

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS June 14, 2022 – BOARD AGENDA

Government Center Board Room

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code):2550 778 6539; (meeting password): 7282

12:20 1) J. Mark Wedel, County Board Chair

A) Call to Order

B) Pledge of Allegiance

C) Approval of Agenda

D) 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.

Anyone attending virtually wishing to speak during the public comment period should notify the County Administrator's office at 218-927-7276 option 7 no later than 2:30 P.M. on the Monday before the meeting.

2) Consent Agenda – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the 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 24, 2022 to June 13, 2022

B) Approve May 24, 2022 County Board Minutes

C) Approve Electronic Funds Transfers

D) Approve Commissioner Vouchers

E) Approve Auditor's Vouchers – Postage and Motor Pool

F) Approve Auditor's Vouchers – School Advance Payments

G) Approve Manual Warrants/Voids/Corrections – Camping Refund and Returned Payments

H) Approve Manual Warrants/Voids/Corrections – ELAN Paid 05.26.2022

I) Approve Manual Warrants/Voids/Corrections – Participant Fees May 2022

J) Approve Manual Warrants/Voids/Corrections – Camping Refund and Returned Payments

K) Approve Manual Warrants/Voids/Corrections – FSA Claims 40239422

L) Approve Manual Warrants/Voids/Corrections – Returned Check and NSF

M) Approve Manual Warrants/Voids/Corrections – FSA Claims 40249948

N) Approve Manual Warrants/Voids/Corrections – ELAN Paid 05.06.2022

O) Approve Manual Warrants/Voids/Corrections – MTG Reg and Deed Tax May 2022

P) Approve Manual Warrants/Voids/Corrections – Camping Refund 06.07.2022

Q) Approve Manual Warrants/Voids/Corrections – Credit Card Fees May 2022 and Returned Payment

R) Approve Manual Warrants/Voids/Corrections – Returned Check and NSF 05.31.2022

S) Approve Manual Warrants/Voids/Corrections – State General Tax, May 2022

- T) Approve Community Corrections Sobriety Court Grant Renewal
- U) Adopt Resolution: Search & Rescue Donation: Turner Township
- V) Adopt Resolution: Temporary On-Sale Liquor License: Aitkin Fire Department Relief Association
- W) Adopt Resolution: 2022 State of MN Boat & Water Safety Grant Agreement
- X) Adopt Resolution: 2022 State of MN Federal Supplemental Boating Safety Patrol Grant
- Y) Adopt Resolution: Liquor License: On, Off and Sunday Sale Liquor License for 2022: The Sandy Beaver

- 12:25 3) Mark Wedel – Board Chair
 - A) Representative Lueck Appreciation

- 12:40 4) Dave McMillan – LLCC Manager
 - A) Long Lake Update

- 12:55 5) Dennis Thompson – Land Commissioner
 - A) ATV Trail Update
 - B) Side-by-Side Purchase

- 1:20 6) Mark Jeffers – Economic Development Coordinator
 - A) Award Child Care Facilities Grants
 - B) Award Business Development & Recreation Grants
 - C) FRF Request- Community Grant Program
 - D) Community Grant Program-Approval to Administer Program
 - E) Redevelopment Grant- Approval to Submit Grant

- 1:50 7) Bobbie Danielson – Human Resources Director
 - A) July 1, 2022 Open Range Scale Modification: MOAs, Resolutions, LLCC Scale
 - B) Updated Job Classification Investigator/Patrol Sergeant
 - C) Closed Session Under Statute 13D.03 Subd1 (b) Labor Negotiations
 - D) Ratify LELS 2021-2023 Agreement

- 2:35 8) Jessica Seibert – County Administrator
 - A) Administrator Updates

- 2:45 9) Committee Updates

- 3:15 Adjourn

<p>The Aitkin County Board of Commissioners met this 24th day of May, 2022 at 9:01 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Donald Niemi, Anne Marcotte, Brian Napstad, Laurie Westerlund, County Administrator Jessica Seibert, and Administrative Assistant Brittany Searle.</p> <p>Motion made by Commissioner Niemi, seconded by Commissioner Napstad and carried, all voting yes to approve the May 24th, 2022 agenda as amended. Adding item 6.5 Emergency Declaration Resolution.</p> <p style="text-align: center;">AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD MEETING</p> <p>Attendance</p> <p>The Aitkin County Board of Commissioners met this 24th day of May 2022, at 9:00 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners Brian Napstad, J. Mark Wedel, Don Niemi, Laurie Westerlund, and Ann Marcotte. Others present included: Health & Human Services Director Cynthia Bennett, Administrative Assistant to the H&HS Director Paula Arimborgo, County Administrator Jessica Seibert, Admin/HR Administrative Assistant Brittany Searle, Accounting Supervisor Carli Goble, Financial Assistance Supervisor Jessi Goble, Public Health Supervisor Erin Melz and Adult Social Services Supervisor Kim Larson, Lakes & Pines WRAP Coordinator Janet Watson and other public guests. Joining via WebEx: AC Economic Development Coordinator Mark Jeffers.</p> <p>Agenda</p> <p>Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members present voting yes to approve the May 24, 2022 Health & Human Services Board agenda as presented.</p> <p>Minutes</p> <p>Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voting yes to approve the April 26, 2022 Health & Human Services Board minutes.</p> <p>Bills</p> <p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members present voting yes to approve the bills.</p> <p>Director Update</p> <p>Cynthia updated the board on:</p> <ul style="list-style-type: none">— 2022 end of Legislative Session update— Building Project— Annual Services Delivery Report Completed	<p>Call to Order</p> <p>Approved Agenda</p> <p>Health and Human Services</p>
--	---

Janet Watson – Lakes & Pines Community Action Council

Janet presented an update on the WRAP (“We Rally Around Parents”) program. This program is in partnership with ACHHS and is available to parents or guardians of children birth to 2nd grade living in Aitkin County. The mission statement of the program is, “To empower parents to build holistically healthy, strong families by connecting to community resources.” Janet’s work includes determining goals, challenges, strengths and needs with the parents and then proceeding with providing resources within the community to help the family progress towards self-sufficiency. Additionally, Janet is a mental health practitioner and addresses clients’ mental health concerns.

