	78765	Austin, TX
55416	Mpls	91307	West Hills, CA

**MODEL RESOLUTION FORM**

*(Print or type your resolution on your organization's letterhead or on a separate sheet of paper)*

**Application for Aitkin County Tourism Promotion and Development Grant**

To: Aitkin County Board of Commissioners

From: Butler Project, Inc.

WHEREAS, the Butler Project, Inc., hereafter the "Applicant" is a non-profit corporation organized/operating under the laws of the State of Minnesota); and

WHEREAS, the Applicant has a need for a grant to purchase radio advertising to promote the Harvest Moon Brewfest (hereafter called "the Project"); and,

WHEREAS, the Applicant has determined that it will need an ACTPDG Fund grant for \$1,000 in order to do the program/event; and,

WHEREAS, the Applicant has available Two Hundred Dollars (\$200.00) as matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees that ACTPDG Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which this Project/Event is approved by the Aitkin County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for \$1,000 to provide funds to do the program/event;

BE IT FURTHER RESOLVED that the Applicant Sylvia Allen, President, Butler Project, Inc., is hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it; and

BE IT FURTHER RESOLVED that Sylvia Allen is hereby designated as the person who will supervise the Program/Event and successfully complete the Program/Event in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: 4/11, 2017

By: Sylvia Allen

Its: President  
(President or other Chief Corporate Officer)

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the Butler Project, Inc. on April 11, 2017.

By: Beth Long  
Its Secretary



**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2017 - December 31, 2017**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in May. Application deadline is May 1, 2017.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

*Note: No reimbursement grants will be awarded.*

**1. PROGRAM INFORMATION**

**Project Name:** FARMERS' MARKET  
**Date(s) of Program:** 5/27 - 9/2/17 **Location of Program:** 301 Mn. Ave. No.  
**Organization/Community Name:** The Botter Project LLC  
**Person in Charge of Project:** SyWia Allen  
**Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):**  
301 Minnesota Ave. No, AITKIN 56431  
**Contact Person's Phone #:** 218-678-2441  
**Legal Status of Organization:** \_\_\_\_\_ Unit of Government (for example cities, townships etc.)  
\_\_\_\_\_ Non-profit Tourism Association  
 Non-profit Association

**Is your organization registered as a nonprofit corporation with the Secretary of State?** YES  
If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization** IMPROVE THE AITKIN ECONOMY THRO SPECIAL EVENTS

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC) (Minimum \$100.00, maximum request is 1,000.00)	\$ <u>1000-</u>
Amount of your organization's match	\$ <u>500-</u>
<b>Total projected budget</b>	<b>\$ <u>1500-</u></b>

3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

Please see attached

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

List target markets:

Where - geographic areas (s)

Duluth, Gr. Rapids,

St Cloud, MSP-

List target audience:

Who - type of group or activity

Families w/ children,

GRANDPARENTS

Please estimate the number of people who will come from: Your local community and surrounding area: 1500

From other communities in Minnesota: 500

From outside of Minnesota: 750

4. PROJECT BUDGET: in the space below, provide a budget for the entire event.

Category	ACTGAC Funds	Applicant Funds	Total
POSTERS		7500	7500
RAVCARDS		225	225
MAIL OF AMERICA		900	900
MARKET MGR		300	300
SIGNS		500	1500
RADIO	1000	375	375
ENTERTAINMENT			
TOTALS	1000	2800	3800

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name

*Julia Allen*

Date:

4/7/17

Attachment for Aitkin County Tourism Promotion and Development Grant for the Aitkin Farmers' Market at the Butler Building (301 Minnesota Avenue North) Memorial Day to Labor Day 9 am to 1 pm.

### **3. Project/Event Description**

The Aitkin Farmers' market is now in its fourth year and has seen substantial growth. Initially there were six farmers committed for the season and four who showed up on an as-available basis. Each year we added additional farmers as well as crafters and other vendors (pies, cakes, pastries, etc.) In addition we had entertainment that was willing to perform for free (or tips and selling their CD's).

As we moved forward we were able to invite two companies to be sponsors and we were able to hire a market manager. In addition, we produced environmentally safe shopping bags, again sponsored by local merchants, so people would not have to use plastic or paper.

This year there will be a minimum of 10 farmers every week and at least half a dozen others that show up weekly as well as crafters and people with organic products such as salad dressings, etc. In addition we will be able to hire local performers for a minimum salary in order to capitalize on local talent.

### **What we hope to accomplish and how it will be done**

Our goals are two-fold: One bring people to Aitkin and two, increase our farmers' business. This will be done through a variety of marketing efforts, including, but not limited to:

- Statewide public relations (press releases, PSA's, social media, website exposure, etc.);

- Production of rack cards with distribution at the Mall of America as well as locally and regionally;

- Distribution of posters and rack cards to all resorts, RV parks and other visitor center to encourage coming to Aitkin and participating in the Farmers' Market;

- Radio commercials on Hubbard Broadcasting (if the grant is received).

**Explain how the project will bring visitors to and/or provide a positive economic impact to Aitkin Co.**

It has already brought visitors to Aitkin. In the 2015 Comprehensive Plan presented to the City of Aitkin by Sambatek, the Farmers' Market was listed as one of the five major reasons people come to Aitkin. And by marketing outside the Aitkin area (Duluth, Grand Rapids, St. Cloud, Minneapolis-St. Paul), through Explore Minnesota designated sites, through rack cards at the Mall of America and mailings to all local resorts and CVB's it is logical to assume that more people will come to the event.

The positive economic impact will first be felt by the farmers and other vendors participating; the second economic impact will be that people are already in town and shop! (We just have to convince retailers to stay open!) Each year the farmers have seen an increase in revenue (and awareness) over the previous years. We have no statistics on those retailers that do stay open.