Janet reviewed the categories of areas addressed in the program and also shared examples of resources provided to the clients. The story of a client’s successful ascension in the program was noted and Janet closed by acknowledging the collaboration between Lakes & Pines and ACHHS and various providers in the community to bring about the intended results.

Committee Updates

H&HS Advisory Committee Update – Cynthia Bennett gave a presentation on the Emergency Food & Shelter Program (EFSP), a FEMA funded program created to supplement and expand the work of local social service agencies, both nonprofit and governmental, to help people with economic emergencies. Funds are used to supplement feeding, sheltering and rent/mortgage and utility assistance efforts.

CARE Board Update – Commissioner Westerlund discussed the many programs the CARE Board is involved in to include: Aging with Gusto, Arts & Aging, and Hill City Garden. They are in the process of applying for a couple of grants. The Super Shelf Food Shelf is coming along great and the Walkable Audit is coming up on July 21st at 9:00am, they are meeting at the Library if anyone is interested in joining.

Lakes & Pines Update – Commissioner Niemi mentioned that the catalytic converters were stolen out of the Head Start buses and vans. They now have funding to help people from being evicted. Weatherization has seen a 20% uptick in assistance and he believes that energy assistance is likely to go up this winter with the rising cost of fuel. He will have a more detailed report at the next meeting.

Shout out to H&HS Accounting and Financial Services Teams

Accounting Supervisor Carli Goble recognized the Accounting Team for their hard work in making it possible to complete all required major state and federal reports on time and in proper order during this last calendar year. The accounting team plays an instrumental part in being able to submit all the required reports on time by processing payments correctly, running additional reports to reconcile accounts, and making sure any errors are conveyed immediately upon discovery to allow accurate information at reporting time. Carli introduced the Accounting Team to the board and guests.

Financial Assistance Supervisor Jessi Goble recognized the Financial Services Team for having zero errors in 2021 Medical Assistance Audit of 60 cases in February. Shout out to all of the Eligibility Workers and the support staff. Jessi introduced her team to the board and guests.

AITKIN COUNTY BOARD

May 24, 2022

<p>The meeting was adjourned at 9:50 a.m.</p> <p>Next Meeting – June 28, 2022</p> <p>Public Comment was made about concerns about Open Range Pay Scale and environment from the following: Mary Hakes-Floater in Assessor/Auditor/Record/Treasurer’s Office, Melissa Blazek-Dispatcher, Troy Bauch-AFSCME Business Agent, Rebecca Persons-Mental Health Practitioner, Janet Hatfield-Eligibility Worker, and Brenda Butterfield-Social Worker.</p> <p>Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Consent Agenda as follows.</p> <p>A) Correspondence File May 10, 2022 to May 23, 2022; B) Approve May 10, 2022 County Board Minutes; C) Approve Electronic Funds Transfers \$864,438.36; D) Approve Commissioner Vouchers: General Fund \$148,352.46, Reserves Fund \$17,501.26, Road & Bridge \$142,897.87, HHS \$28,394.48, State \$7,869.00, Trust \$14,969.30, Forest Development \$567.11, LLCC \$26,728.82, Park \$1,079.31, Coronavirus Relief Fund \$3,000.00, for a total of \$391,359.61; E) Approve Auditor’s Vouchers – R&B Final Contract Payment: Road & Bridge \$42,527.97, for a total of \$42,527.97; F) Approve Manual Warrants/Voids/Corrections – Camping Refund: Parks \$35.00, for a total of \$35.00; G) Approve Manual Warrants/Voids/Corrections – Returned Payment, Unable to Locate: Taxes and Penalties \$686.00, for a total of \$686.00; H) Approve Manual Warrants/Voids/Corrections – Sales/Use and Diesel Tax-April 2022: General Fund \$346.69, Road & Bridge \$527.05, Trust \$14.99, LLCC \$63.94, Parks \$148.01, for a total of \$1,100.68; I) Approve Manual Warrants/Voids/Corrections – Elan Paid 04.28.2022: General Fund \$-1,148.35, Road & Bridge \$129.98, HHS \$687.28, Trust \$331.09 for a total of \$0.00; J) Approve Manual Warrants/Voids/Corrections – Returned Payments: Taxes & Penalties \$2,565.00, for a total of \$2,565.00; K) Approve Manual Warrants/Voids/Corrections – FSA Claims 05.18.2022: General Fund \$1,631.52, for a total of \$1,631.52; L) Approve Manual Warrants/Voids/Corrections – FSA Claims, Camping Refund, Returned Payments: General Fund \$64.15, Tax & Penalties \$1,578.00, Parks \$70.00 for a total of \$1,712.15; M) Approve Application to Make Retail Sales of Cigarette & Other Tobacco Products; N) Approve Lost Warrant Affidavit: Lake Country Power; O) Adopt Resolution: Search & Rescue Donation: Clark Township; P) Adopt Resolution: Snowmobile and Ski Trails GIA Funding; Q) Adopt Resolution: 2021 Annual Apportionment of Forfeited Tax Sales; R) Adopt Resolution: Search & Rescue Donation: Seavey Township</p> <p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to approve – Application to Make Retail Sales of Cigarette & Other Tobacco Products.</p> <p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to approve – Lost Warrant Affidavit: Lake Country Power.</p>	<p>Citizens’ Public Comment</p> <p>Consent Agenda</p> <p>Application to Make Retail Sales of Cigarette & Other Tobacco Products</p> <p>Lost Warrant Affidavit: Lake Country Power</p>
---	---

AITKIN COUNTY BOARD

May 24, 2022

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

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

John Eisele – Enbridge Community Relations Specialist presented the Aitkin County Board with a Commemorative Plaque for the county’s support on Line 3.

Phil Steger – Brother Justus Whiskey Company provided the board with an update.

Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution as amended – Zoning Ordinance Amendment-New CERVID Farms;

WHEREAS, Chronic Wasting Disease (CWD) is a contagious fata neurodegenerative disease afflicting white tailed deer (cervids), and

WHEREAS, CWD is caused by misfolded proteins called prions, which attack the brain of infected animals, result in death, and

WHEREAS, CWD has spread to 26 states, three Canadian provinces, several counties in Southeast Minnesota, and now Northern Minnesota counties including: Beltrami, Itasca and Polk; and

WHEREAS, nearly all CWD-infected cervids (deer) originate in captive commercial farms, of which 259 are located in Minnesota, and

WHEREAS, Minnesota wild deer are an important source of food, recreation, and tradition for our nearly 500,000 firearm and archery hunters who in turn, generate over a half billion dollars in economic activity in rural counties, and

WHEREAS, CWD spread reached a crisis level in Minnesota in the spring of 2021 after several CWD infected deer were found on a Beltrami County deer farm, and

WHEREAS, the owners of the Beltrami County deer farm disposed several CWD-infected deer carcasses on nearby tax-forfeited land where disease carrying prion were found in the soil, allowing for their ongoing and indefinite viability.

WHEREAS, the Aitkin County Board of Commissioners held a Public Hearing on March 8, 2022 to discuss cervid farms, CWD, and adopted a cervid farm legislation support resolution.

WHEREAS, the Aitkin County Planning Commission held a Public Hearing on May 16, 2022 to discuss regulating cervid farms, and voted unanimously to restrict any new cervid farms.

NOW, THEREFORE BE IT RESOLVED, that the Aitkin County Board of Commissioners does hereby adopt this resolution and change to Aitkin County Zoning Ordinance.

**Commemorative
Plaque**

**Brother Justus
Whiskey
Company Update**

**Resolution
#20220524-072**

Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – Greater Minnesota Recycling and Composting Grant;

WHEREAS, Aitkin County (Minnesota) has applied for and been awarded a grant of \$91,325.00 from the Minnesota Pollution Control Agency (MPCA), under its FY2022 Greater Minnesota Recycling and Composting Grant Program.

NOW, THEREFORE BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby agrees to accept this grant.

BE IT FURTHER RESOLVED, the County authorizes the County Administrator, Jessica Seibert as authorized signer of the grant and Aitkin County Environmental Services Director, Andrew Carlstrom as Program Grant Manger and signer.

Jim Bright – Facilities Coordinator provided the board with an update on upcoming and ongoing projects.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – Emergency Declaration;

WHEREAS, a severe storm on May 11th has caused destruction of county buildings, as well as flooding and rain making impassable the roads and bridges within Aitkin County; and

WHEREAS, the Aitkin County Highway Department has neither the manpower or resources needed to prepare the plans, specifications, and proposal documents required to advertise for competitive bids to do the repairs on all of the effected sites; and

WHEREAS, advertising for competitive bids would delay the prompt execution of repairs to Aitkin County’s roads and bridges, potentially preventing the repairs from being completed before the end of the 2022 construction season;

WHEREAS, the Aitkin County Board of Commissioners may, pursuant to Minnesota Statute 375.21, enter into contracts for the repair of the roads and bridges without advertising for competitive bids, upon finding that a state of emergency exists within the County and that the public health, safety and welfare would suffer by delays;

THEREFORE, the Aitkin County Board of Commissioners **FINDS** as follows:

1. That a state of emergency exists within Aitkin County, arising from the severe storm’s destruction of the County’s building, or impassability of roads and bridges due to flooding and rain,
2. That the public health, safety, and welfare would suffer by the delay necessarily accompanying the advertising for competitive bids to perform needed repairs to the County’s buildings, roads and bridges.

THEREFORE, BE IT FURTHER RESOLVED, this 24th day of May 2022, by the Aitkin County Board of Commissioners, that they Aitkin County Engineer is hereby directed to let contracts for the repair of the County’s buildings, roads and bridges destroyed or

**Resolution
#20220524-073
Accept Greater
Minnesota
Recycling and
Composting
Grant**

Facility Update

**Resolution
#20220524-074
Emergency
Declaration**

AITKIN COUNTY BOARD

May 24, 2022

made impassable by floods and rain without advertising for competitive bids.

The Board discussed: Arrowhead Counties, HHS Advisory, CARE Board, Lakes & Pines, Planning Commission, Personnel, Extension, Snake River Watershed, Joint Counties Natural resource, ATV Committee, Big Sandy Watershed, Toward Zero Death, and Historical Society.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to close the meeting at 12:01 p.m. under Minnesota Statute 13D.03 Subd.1(b)-Labor Negotiations.

Commissioner Wedel left meeting at 12:58

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to reopen the meeting at 1:17 p.m.

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

- Regular 1:1's
- Department Head Meeting
- Policy and Procedure Work (Agenda Request Guide, Property Tax Supplement Info)
- Senator Klobuchar Arrangements
- MACA Regional Meeting

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 1:18 p.m. until Tuesday, June 14, 2022 at the Aitkin County Government Center.

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

Jessica Seibert
County Administrator

Board Discussion

**Close Meeting
under MN Statute
13D.03 Subd.1(b)
Labor
Negotiations**

Reopen Meeting

**Administrator
Updates**

Adjourn



Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 6/14/2022

Title of Item: Electronic Funds Transfer

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Electronic Funds Transfer thru 6/6/2022		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

ELECTRONIC FUNDS TRANSFER

Thru June 6, 2022 Board Meeting June 14, 2022

Abstract Number	Date	Amount	Reason	
21327	5/16/22	\$2,565.00	Manual Abstract	
21328	5/18/22	\$1,631.52	Manual Abstract	
21329	5/20/22	\$639,174.14	Payroll Abstract	
21330	5/20/22	\$3,539.00	Auditor Abstract	
21331	5/20/22	\$8,706.73	Auditor Abstract	
21332	5/20/22	\$5,850.00	Manual Abstract	
21333	5/24/22	\$47,227.78	Commissioner Abstract	
21334	5/24/22	\$2,703,594.71	Auditor Abstract	
21335	5/23/22	\$682.35	Manual Abstract	
21336	5/23/22	\$2,132.00	Manual Abstract	
21339	5/24/22	\$1,310,189.60	Manual Abstract	
21340	5/27/22	\$471,572.01	Commissioner Abstract	
21341	5/25/22	\$354.44	Manual Abstract	
21342	5/26/22	\$4,563.17	Manual Abstract	
21343	5/26/22	\$96.00	Manual Abstract	
21344	5/27/22	\$2,179.51	Auditor Abstract	\$0
21345	5/31/22	\$1,197.00	Manual Abstract	Voids/No ACH
21346	6/2/22	\$120.76	Manual Abstract	21337
21347	6/3/22	\$5,688.16	Auditor Abstract	21338
21348	6/3/22	\$612,133.05	Payroll Abstract	
21349	6/3/22	\$497.89	Manual Abstract	
21350	6/6/22	\$83,861.19	Manual Abstract	
<hr/>				
		\$5,907,556.01		

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		92.00	04.26 SYNOPSIS 05/18/2022 05/18/2022	1229920	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		92.00	1 Transactions			
15240	AT&T Mobility 01-001-000-0000-6220		152.92	COMMISSIONER PHONES-APRIL 03/26/2022 04/25/2022	287298817699	Telephone	N
15240	AT&T Mobility		152.92	1 Transactions			
1333	Dell Marketing L.P. 01-001-000-0000-6485		1,016.45	MARCOTTE-NEW LAPTOP 03/25/2022 03/25/2022	10572025681	Computer/Technology Supplies	N
1333	Dell Marketing L.P.		1,016.45	1 Transactions			
1	DEPT Total:		1,261.37	Commissioners	3 Vendors	3 Transactions	
40	DEPT			Auditor			
9908	Office of the Secretary of State 01-040-021-0000-6360		120.00	NOTARY APPLICATION (JR)	AITKIN CO	Services, Labor, Contracts	N
9908	Office of the Secretary of State		120.00	1 Transactions			
86235	The Office Shop Inc 01-040-000-0000-6405		9.89	POST-IT NOTES	1110589-3	Office Supplies	N
	01-040-021-0000-6405		635.58	TONER (3)	1111983-0	Office Supplies	N
	01-040-000-0000-6405		29.52	FILE FOLDERS	1112205-0	Office Supplies	N
	01-040-000-0000-6405		9.33	CALC RIBBON (3)	1112531-0	Office Supplies	N
86235	The Office Shop Inc		684.32	4 Transactions			
40	DEPT Total:		804.32	Auditor	2 Vendors	5 Transactions	
42	DEPT			Treasurer			
4173	Grams/Lori 01-042-000-0000-6405		47.32	PHOTO MAGNETS/INK	REIMB	Office Supplies	N
4173	Grams/Lori		47.32	1 Transactions			
86235	The Office Shop Inc						

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
86235	The Office Shop Inc		211.86 211.86	PRINTER INK TONER 1 Transactions	1112235-0	Office Supplies	N
14330	US Bank		100.00	RICOH COPIER LEASE 05/01/2022 05/31/2022 1 Transactions	473567683	Office Equipment Rental/Contracts	N
14330	US Bank		100.00				
42	DEPT Total:		359.18	Treasurer	3 Vendors	3 Transactions	
43	DEPT			Assessor			
90762	Aitkin Co License Center		19.25	TAB RENEWAL 05/25/2022 02/29/2024 1 Transactions	938316	Auto & Trailer License	N
90762	Aitkin Co License Center		19.25				
5430	Minnesota State Board Of Assessors		85.00	BEN MOWERS - CMA	AITKIN CO	Dues & License Renewal	N
	01-043-000-0000-6240		125.00	TOM SANBECK - AMA	AITKIN CO	Dues & License Renewal	N
	01-043-000-0000-6240		150.00	STACY WESTERLUND - SAMA	AITKIN CO	Dues & License Renewal	N
	01-043-000-0000-6240		150.00	LORI TIBBETTS - SAMA	AITKIN CO	Dues & License Renewal	N
	01-043-000-0000-6240		150.00	MIKE DANGERS - SAMA	AITKIN CO	Dues & License Renewal	N
5430	Minnesota State Board Of Assessors		660.00	5 Transactions			
9615	WEX BANK		453.04	APRIL FUEL 04/08/2022 05/07/2022	80764487	Gas/Vehicle Fuel Charges	N
	01-043-000-0000-6335		6.01-	REBATE 04/08/2022 05/07/2022 2 Transactions	80764487	Gas/Vehicle Fuel Charges	N
9615	WEX BANK		447.03				
43	DEPT Total:		1,126.28	Assessor	3 Vendors	8 Transactions	
44	DEPT			Central Services			
783	Canon Financial Services, Inc		248.78	MAY CANON PRINTER INVOICE 05/01/2022 05/31/2022	28543147	Services, Labor, Contracts	N
	01-044-000-0000-6360						

Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name	
783	Canon Financial Services, Inc		248.78		1 Transactions		
13722	Quadient Finance USA, Inc.						
	01-044-048-0000-6205		3,500.00	POSTAGE	79000440801866	Postage	N
	01-044-048-0000-6405		461.92	SUPPLIES	79000440801866	Postage Supplies	N
13722	Quadient Finance USA, Inc.		3,961.92		2 Transactions		
13624	Quadient Leasing USA, Inc						
	01-044-048-0000-6342		717.51	POSTAGE RENTAL 3 18 -6 17 22	N9413282	Postage Rental	N
				03/18/2022 06/22/2022			
13624	Quadient Leasing USA, Inc		717.51		1 Transactions		
44	DEPT Total:		4,928.21	Central Services	3 Vendors	4 Transactions	
45	DEPT			Motor Pool			
13934	The Tire Barn						
	01-045-000-0000-6302		59.98	CAR#7 OIL CHANGE/FILTER	62692	Vehicle Maintenance	N
				05/19/2022 05/19/2022			
	01-045-000-0000-6302		45.07	CAR #31-OIL CHANGE/FILTER	62719	Vehicle Maintenance	N
				05/20/2022 05/20/2022			
13934	The Tire Barn		105.05		2 Transactions		
45	DEPT Total:		105.05	Motor Pool	1 Vendors	2 Transactions	
49	DEPT			Information Technologies			
7916	AT&T						
	01-049-000-0000-6220		38.75	AT&T PHONE BILL	287279507473	Telephone	N
7916	AT&T		38.75		1 Transactions		
783	Canon Financial Services, Inc						
	01-049-000-0000-6283		47.07	CANON PRINTER MONTHLY CHARGES	28624326	Programming, Services, Contracts	N
				06/01/2022 06/30/2022			
783	Canon Financial Services, Inc		47.07		1 Transactions		
49	DEPT Total:		85.82	Information Technologies	2 Vendors	2 Transactions	
52	DEPT			Administration			
15240	AT&T Mobility						