**MODEL RESOLUTION FORM**

(Print or type your resolution on your organization's letterhead or on a separate sheet of paper)

**Application for Aitkin County Tourism Promotion and Development Grant**

To: Aitkin County Board of Commissioners

From: Butler Project, Inc.

WHEREAS, the Butler Project, Inc., hereafter the "Applicant" is a non-profit corporation organized/operating under the laws of the State of Minnesota); and

WHEREAS, the Applicant has a need for a grant to purchase radio advertising to promote the Farmers' Market, every Saturday from Memorial Day to Labor Day, 2017 (hereafter called "the Project"); and,

WHEREAS, the Applicant has determined that it will need an ACTPDG Fund grant for \$1,000 in order to do the program/event; and,

WHEREAS, the Applicant has available Five Hundred Dollars (\$500.00) as matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees that ACTPDG Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which this Project/Event is approved by the Aitkin County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for \$1,000 to provide funds to do the program/event;

BE IT FURTHER RESOLVED that the Applicant Sylvia Allen, President, Butler Project, Inc., is hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it; and

BE IT FURTHER RESOLVED that Sylvia Allen is hereby designated as the person who will supervise the Program/Event and successfully complete the Program/Event in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: 4/11, 2017

By: Sylvia Allen

Its: President  
(President or other Chief Corporate Officer)

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the Butler Project, Inc. on April 11, 2017.

By: Beth Long  
Its Secretary

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2017 - December 31, 2017**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in May. Application deadline is May 1, 2017.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

***Note: No reimbursement grants will be awarded.***

**1. PROGRAM INFORMATION**

**Project Name:** Experience Aitkin

**Date(s) of Program:** 5/2017 – 5/2018      **Location of Program:** Aitkin, MN

**Organization/Community Name:** Aitkin Area Chamber of Commerce

**Person in Charge of Project:** Amanda MacDonald

**Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):**  
PO Box 127 Aitkin, MN 56431

**Contact Person's Phone #:** 218.927.2316

**Legal Status of Organization:** \_\_\_\_\_ **Unit of Government (for example cities, townships etc.)**

\_\_\_\_\_ **Non-profit Tourism Association**

\_\_\_\_\_ **Non-profit Association**

**Is your organization registered as a nonprofit corporation with the Secretary of State?** Yes

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization** \_\_\_\_\_

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC)      \$ 1,000.00\_\_  
 (Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match      \$ 2,500.00\_\_

**Total projected budget**      \$ 6,000.00

**3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.**

The Experience Aitkin project started in 2015 to promote tourism in Aitkin County. The campaign is focused on the assets of Aitkin County which include our lakes, camping, snowmobile trails and ATV trails. To continue branding Aitkin and the message we have worked so hard to send over the last few years we would like to continue this campaign with a billboard on the north side of Hwy 169 which has more than 1.7 million views per year.

**What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.**

Our goal is increase awareness and branding for Aitkin County. We continually receive grant monies from Explore MN which helps off set the project but with your help we will once again be able to commit to a full year of advertising with Lamar. We are requesting \$1,000.00 from Aitkin County because our advertising specifically promotes the ATV Trails.

**Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.**

By increasing tourism our local businesses across the county will see a positive impact. From purchasing groceries, gas, hotel stays and much more our local economy wins.

**List target markets:**

**Where – geographic areas (s)**

Minnesota, In-State Advertising

Wisconsin, Ill, Iowa

**List target audience:**

**Who – type of group or activity**

Families, sportsmen, outdoor enthusiasts

**Please estimate the number of people who will come from: Your local community and surrounding area: \_\_\_\_\_**

**From other communities in Minnesota: \_\_\_\_\_**

**From outside of Minnesota more than 1.7 million**

views per year

**4. PROJECT BUDGET: in the space below, provide a budget for the entire event.**

Category	ACTGAC Funds	Applicant Funds	Total
Lamar Billboard	1,000.00	\$2,500.00	3,500.00
Explore MN		2,500.00	2,500.00
<b>TOTALS</b>			<b>6,000.00</b>

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name Amanda C. MacDonald Date: 4-20-17



Application for Aitkin County Tourism Promotion and Development Grant

To: Aitkin County Board of Commissioners

From: Aitkin Area Chamber of Commerce

WHEREAS, the (Legal Name of Organization/Corporation) (hereafter the "Applicant" is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Applicant has a need for a grant to (briefly describe the program/event for which the grant funds will be used, in 20 words or less) (hereafter called "the Project"); and,

WHEREAS, the Applicant has determined that it will need an ACTPDG Fund grant for \$ 1,000.00 (insert amount of the grant for which you are applying) in order to do the program/event; and,

WHEREAS, the Applicant has available One Hundred Dollars (\$100.00) as matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees that ACTPDG Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which this Project/Event is approved by the Aitkin County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for (insert the amount of money being requested) to provide funds to do the program/event.

BE IT FURTHER RESOLVED that the Applicant (insert the titles of the officer(s) or administrative official(s) who are authorized to act on behalf of the organization - for example, the President or Secretary or Township clerk, etc.) is/are hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it; and

BE IT FURTHER RESOLVED that (insert name or program/event supervisor) is here by designated as the person who will supervise the Program/Event and successfully complete the Program/Event in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: April 21, 2017

By: [Signature]
Its: President
(President or other Chief Corporate Officer)

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the (insert the full name of the organization here) on the (insert the date on which the Resolution was adopted by the organization), 2017.