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	01-052-000-0000-6220		49.59	JESSICA PHONE-APRIL 03/26/2022 04/25/2022	287298817699	Telephone	N
15240	AT&T Mobility		49.59	1 Transactions			
52	DEPT Total:		49.59	Administration	1 Vendors	1 Transactions	
53	DEPT			Human Resources			
86222	Aitkin Independent Age						
	01-053-000-0000-6230		131.00	PRINTING, PUBLISHING & ADV 05/04/2022 05/07/2022	1226387	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		116.00	PRINTING, PUBLISHING & ADV 05/11/2022 05/14/2022	1228612	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		128.00	PRINTING, PUBLISHING & ADV 05/18/2022 05/21/2022	1230319	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		48.00	PRINTING, PUBLISHING & ADV 05/18/2022 05/18/2022	1230383	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		423.00	4 Transactions			
9561	Amazon Business						
	01-053-000-0000-6405		20.46	TRAINING ROOM COFFEE 05/25/2022 05/25/2022	1DT7QGDCX9L3	Office Supplies	N
9561	Amazon Business		20.46	1 Transactions			
15240	AT&T Mobility						
	01-053-000-0000-6220		99.18	BOBBIE/NICOLE-APRIL PHONES 03/26/2022 04/25/2022	287299383308	Telephone	N
15240	AT&T Mobility		99.18	1 Transactions			
86235	The Office Shop Inc						
	01-053-000-0000-6405		35.67	NICOLE-FOLDERS 05/24/2022 05/24/2022	1112352-0	Office Supplies	N
86235	The Office Shop Inc		35.67	1 Transactions			
53	DEPT Total:		578.31	Human Resources	4 Vendors	7 Transactions	
60	DEPT			Elections			
86222	Aitkin Independent Age						
	01-060-000-0000-6230		240.00	PRIMARY-MAIL BALLOT PRECINCTS	1229239	Printing, Publishing & Adv	Y

Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
86222	Aitkin Independent Age				240.00		1 Transactions		
60	DEPT Total:				240.00	Elections	1 Vendors	1 Transactions	
90	DEPT					Attorney			
783	Canon Financial Services, Inc	01-090-000-0000-6342			326.99	COPIER CONTRACT 05/01/2022 05/31/2022	28543158	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc				326.99		1 Transactions		
966	Chisago County Sheriff's Office	01-090-000-0000-6264			60.00	SUBPOENA SERVICE	22-001311	Sheriff Services	N
966	Chisago County Sheriff's Office				60.00		1 Transactions		
13724	Minnesota Continuing Legal Education	01-090-000-0000-6406			57.00	DESKBOOK PUBLICATION	INV1188816	Law Publ. & Subscriptions	N
13724	Minnesota Continuing Legal Education				57.00		1 Transactions		
8454	Ramsey County Sheriff	01-090-000-0000-6264			70.00	SUBPOENA SERVICE	202205124	Sheriff Services	N
8454	Ramsey County Sheriff				70.00		1 Transactions		
86944	Sheriff Crow Wing County	01-090-000-0000-6264			150.00	SUBPOENA SERVICE	10109	Sheriff Services	N
86944	Sheriff Crow Wing County				150.00		1 Transactions		
5259	Wright County Sheriff's Office	01-090-000-0000-6264			75.00	SUBPOENA SERVICE	202202404	Sheriff Services	N
5259	Wright County Sheriff's Office				75.00		1 Transactions		
90	DEPT Total:				738.99	Attorney	6 Vendors	6 Transactions	
100	DEPT					Recorder			
13213	MCRA	01-100-000-0000-6241			50.00	2022 MCRA SUMMER CONF	2022 MCRA CONF	Registration Fee	N
13213	MCRA				50.00		1 Transactions		
14814	Snyder/Tara								

Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
14814	Snyder/Tara	01-100-000-0000-6332			549.32	2022 MCRA CONF LODGING		2022 MCRA CONF		Hotel / Motel Lodging	N
					549.32				1 Transactions		
86235	The Office Shop Inc	01-100-000-0000-6405			8.88	OFFICE SUPPLIES		1110024-0		Office Supplies	N
		01-100-000-0000-6405			9.27	OFFICE SUPPLIES		1110024-1		Office Supplies	N
		01-100-000-0000-6405			11.13	OFFICE SUPPLIES		1111766-1		Office Supplies	N
		01-100-000-0000-6405			54.52	OFFICE SUPPLIES		1111766-2		Office Supplies	N
		01-100-000-0000-6342			675.84	COPIER		321669-0		Office Equipment Rental/Contracts	N
		01-100-000-0000-6342			200.00	COPIER		321848-0		Office Equipment Rental/Contracts	N
86235	The Office Shop Inc				959.64				6 Transactions		
100	DEPT Total:				1,558.96	Recorder		3 Vendors		8 Transactions	
110	DEPT					Courthouse Maintenance					
9561	Amazon Business	01-110-000-0000-6415			41.28	EAR PLUGS, CABLE TIES		16D9-PVN9-46PQ		Operational Supplies	N
		01-110-000-0000-6415			56.28	LOCKBOXES FOR KEYS		1HPC-7CDK-TLJ9		Operational Supplies	N
9561	Amazon Business				97.56				2 Transactions		
15240	AT&T Mobility	01-110-000-0000-6220			49.59	JIM PHONE-APRIL		287298817699		Telephone	N
						03/26/2022	04/25/2022				
15240	AT&T Mobility				49.59				1 Transactions		
88628	Dalco Enterprises, Inc.	01-110-000-0000-6422			49.98	ALLERGEN BAGS		3931072		Janitorial Supplies	N
		01-110-000-0000-6422			120.10	SANITARY NAPKIN RECEPTACLE		3939690		Janitorial Supplies	N
		01-110-000-0000-6422			907.64	TP, CAN LINERS, ROLL TOWELS		3939709		Janitorial Supplies	N
		01-110-000-0000-6422			133.71	MOP HEADS		3942025		Janitorial Supplies	N
		01-110-000-0000-6422			369.24	ROLL TOWELS		3942048		Janitorial Supplies	N
88628	Dalco Enterprises, Inc.				1,580.67				5 Transactions		
1430	Dotzler Power Equipment	01-110-000-0000-6570			106.92	GAS FOR LEAF BLOWER		26396		Motor Fuel & Lubricants	N
1430	Dotzler Power Equipment				106.92				1 Transactions		
1737	G & N Enterprises	01-110-000-0000-6422			129.43	LED BULBS		4611		Janitorial Supplies	Y