By: [Signature]
Its Secretary



**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**

January 1, 2017 - December 31, 2017

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in May. Application deadline is May 1, 2017.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

*Note: No reimbursement grants will be awarded.*

**1. PROGRAM INFORMATION**

**Project Name:** A Proposal to Grow Aitkin

**Date(s) of Program:** 2017 and 2018 (24 months)

**Location of Program:** Aitkin area

**Organization/Community Name:** Aitkin County Growth on behalf of the Aitkin Chamber Economic Development Committee

**Person in Charge of Project:** Michael Hagen, Executive Director, Aitkin Growth

**Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):**

316 1<sup>st</sup> Avenue NW, Aitkin, MN 56431

**Contact Person's Phone #:** 218-927-2172

**Legal Status of Organization:** \_\_\_\_\_ Unit of Government (for example cities, townships etc.)

\_\_\_\_\_ Non-profit Tourism Association

XXX \_\_\_\_\_ Non-profit Association

**Is your organization registered as a nonprofit corporation with the Secretary of State? YES**

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization:** Aitkin Growth has a mission and goal to stimulate the economy of Aitkin County to create jobs and improve the economic and social well being of the county residents.

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC) \$1,000.00  
(Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match \$ 17,000.00

**Total projected budget**

\$18,000.00

This project is being funded by multiple corporations and foundations including, Riverwood Healthcare Center, Blandin Foundation, Mille Lacs Electric, Aitkin County Growth, MN Power, Great River Energy, Security Bank to name a few that have committed to funding this initiative.

**3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.**

Attached is a more complete proposal that outlines the purpose and scope of this project that is being proposed. Aitkin Growth is working as the Administrative agent on behalf of the Aitkin Chamber Economic Development Committee as this Committee is made up of member of various industries, businesses, organizations and retirees who are interested in growing and expanding the economic conditions of the Aitkin area.

Please see the attached summary for more detailed information and scope of work.

**What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.**

The funds from Aitkin County will assist in the overall project scope that is planned for a 24 month timeframe to complete. These funds will be combined with the other funding necessary for APEX to complete the assessment and to develop a workable plan to retain current businesses and to explore what gaps exist and how to plan for the future growth of the surrounding Aitkin area.

**Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.**

It is projected that this project will help support the current economic stability of those businesses and industries that exist in the surrounding Aitkin area and to develop a plan and process to identify new opportunities for future development. It is also anticipated that the outcomes will also have priorities and processes to attract new families and workforce that will find Aitkin an attractive community to settle in. All of the initiatives identified will contribute to the continued growth of the Aitkin area.

**List target markets:**

**Where – geographic areas (s)**

Aitkin area to include a 15- 20 mile radius

**List target audience:**

**Who – type of group or activity**

Local businesses, community leaders, industries, chamber of commerce, Economic development committee to name a few

**Please estimate the number of people who will come from: Your local community and surrounding area: \_\_**

**From other communities in Minnesota: \_\_\_\_\_**

**From outside of Minnesota: \_\_\_\_\_**

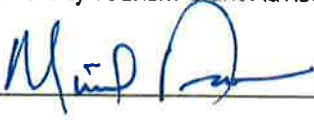
**4. PROJECT BUDGET: in the space below, provide a budget for the entire event.**

Category	ACTGAC Funds	Applicant Funds	Total
Consultant Fees	\$1,000.00	\$17,000.00	\$18,000.00
<b>TOTALS</b>			

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name



Date:

4-10-17

## A PROPOSAL TO GROW AITKIN

The Aitkin Chamber Economic Development Committee was established over the past several years to bring together key members of the Aitkin community to develop more opportunities for growing the current economic base and to recruit new businesses and industries to the Aitkin area. Members of this committee includes individuals from Aitkin County Economic Development Office, Aitkin Chamber Executive Director, Aitkin City Council, local bankers, retired City Council members that have retired to Aitkin, Riverwood Healthcare Center, Mille Lacs Energy, local businesses owners, Aitkin Workforce Center and Aitkin Growth. In addition to the regular membership several of the individuals participating on this Committee were members of the Blandin Community Leadership Program (BCLP).

The mission of the Aitkin Chamber Economic Development Committee is to enhance the many attributes that the City of Aitkin and surrounding area has to offer and to build on the objectives outlined in the 2015 City of Aitkin Comprehensive Plan.

*The purpose and vision of this Committee is to help create opportunities for economic development through business growth, expansion, retention and attraction in working as partners to develop a climate conducive in maintaining the quality of life for the City of Aitkin and surrounding area.*

*We are dedicated to creating a more vibrant and cultivated community by:*

- *Serving as a conduit between the commercial economic interests in Aitkin and other businesses in the Aitkin community;*
- *Encouraging the economic well-being and expansion of the existing commercial businesses located within the Aitkin community;*
- *Responsibly assisting in developing properties within Aitkin in an effort to improve the aesthetics of the city of Aitkin and surrounding area while providing additional revenue; and,*
- *Reviewing ordinances, policies, and practices to determine their impact on existing and proposed commercial businesses.*

The Aitkin Chamber Economic Development Committee has been meeting and discussing with APEX (see attached organization description) to help create a plan and guide that can be used to assist this Committee and others to further expand businesses and/or create new business ventures for the Aitkin area. APEX utilizes their knowledge and experience to leverages all their resources in a coordinated effort which improves efficiency, reduces costs and builds awareness for the regions many unique assets. APEX has been working in the area of regional Economic Development since 2001 and have assisted other communities and organizations in their desire to further enhance their communities and businesses.

The Aitkin Chamber Economic Development Committee has solicited a proposal from APEX that will be the framework for the further enhancement and development of a Strategic Plan and Implementation process over a 24-month time frame. Aitkin Growth will act as the Administrative Agent for this initiative. Outlined below are the details that have been negotiated with APEX.

## **SCOPE OF WORK**

### Update Strategic & Tactical Plans

APEX looks forward to working with you and your group to update the strategic plan, develop a tactical plan and define measurable outcomes. These will be presented to your group for approval. The process will include meeting with some or all board members individually to gain perspectives, as well as businesses, organizations and individuals in the area. We will discuss our findings and conclusions with your team, to test the outcomes and ensure all interested parties have the opportunity to provide input. The Strategic Plan will include mission, value proposition, objectives, identification of the most promising opportunities and growth strategies, metrics and funding.