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1737	G & N Enterprises		129.43		1 Transactions		
1754	Garrison Disposal Company, Inc 01-110-000-0000-6255		522.85	MONTHLY GARBAGE 04/01/2022 04/30/2022	298279	Garbage	N
	01-110-000-0000-6255		458.50	MONTHLY GARBAGE SERVICE 05/01/2022 05/31/2022	298986	Garbage	N
1754	Garrison Disposal Company, Inc		981.35		2 Transactions		
9918	Metropolitan Compounds Inc. 01-110-000-0000-6415		569.25	WEED KILLER	0015864-IN	Operational Supplies	Y
9918	Metropolitan Compounds Inc.		569.25		1 Transactions		
89765	Minnesota Elevator, Inc 01-110-000-0000-6360		344.61	MONTHLY ELEVATOR SERVICE 05/01/2022 05/31/2022	966853	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc		344.61		1 Transactions		
9692	Minnesota Energy Resources Corporation 01-110-000-0000-6254		1,424.28	UTILITIES-COURTHOUSE 04/21/2022 05/18/2022	0506823754	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		1,424.28		1 Transactions		
3950	Public Utilities 01-110-000-0000-6254		3,712.78	UTILITIES-GOV'T CENTER	1430-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		137.85	UTILITIES-GLARCO	50186-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		325.75	UTILITIES-LA TOOL	50188-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		40.91	UTILITIES-OLD CO GARAGE	50202-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		36.97	UTILITIES-JUDICIAL	509-00	Utilities-Gas and Electric	N
3950	Public Utilities		4,254.26		5 Transactions		
110	DEPT Total:		9,537.92	Courthouse Maintenance	10 Vendors	20 Transactions	
120	DEPT			Veterans Service			
3518	Voyageur Press Of Mcgregor, Inc 01-120-000-0000-6230		450.00	VOYAGEUR PRESS 05/23/2022 05/23/2022	45075	Printing, Publishing & Adv	N
3518	Voyageur Press Of Mcgregor, Inc		450.00		1 Transactions		