### Business Retention, Expansion and Attraction Efforts

APEX will allocate time working with Aitkin Growth staff to carry out a business outreach program that will include a gap analysis of area opportunities and strengths. Based on this information APEX and Aitkin Growth will proactively utilize the APEX deal sheet and the predetermined objectives and growth strategies to drive investment in the region.

Here is the outline of the proposed process to achieve our Deliverables in 2017:

- Research: Identify Assets & Liabilities as well as Assess Business & Market Climate
  - Meet with local stakeholders and collect data
  - Present preliminary research to Aitkin Growth for feedback and refinement
- Strategic Plan Presentation: Chamber of Commerce Economic Development Committee
  - Present Plan and discuss next steps
- Business Development Tools
  - Tailor programs to Aitkin's needs
  - Plans develop into action with ongoing BR&E Visits
  - Review and discuss with Aitkin Growth
  - Set 2017 goals for remainder of 2017
- Execution of Plan
  - Put plans developed into action
  - Review and discuss 2017 goal attainment, set 2018 goals

Here is the outline of the process to achieve our Deliverables in 2018:

- Execution of Plan (January – April)
  - Put plans developed into action
  - Review and discuss mid-year progress with Chamber of Commerce Economic Development Committee
- Execution of Plan (May - August)
  - Put plans developed into action
  - Review and discuss mid-year progress with
- Asses Outcomes
  - Review and update plans as needed

Individuals from APEX that will be working on this project include Tamara Lowney, Brian Hanson and Ian Vincent. Their areas of expertise are included in Attachment 2.

### **FUNDING FOR THIS INITIATIVE**

APEX has indicated the cost of this project to complete work on Phase 1 and 2 over the next 24-month time frame will be approximately \$18,000.00. Funding has been received from: Blandin Foundation, Mille Lacs Energy Cooperative, Riverwood Healthcare Center, Mid-Minnesota Federal Credit Union, Security Bank, Minnesota Power, Great River Energy and Aitkin Growth. As of April 19, 2017 there are additional requests being made but no confirmation of funding has been received from other organizations and corporations.

## ATTACHMENT 1 APEX INFORMATION

Related to Business Attraction and Expansion in our region:

*APEX is focused on driving investment by cost-justifying the decision for businesses to stay, expand, or move to the region. Our primary goal is to strengthen the economy of northeast Minnesota and northwest Wisconsin by impacting the creation of sustainable wealth, which will result in quality jobs for the people who live here. We do this by attracting new and expanding businesses to our region, along with helping our current core companies grow. In the past 11 years, APEX has helped to create or retain roughly 3,600 jobs in this region, resulting in an annual impact of over \$133 million in new or retained wages and \$18 million yearly in new state and local taxes.*

*We've partnered with countless businesses and economic development organizations to make many of these deals possible, but the projects in which APEX has taken the lead role account for roughly half of the new wages cited above. For every dollar invested by members since APEX was founded in 2004, we produce \$27 annually in new, retained or expanded wages in the region – now that's return on investment! Perhaps the finest compliment that APEX could receive is that two of the companies we recently helped locate in this region, AAR and Involta, are now APEX members!*

About APEX:

APEX was founded in 2003 by the region's private sector thought-leaders who recognized that private sector leadership, secure financial support and a regional approach were keys to a sustainable economy. From our inception, APEX has targeted growth in strategic industries and spearheaded economic and business development efforts.

---

Today, APEX business and economic development efforts are focused in areas including aviation, technology, manufacturing, professional services and next generation forest products. Leading strategic research and workforce development projects is core to our mission and supports a sustainable and thriving economy.

APEX plays an integral role in [NORTHFORCE.org](http://NORTHFORCE.org), an employment match-making collaboration to attract, place, retain, enrich and manage top talent within the APEX Region.

---

*Serving as our region's lead organization to advance economic development projects requires a combination of expertise, client-focus and stamina. The APEX team has the business acumen, experience and collaborative approach to bring resources together, build the business case and lead projects from start to finish.*

*Nancy Norr, Director, Regional Development, Minnesota Power, an ALLETE Company*

## ATTACHMENT 2 APEX TEAM

### Tamara Lowney

Aitkin Growth Strategic Planning Process Participant and Lead Consultant

Tamara Lowney joined the APEX team as a Business Developer in August of 2015. Her key responsibilities include attracting, expanding and retaining business in the APEX Region. She also works closely with the Itasca Economic Development Corporation in support of business attraction, retention and expansion efforts in Itasca County. She is acting Secretary/Treasurer of the Iron Range Economic Alliance and an active member of the Grand Rapids Chamber and Board, including several committees focused on government and forestry in Itasca County. Tamara meticulously seeks new growth opportunities that support both the APEX mission and vision for private sector business development.

Previously, Tamara worked for the ARAMARK Corporation for 17 years in various hospitality management roles across the nation and internationally. Her roles included Hotel General Manager, Director of Food and Beverage, International Broadcasting Center at the 2008 Beijing Summer Olympics and Site Director for the Weymouth and Portland Sailing Village at the 2012 London Summer Olympics. Tamara has vast knowledge of managing multi-million dollar budgets, expansion and growth, as well as extensive project management.

In 2012, Tamara chose to return to her home in northern Minnesota and complete her education. She graduated in 2015 from Bemidji State University, with a bachelor of science degree in business administration, with a management emphasis. Tamara has strong personal ties to the area, living near Itasca County with her husband and young daughter. She is eager to give back to the community in which she grew-up. Tamara is thrilled to be working at APEX. In her role, she is able to utilize her vast knowledge of business as well as pursue her passion of growing businesses and developing jobs in her own community.