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
120	DEPT Total:		450.00	Veterans Service	1 Vendors	1 Transactions	
122	DEPT			Planning & Zoning			
86222	Aitkin Independent Age 01-122-000-0000-6230		101.38	JUNE BOA	1230141	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		101.38		1 Transactions		
783	Canon Financial Services, Inc 01-122-000-0000-6342		166.12	MONTHLY COPIER CHARGES 05/01/2022 05/31/2022	28543125	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		166.12		1 Transactions		
15142	Christensen/Charles 01-122-000-0000-6278		90.00	JUNE BOA	60222	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		84.24	JUNE BOA MILEAGE	60222	BOA/PC Mileage	Y
15142	Christensen/Charles		174.24		2 Transactions		
1333	Dell Marketing L.P. 01-122-000-0000-6405		1,201.57	COMPUTER EQUIP(EGLAND, WIEBUSC	10571208035	Office, Film, & Field Supplies	N
1333	Dell Marketing L.P.		1,201.57		1 Transactions		
999999000	Heasley/Ryan 01-122-000-0000-6820		50.00	Application denied	2022-008813	Refunds & Reimbursements	N
999999000	Heasley/Ryan		50.00		1 Transactions		
5516	Paquette/Jeremy M 01-122-000-0000-6278		70.00	JUNE BOA	60122	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		53.82	JUNE BOA MILEAGE	60122	BOA/PC Mileage	Y
5516	Paquette/Jeremy M		123.82		2 Transactions		
12077	Stromberg/Kevin 01-122-000-0000-6278		100.00	JUNE BOA	60222	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		50.31	JUNE BOA MILEAGE	60222	BOA/PC Mileage	Y
12077	Stromberg/Kevin		150.31		2 Transactions		
86235	The Office Shop Inc 01-122-000-0000-6405		16.94	BLUE PAPER	11121150	Office, Film, & Field Supplies	N
	01-122-000-0000-6360		606.92	MONTHLY COPIER CHARGES 02/07/2022 05/04/2022	3217840	Services, Labor, Contracts	N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
86235	The Office Shop Inc		623.86		2 Transactions		
10930	Tidholm Productions 01-122-000-0000-6405		246.00	ENVELOPES	25452661	Office, Film, & Field Supplies	Y
10930	Tidholm Productions		246.00		1 Transactions		
8612	Veenker/Thomas H 01-122-000-0000-6278		90.00	JUNE BOA	60222	Advisory Board/Committee Per Diem	N
	01-122-038-0000-6330		60.26	JUNE BOA MILEAGE	60222	BOA/PC Mileage	N
8612	Veenker/Thomas H		150.26		2 Transactions		
122	DEPT Total:		2,987.56	Planning & Zoning	10 Vendors	15 Transactions	
200	DEPT			Enforcement			
1777	Grand Rapids Veterinary Clinic 01-200-019-0000-6360		47.05	RENO ANTIBIOTIC	347602	Services, Labor, Contracts	6
1777	Grand Rapids Veterinary Clinic		47.05		1 Transactions		
4812	JC32 Teamsters H&W Fund 01-200-000-0000-6101		5,440.00	MAY EE HEALTH INS 05/01/2022 05/31/2022	202205	Salaries-Full Time	N
	01-200-000-0000-6150		20,825.00	MAY ER HEALTH INS 05/01/2022 05/31/2022	202205	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		26,265.00		2 Transactions		
13864	Sandberg/Kristi 01-200-000-0000-6150		1,000.00	HEALTH INS REIMB (JUNE 2022) 06/01/2022 06/30/2022	JUNE 2022	Health Insurance-Employer	N
13864	Sandberg/Kristi		1,000.00		1 Transactions		
200	DEPT Total:		27,312.05	Enforcement	3 Vendors	4 Transactions	
202	DEPT			Boat & Water			
4812	JC32 Teamsters H&W Fund 01-202-000-0000-6101		320.00	MAY EE HEALTH INS 05/01/2022 05/31/2022	202205	Salaries-Full Time	N
	01-202-000-0000-6150		1,225.00	MAY ER HEALTH INS 05/01/2022 05/31/2022	202205	Health Insurance-Employer	N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
4812	JC32 Teamsters H&W Fund		1,545.00		2 Transactions		
202	DEPT Total:		1,545.00	Boat & Water	1 Vendors	2 Transactions	
252	DEPT			Corrections			
4812	JC32 Teamsters H&W Fund 01-252-000-0000-6101		6,030.00	MAY EE HEALTH INS 05/01/2022 05/31/2022	202205	Salaries-Full Time	N
	01-252-000-0000-6150		21,780.00	MAY ER HEALTH INS 05/01/2022 05/31/2022	202205	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		27,810.00		2 Transactions		
252	DEPT Total:		27,810.00	Corrections	1 Vendors	2 Transactions	
253	DEPT			Sentence to Serve			
4812	JC32 Teamsters H&W Fund 01-253-000-0000-6101		335.00	MAY EE HEALTH INS 05/01/2022 05/31/2022	202205	Salaries-Full Time	N
	01-253-000-0000-6150		1,210.00	MAY ER HEALTH INS 05/01/2022 05/31/2022	202205	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		1,545.00		2 Transactions		
253	DEPT Total:		1,545.00	Sentence to Serve	1 Vendors	2 Transactions	
257	DEPT			Community Corrections			
6097	Verizon Wireless 01-257-257-0000-6215		163.75	AGENT WORK CELL PHONES 04/24/2022 05/23/2022	9907275112	Wireless Telephone Services	N
6097	Verizon Wireless		163.75		1 Transactions		
257	DEPT Total:		163.75	Community Corrections	1 Vendors	1 Transactions	
391	DEPT			Solid Waste			
86222	Aitkin Independent Age 01-391-000-0000-6230		125.00	RECYCLING LOCATIONS	1210897	Printing, Publishing & Adv	Y
	01-391-000-0000-6230		200.25	E-WASTE	1230189	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		325.25		2 Transactions		

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
4150	Rosallini's 01-391-000-0000-6405		121.87	E-WASTE PIZZA AND COOKIES	0160157	Office, Film, & Field Supplies	N
4150	Rosallini's		121.87	1 Transactions			
3518	Voyageur Press Of Mcgregor, Inc 01-391-000-0000-6230		160.00	E-WASTE	45080	Printing, Publishing & Adv	N
3518	Voyageur Press Of Mcgregor, Inc		160.00	1 Transactions			
391	DEPT Total:		607.12	Solid Waste	3 Vendors	4 Transactions	
600	DEPT			Ag Society, Soil & Water, Ag Inspect			
89856	Aitkin Co Agricultural Society 01-600-550-0000-5840		15,899.00	2021 LEGACY FUNDS	6/1/2022	Misc Receipts	N
	01-600-550-0000-5840		4,411.00	2020 LEGACY FUNDS	6/1/2022	Misc Receipts	N
	01-600-550-0000-6801		700.00	LEASE / DNR	6/1/2022	Ag Society Appropriations	N
89856	Aitkin Co Agricultural Society		21,010.00	3 Transactions			
600	DEPT Total:		21,010.00	Ag Society, Soil & Water, Ag Inspect	1 Vendors	3 Transactions	
700	DEPT			Promotion,Airport,Tourism, Misc.			
9612	Discovery Publishing, Inc. 01-700-909-0000-6801		303.95	ATV AD MAY/JUNE 2022 05/01/2022 06/30/2022	2946	Appropriations-Grant	Y
9612	Discovery Publishing, Inc.		303.95	1 Transactions			
700	DEPT Total:		303.95	Promotion,Airport,Tourism, Misc.	1 Vendors	1 Transactions	
711	DEPT			Economic Development			
15240	AT&T Mobility 01-711-000-0000-6220		44.55	MARK JEFFERS PHONE-APRIL 03/26/2022 04/25/2022	287298817699	Telephone	N
15240	AT&T Mobility		44.55	1 Transactions			
711	DEPT Total:		44.55	Economic Development	1 Vendors	1 Transactions	
1	Fund Total:		105,152.98	General Fund		106 Transactions	

Aitkin County



2 Reserves Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
49	DEPT 9910 Hallmentum LLC 02-049-251-0000-6268		650.00	Information Technologies STAFF COACHING	1031	Staff Training, Development	Y
	9910 Hallmentum LLC		650.00	1 Transactions			
49	DEPT Total:		650.00	Information Technologies	1 Vendors	1 Transactions	
60	DEPT 9561 Amazon Business 02-060-000-0000-6800		2,719.20	Elections SUPPLY BAGS & BACKPACKS	1DT7-QGDC-PYG7	Election Reserve Expense	N
	9561 Amazon Business		2,719.20	1 Transactions			
	13129 SeaChange Printing & Marketing Serv LLC 02-060-000-0000-6800		6,820.00	ESTIMATED POSTAGE- PRIMARY MB	41285	Election Reserve Expense	N
	13129 SeaChange Printing & Marketing Serv LLC		6,820.00	1 Transactions			
60	DEPT Total:		9,539.20	Elections	2 Vendors	2 Transactions	
2	Fund Total:		10,189.20	Reserves Fund		3 Transactions	