### Brian Hanson

Aitkin Growth Strategic Planning Process Participant and Consultant

Brian Hanson became APEX's President and CEO in June of 2012. During the 15 years prior to joining APEX, he was involved in business and community development in both the public and private sector, specializing in economic development finance, regional marketing, and executive-level prospect development. Brian has experience in comprehensive industry research, strategic planning, and financial modeling in support of business expansion activities. His work has contributed to several significant regional business expansions, retention and attraction projects in industries including mining, engineering, manufacturing, heavy aircraft maintenance, aviation and data centers.

Brian holds a bachelor's degree in accounting from the University of Minnesota Duluth. He is a certified Economic Development Finance Professional through the National Development Council and has served on several regional development partnerships and nonprofit boards



including the Iron Range Economic Alliance, the Arrowhead Growth Alliance, the Northspan Group, Minnesota Marketing Partners, Jobs for Minnesotans and Junior Achievement of the Northland. Brian and his wife Brenda have two adult children, Alex and Samantha. Brian enjoys biking, live music, live sports – GO DOGS, cooking, gardening, hunting and fishing.

Ian Vincent

Aitkin Growth Strategic Planning Process Participant and Consultant

Vincent joined the APEX team as a Business Developer in May of 2014. His key responsibilities include support of the APEX mission and vision for private sector business development. Ian contributed significantly to the Heat Treating, Plating & Powder Coating business retention and expansion strategy



**AITKIN GROWTH INC.**  
ACCESS TO OPPORTUNITY

**RESOLUTION**

**Application for Aitkin County Tourism Promotion and Development Grant**

To: Aitkin County Board of Commissioners

From: Michael Hagen  
Executive Director  
Aitkin County Growth, Inc.

WHEREAS, the Aitkin County Growth, Inc. (hereafter the "Applicant") is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Applicant has a need for a grant to support the development of a comprehensive Economic Development plan for the Aitkin Community as outlined by the APEX Corporation and the Aitkin Chamber of Commerce Economic Development Committee. The outcome of this project will be a blueprint and plan and process to develop the community to retain and attract new businesses, employers and residents, (hereafter called "the Project"); and,

WHEREAS, the Applicant has determined that it will need an ACTPDG Fund grant for \$1,000.00 in order to do the program/event; and,

WHEREAS, the Applicant has available One Hundred Dollars (\$100.00) as matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees that ACTPDG Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which this Project/Event is approved by the Aitkin County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for \$1,000.00 to provide funds to do the program/event.

BE IT FURTHER RESOLVED that the Aitkin County Growth Executive Director is/are hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it; and

BE IT FURTHER RESOLVED that Michael Hagen is hereby designated as the person who will supervise the Project and successfully complete the Project in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: April 11, 2017

By: William R. Forder  
William Forder  
Aitkin County Growth, Inc. Chairman of the Board

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by Aitkin County Growth, Inc. on April 11, 2017.

By: Brian Orłowski  
Brian Orłowski  
Aitkin County Growth, Inc. Secretary

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2017 - December 31, 2017**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in May. Application deadline is May 1, 2017.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

**Note: No reimbursement grants will be awarded.**

**1. PROGRAM INFORMATION**

**Project Name:** Dedication Ceremony & Community Celebration  
**Date(s) of Program:** August 2017 **Location of Program:** Aitkin County Fairgrounds  
**Organization/Community Name:** Showboat of the Mississippi  
**Person in Charge of Project:** Jeff Tidholm, Board Chair  
**Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):**  
P.O. Box 127, Aitkin, MN 56431  
**Contact Person's Phone #:** 218-927-3761  
**Legal Status of Organization:** \_\_\_\_\_ **Unit of Government (for example cities, townships etc.)**  
\_\_\_\_\_ **Non-profit Tourism Association**  
X **Non-profit Association**

**Is your organization registered as a nonprofit corporation with the Secretary of State?** yes  
If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization** Support & conduct educational programs that promote arts, culture, & heritage of Aitkin

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC) \$ 1,000  
(Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match \$ 100.00

Total projected budget

\$ 5,000

3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

In August of 2017, the newly restored Showboat will be unveiled with a community celebration & dedication ceremony during Riverboat Days weekend. Funds will be used to hire performing artists & market future showboat events.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

Our goals are to attract new tourists, enhance current activities for tourists & community members to experience & provide a venue to advertise our community in a positive manner.

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

Our riverboat town will finally have a riverboat which will provide ongoing entertainment & cultural events to tourists throughout the summer & fall months.

List target markets:

Where - geographic areas (s)

List target audience:

Who - type of group or activity

Aitkin County

youth, families, seniors

Please estimate the number of people who will come from: Your local community and surrounding area: 1500  
From other communities in Minnesota: 850  
From outside of Minnesota: 150

4. PROJECT BUDGET: in the space below, provide a budget for the entire event.

Category	ACTGAC Funds	Applicant Funds	Total
Entertainment/Live Performers	\$750.00	\$3750.00	\$4500.00
Marketing Materials	\$250.00	\$250.00	\$500.00
<b>TOTALS</b>			

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to: ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name

*Jeff Redholm*

Date:

*4.28.17*

# Aitkin County Tourism Development and Promotion Grant Award History

Year Granted	Grant #	Organization	Grant Amount	Purpose
1995	1	Aitkin County Historical Society	7,500	Recreation and Tourism Guide Books
1995	2	Hill Lake Trail Association	1,000	Trail
1995	3	McGregor Chamber of Commerce	4,500	Tourism Booth
1995	4	Aitkin Chamber of Commerce	600	Phone System Upgrade to handle tourism calls
1995	5	Aitkin Chamber of Commerce	5,000	Printing and distribution of brochures
1995	6	City of Hill City	500	Printing and distribution of brochures
1995	7			
1995	8	McGregor Chamber of Commerce	4,000	Tourism Booth
1995	9	Aitkin Chamber of Commerce	7,500	Advertising and 800#
1995	10	Aitkin County Historical Society	500	Archaeology Week
1997	11	Aitkin Chamber of Commerce	4,838.85	Snowmobile Marketing
1997	12	Mid-Minnesota 150 Sled Dog Race	1,000	Sled Dog Race
1997	13	Aitkin Chamber of Commerce	900	Corn Feed Ad
1997	14	Aitkin Chamber of Commerce	7,100	Print Brochure and Advertising
1997	15	Aitkin Chamber of Commerce	4,868.50	Snowmobile Promotion and Advertising
1997	16	McGregor Chamber of Commerce	4,000	Tourism Booth
1997	17	McGregor Chamber of Commerce	2,000	Tourism Coordinator
1998	18	Aitkin Chamber of Commerce	1,807.73	County Snowmobile Promotion
1998	19	Mid-Minnesota 150 Sled Dog Race	1,000	Sled Dog Race
1998	20	Aitkin Chamber of Commerce	7,000	Advertising
1998	21	McGregor Chamber of Commerce	4,000	Tourism Booth
1998	22	Jaques Art Center	2,030	Superimpressionism Exhibit
1998	23	Mille Lacs Area Tourism	720	Tourism Marketing Video
1998	24	Aitkin County Rivers and Lakes Fair	1,300	Promotion
1999	25	City of McGregor	1,600	Airport Dedication
1999	26	Mid-Minnesota Dog Sled Race	1,000	Sled Dog Race
1999	27	Central Cattlemen's Association	475	4-H Beef Show
1999	28	Aitkin Chamber of Commerce	750	Riverboat Days
1999	29	Aitkin Chamber of Commerce	5000	Advertising
1999	30	McGregor Chamber of Commerce	7,500	Tourism Booth
1999	31	Tamarack Activities Club	750	Hey Days Promotion
1999	32	Aitkin Chamber of Commerce	2000	Snowmobile Promotion Advertising
1999	33	Aitkin County Rivers and Lakes Fair	700	Promotion
1999	34	City of Palisade	500	Brochures
1999	35	Aitkin County Historical Society	540	Advertising
1999	36	Aitkin Jaycee's	1,750	Fishing Contest Promotion
2000	37	McGregor Chamber of Commerce	7,500	Tourism Booth
2000	38	McGregor Jaycee's	1,000	Just Plane Fun and Up North Days
2000	39	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2000	40	City of Hill City	477.30	Community Profile
2000	41	Central Minnesota Cattleman's Assoc.	175	4-H Beef Show
2000	42	Aitkin Chamber of Commerce	1,597.70	Snowmobile Advertising
2000	43	Aitkin Jaycee's	2,500	Fishing Contest
2000	44	City of Palisade	120	Web Site Development

2001	45	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2001	46	Aitkin Chamber of Commerce	3,000	Snowmobile Advertising
2001	47	McGregor Chamber of Commerce	7,500	Tourism Booth
2001	48	Aitkin County Historical Society	550	Post Cards and Web Site
2001	49	Aitkin Chamber of Commerce	1,500	Fish House Parade
2001	50	Aitkin Jaycees	1,750	Fishing Contest
2002	51	Mid-Minnesota 150 Sled Dog Race	1,500	Sled Dog Race
2002	52	McGregor Chamber of Commerce	7,500	Tourism Booth
2002	53	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2002	54	Aitkin Chamber of Commerce	3,500	Snowmobile Advertising
2002	55	Aitkin Chamber of Commerce	3,000	Crappie USA Tourney
2003	56	Palisade Mid-Winter Festival	300	Mid-Winter Festival
2003	57	Aitkin Jaycees	1,350	Fishing Contest
2003	58	Mid-Minnesota 150 Sled Dog Race	1,000	Sled Dog Race
2003	59	McGregor Chamber of Commerce	7,500	Tourism Booth
2003	60	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2003	61	Tamarack Hey Days	300	Hey Days
2003	62	Palisade Mid-Winter Festival	400	Mid-Winter Festival
2003	63	Aitkin Chamber of Commerce	2,366.70	Snowmobile Advertising
2004	64	Jaques Art Center	300	Fresh Fish Exhibit
2004	65	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2004	66	McGregor Chamber of Commerce	7,500	Tourism Booth
2004	67	Mid-Minnesota 150 Sled Dog Race	850	Sled Dog Race
2004	68	McGregor Chamber of Commerce	1,473	Brochure Development
2004	69	Aitkin Chamber of Commerce	1,473	Snowmobile Advertising
2004	70	Hill City Chamber of Commerce	800	Wild Game – Fishing Contest
2004	71	Jaques Art Center	250	Juried Art – Ex – Fowl Play
2005	72	Jaques Art Center	2,000	2005 Advertising Campaign
2005	73	Hill City Chamber of Commerce	2,500	Tourism booth, signage, website
2005	74	McGregor Chamber of Commerce	2,500	Tourism booth
2005	75	Tamarack Hey Days	500	Banners
2005	76	Jaques Art Center	1,500	Adv. Riverboat Art Fest
2005	77	Aitkin Chamber of Commerce	3,773	Snowmobile Advertising
2005	78	Palisade Community Improvement C.	500	Midwinter Festival
2005	79	Friends of Rice Lake Refuge	2,500	Aitkin County Bird Trail Brochure
2005	80	Wild Encounters	2,000	1 <sup>st</sup> Annual Birding Festival
2005	81	Ball Bluff Township	375	Vintage Snowmobile Run
2006	82	McGregor Area Historical Society	150	Brochure, Adv. For Wild Rice Day Booth
2006	83	McGregor Chamber of Commerce	2,500	Advertising, Wild Rice Days
2006	84	Aitkin Chamber of Commerce	5,000	2006 County Marketing Campaign
2006	85	Jaques Art Center	1,060	Distribution of 2006 Program Booklet
2006	86	Aitkin Chamber of Commerce	3,709.50	2006/2007 Snowmobile Advertising
2006	87	Jaques Art Center	3,000	Billboard Advertising
2007	88	Aitkin Chamber of Commerce	3,000	Tourism Advertising
2007	89	McGregor Chamber of Commerce	2,000	Fishing Contest Promotion
2007	90	McGregor Chamber of Commerce	3,000	Travel Information Center
2007	91	Jaques Art Center	2,500	Twin City Advertising Campaign
2007	92	Aitkin Area Chamber of Commerce	1,800	Snowmobile Advertising



2007	93	Advancing Rural Talents (ARTS)	400	McGregor Music Festival
2008	94	Palisade Community Improvement Co.	500	20 <sup>th</sup> Mid Winter Festival
2008	95	McGregor Chamber of Commerce	5,000	WSA Pro Ice Racing
2008	96	Hill City Chamber of Commerce	3,000	All Class Reunion
2008	97	Dwelling in the Woods	1,500	Wetland Nature Walk Days
2008	98	McGrath Historical Committee	200	Promote McGrath Centennial Book
2008	99	McGrath Historical Committee	550	Promote 4 <sup>th</sup> of July and Historical
2008	100	Aitkin County Ag Society	1,200	Promote County Fair Rodeo
2008	101	City of Tamarack	250	Promote 4 <sup>th</sup> of July
2008	102	Hill City Chamber of Commerce	1,050	Arts in the Park
2008	103	Tamarack Activity Club	1,433	Expand Hey Day Advertising
2008	104	Aitkin Chamber of Commerce	3,000	Snowmobile Advertising
2008	105	Jaques Art Center	4,600	2009 Advertising Campaign
2008	106	Aitkin Co. Economic Development	3,900	Market Area Profiles
2009	107	Aitkin Chamber of Commerce	1,500	MN Gateways Advertising
2009	108	Hill City Chamber of Commerce	5,000	Summer Events Advertising
2009	109	McGregor Chamber of Commerce	3,800	Web Site Mgmt. Postage & Distribution
2009	110	McGrath Historical Committee	1,750	Museum Exhibit Promotion
2009	111	Palisade Community Improvement	500	River Fest Promotion
2009	112	Tamarack Activity Club	1,200	Hey Day Advertising/Promotion
2009	113	City of McGregor	600	Fly In Promotion, Trail Signage
2009	114	Aitkin Jaycees	1,000	Ice Fishing Contest
2009	115	Upper Miss. Cert. Wood Prod. Group	750	Living Green Expo Booth
2009	116	Jaques Art Center	1,181	2010 Advertising
2009	117	Tourism Committee, Aitkin County	2,330	Snowmobile Advertising
2010	118	Aitkin Area Chamber of Commerce	2,850	Commerce and Sport Show Promotions
2010	119	City of Tamarack	630	4 <sup>th</sup> of July Advertising
2010	120	Aitkin County Ag Society	1,200	2010 County Fair Adv, Promo
2010	121	McGrath Historical Committee	1,750	4 <sup>th</sup> of July, Threshing Show Exhibit Adv.
2010	122	Aitkin County Historical Society	650	New Brochures
2010	123	Aitkin County	4,635	Snowmobile Advertising
2010	124	Tamarack Activities Club	3,000	50 <sup>th</sup> Annual Hey Day Promotion
2010	125	Aitkin Riverboat Capt. & Queen Assoc	550	Renovate Riverboat Float
2010	126	McGrath Historical Committee	2,000	Promote Events, brochure printing
2010	127	Aitkin Area Chamber of Commerce	2,735	Fish House Parade promotion, advertising
2011	128	Aitkin Area Chamber of Commerce	2,500	2011 Aitkin Area Sports & Commerce Show
2011	129	Aitkin County Historical Society	485	2011 Discovery Rack Subscription
2011	130	Jaques Art Center	1,800	Century of Service Birthday Party
2011	131	City of Tamarack	1,885	4th of July Celebration
2011	132	Tamarack Activities Club	2,000	Annual Hey Days
2011	133	Aitkin Area Chamber of Commerce	3,550	Riverboat Days Advertising
2011	134	McGrath Historical Committee	1,210	Promote Display at Logging & Threshing Show
2011	135	Aitkin County Economic Development	2,060	Signage & Advertising Northwoods ATV
2011	136	Aitkin Area Chamber of Commerce	4,510	2011 Fish House Parade Promotion

2012	137	City of Aitkin	750	4 <sup>th</sup> of July Community Celebration
2012	138	Aitkin County Trail Towns	5,000	Northwoods ATV Trail Promotions
2012	139	Aitkin County Historical Society	530	Discovery Rack Subscription
2012	140	Jaques Art Center	2,124	Promoting Tourism with Advertising
2012	141	Aitkin Area Chamber of Commerce	3,500	Aitkin Riverboat Days promotions
2012	142	McGrath 4 <sup>th</sup> of July Committee	1,552	4 <sup>th</sup> of July promotions
2012	143	Aitkin Chamber Retail Committee	1,000	Moonlight Madness Promotions
2012	144	Aitkin Area Chamber of Commerce	2,500	Fish House Parade Promotions
2012	145	Tamarack Activities Club	1,000	Annual Hey Day Promotions
2012	146	Hill City Lions Club	1,000	2013 Ice Fishing Contest
2012	147	Hill City Chamber of Commerce	1,044	2013 4 <sup>th</sup> of July
2013	148	Hill City Chamber of Commerce	500	2013 4 <sup>th</sup> of July Events
2013	149	City of Tamarack	500	2013 4 <sup>th</sup> of July Celebration
2013	150	City of Aitkin	640	Amazing Race – Aitkin Edition
2013	151	Aitkin County	500	Quadna Mud Nationals Promotions
2013	152	McGrath Historical Committee	650	McGrath/So. Aitkin County Brochure
2013	153	Jaques Art Center	1,000	Promotion for the JAC and Events
2014	154	Aitkin County Historical Society	1,000	Map of Historic Sites in Aitkin County
2014	155	Aitkin Area Chamber of Commerce	1,000	Web, Economic Brochure Development
2014	156	Up North Riders ATV Club	1,000	Trailer and Graphics for “Rolling Billboard”
2014	157	McGregor Chamber of Commerce	1,000	Promote new events for Wild Rice Days
2014	158	Tamarack Activities Club	500	Promotions for School of Screams
2014	159	Evergreen PAC ATV Club	250	Northwood’s ATV Booth at Carlton Co Fair
2015	160	McGregor Chamber of Commerce	1,000	2016 MN Governors Fishing Opener
2015	161	Up North Riders ATV Club	1,000	Kiosk Signage – Lawler Loops
2015	162	Aitkin Co. ATV Alliance, Ec Dev Dept	1,000	Kiosk Signage Northwood’s ATV Trail
2015	163	Economic Development Department	1,000	McGregor “Walleye” Tank
2015	164	Jaques Art Center	500	Frances Jaques Mural replacement
2015	165	City of Aitkin	250	Phase II Bike Trail promotion/input
2015	166	Aitkin Area Chamber of Commerce	500	Advertising and Promotion campaign
2016	167	Up North Riders ATV Club	1,000	Advertising for ATVAM Fall Ride & Rally
2016	168	Aitkin Area Chamber of Commerce	1,000	Billboard advertising
2016	169	Salo Township	800	ATV Trail Signage
2016	170	McGrath 4 <sup>th</sup> of July Committee	800	Stay and Play 4 <sup>th</sup> of July promotion
2016	171	Jaques Art Center	1,000	Community Canvas promotion
2016	172	Aitkin County Historical Society	1,000	Map of County Historical sites



# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** May 23, 2017

**Title of Item:** Award Contract No. 20173

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
------------------------------------	------------------------------------------

<b>Presenter (Name and Title):</b> Mike Quale, Assistant Aitkin County Engineer	<b>Estimated Time Needed:</b> 10 minutes
------------------------------------------------------------------------------------	---------------------------------------------

**Summary of Issue:**  
 Bids will be opened on Monday, May 22, 2017 for Contract No. 20173 which includes project C.P. 001-053-002 - Grading and Aggregate Base of 2.3 miles of CR 53 from 0.76 miles north of CSAH 4 to CSAH 5

An abstract of bids will be presented with a recommendation for award of the construction contract by the attached draft resolution.

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

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

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ Estimated total cost: \$1,124,256  
 Is this budgeted?  Yes  No *Please Explain:*

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

**ADOPTED May 23, 2017**

By Commissioner: xx

**20170523-0xx**

**Award Contract No. 20173**

**WHEREAS**, Contract No. 20173 is for construction of C.P. 001-053-002, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, May 8, 2017 with a total of \_\_\_\_\_ bids received, and

**WHEREAS**, \_\_\_\_\_ was the lowest responsible bidder in the amount of \$\_\_\_\_\_.

**THEREFORE, BE IT RESOLVED**, that, \_\_\_\_\_ is awarded Contract No. 20173.

**BE IT FURTHER RESOLVED**, that the chairperson of the Aitkin County Board and the Aitkin County Auditor 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**

**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 23rd day of May 2017, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 23rd day of May 2017**

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



# Board of County Commissioners Agenda Request

5A  
Agenda Item #

Requested Meeting Date: 5/23/2017

Title of Item: Approve Job Evaluation Recommendations (4)

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

*\*provide copy of hearing notice that was published*

<b>Submitted by:</b> Bobbie Danielson	<b>Department:</b> Administration/HR
------------------------------------------	-----------------------------------------

<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director	<b>Estimated Time Needed:</b>
---------------------------------------------------------------------	-------------------------------

**Summary of Issue:**

The following positions have been reviewed by the job evaluation consultant. Grade level recommendations are noted below.

Land Dept. Office Assistant I, Grade 2  
 Land Dept. Office Assistant V, Grade 5 (File note: Retitled from Office Assistant IV)  
 Admin/HR part-time Confidential Office Assistant, Grade 4  
 Community Corrections part-time Administrative Specialist/Corrections Agent, Grade 3

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

**Recommended Action/Motion:**

Motion to accept the job evaluation consultant's recommendations for the above-named positions.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 0.75 per hour

Is this budgeted?  Yes  No *Please Explain:*

In accordance with the Afscome Agreement: C. Buhlman's current wage is \$24.87. She will move from Grade 4, Step N to Grade 5, Step L, effective 5/23/2017 (board adoption date).



# Aitkin County Board of Commissioners Agenda Request Form

6

Agenda Item #

**Requested Meeting Date:** May 23, 2017  
**Title of Item:** Committee Reports

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



# Board of County Commissioners Agenda Request

7A  
Agenda Item #

**Requested Meeting Date:** May 23, 2017

**Title of Item:** Closed Session Under MN Statute 13D.05 Atty Client Privilege

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input 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>

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
-----------------------------------------	--------------------------------------

<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b>
-----------------------------------------------------------------------------	-------------------------------

**Summary of Issue:**

Closed Session Under MN Statute 13D.05 Atty Client Privilege - Blandin vs. Aitkin County

**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:*