Aitkin County



3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
301	DEPT			R&B Administration			
8491	Avenu Holdings LLC 03-301-000-0000-6300		6,410.93	NEW ROADS	INVB-036213	Maintenance/Service Contracts	N
	03-301-000-0000-6300		285.16	E TIME	INVB-036213	Maintenance/Service Contracts	N
8491	Avenu Holdings LLC		6,696.09	2 Transactions			
783	Canon Financial Services, Inc 03-301-000-0000-6342		192.60	CONTRACT CHARGE	28543214	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		192.60	1 Transactions			
10855	Culligan Water 03-301-000-0000-6342		55.00	WATER COOLER RENTAL	150-10020584-1	Office Equipment Rental/Contracts	N
10855	Culligan Water		55.00	1 Transactions			
9671	Pitney Bowes 03-301-000-0000-6342		81.30	LEASE	3105510430	Office Equipment Rental/Contracts	N
9671	Pitney Bowes		81.30	1 Transactions			
86235	The Office Shop Inc 03-301-000-0000-6405		399.48	CONTRACT	321776-0	Office Supplies	N
86235	The Office Shop Inc		399.48	1 Transactions			
301	DEPT Total:		7,424.47	R&B Administration	5 Vendors	6 Transactions	
303	DEPT			R&B Highway Maintenance			
7628	Al's Welding & Sandblasting 03-303-000-0000-6590		3,615.00	REPAIR LABOR	10662	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		1,844.75	REPAIR PARTS	10662	Repair & Maintenance Supplies	Y
7628	Al's Welding & Sandblasting		5,459.75	2 Transactions			
13620	American Door Works 03-303-000-0000-6417		1,289.00	AITKIN SHOP REPAIRS	0254967-IN	Shop/Building Maintenance	N
13620	American Door Works		1,289.00	1 Transactions			
10452	AT&T Mobility 03-303-000-0000-6220		22.97	PAUL'S IPAD SVC	287266104878X0	Telephone	N
10452	AT&T Mobility		22.97	1 Transactions			
86467	Auto Value Aitkin						

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	03-303-000-0000-6590		28.02	REPAIR PARTS	40199752	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		29.90	REPAIR PARTS	40200103	Repair & Maintenance Supplies	N
86467	Auto Value Aitkin		57.92	2 Transactions			
13725	Beartooth True Value						
	03-303-000-0000-6590		32.00	PROPANE	B190294	Repair & Maintenance Supplies	N
13725	Beartooth True Value		32.00	1 Transactions			
14504	Bobenmoyer/Jared						
	03-303-000-0000-6181		145.00	WORK BOOTS REIMBURSEMENT	MAC TOOLS	Safety Footwear Allowance	N
14504	Bobenmoyer/Jared		145.00	1 Transactions			
8544	Brock White						
	03-303-000-0000-6521		677.75	BRIDGE REPAIR	15404722-00	Maintenance Supplies	N
8544	Brock White		677.75	1 Transactions			
163	Charter Communications Holdings LLC						
	03-303-000-0000-6220		141.51	PHONE: HWY OFFICE	0-022823051922	Telephone	N
163	Charter Communications Holdings LLC		141.51	1 Transactions			
14887	Cintas Corporation						
	03-303-000-0000-6360		15.82	SHOP LAUNDRY	4120143012	Services, Labor, Contracts	N
	03-303-000-0000-6360		78.50	SHOP LAUNDRY	4120874330	Services, Labor, Contracts	N
14887	Cintas Corporation		94.32	2 Transactions			
1115	Contech Engineered Solutions						
	03-303-000-0000-6515		13,974.00	15" ANNULAR CULVERT	24965951	Culverts	N
	03-303-000-0000-6515		19,047.60	12" ANNULAR CULVERT	24965951	Culverts	N
	03-303-000-0000-6515		1,395.60	15" BAND	24965951	Culverts	N
	03-303-000-0000-6515		18,156.00	15" ANNULAR CULVERT	24974924	Culverts	N
	03-303-000-0000-6515		436.10	18" BAND	24974924	Culverts	N
	03-303-000-0000-6515		18,374.40	18" ANNULAR CULVERT	24974924	Culverts	N
1115	Contech Engineered Solutions		71,383.70	6 Transactions			
7935	East Central Energy						
	03-303-000-0000-6254		93.22	APR/MAY POWER-MCGRATH	35018290	Utilities-Gas and Electric	N
	03-303-000-0000-6254		41.11	APR/MAY POWER-STREET LIGHT	35018408	Utilities-Gas and Electric	N
7935	East Central Energy		134.33	2 Transactions			

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
7060	Federated Co-Ops Inc.						
	03-303-000-0000-6423		2,264.67	JACOBSON SHOP PROPANE	1176607	Fuel for Buildings	N
	03-303-000-0000-6423		466.97	MCGREGOR SHOP PROPANE	1178515	Fuel for Buildings	N
7060	Federated Co-Ops Inc.		2,731.64	2 Transactions			
1959	H & L Mesabi Inc						
	03-303-000-0000-6590		53,700.00	6' PLOW BLADES	42042	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		18,300.00	4' PLOW BLADES	42042	Repair & Maintenance Supplies	N
1959	H & L Mesabi Inc		72,000.00	2 Transactions			
2089	Heartland Tire Inc						
	03-303-000-0000-6590		176.00	REPAIR LABOR	15019081	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		4,512.12	TIRES	15019081	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		14.08	REPAIR PARTS	15019081	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		2,336.56	TIRES	15019130	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		7.04	REPAIR PARTS	15019130	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		88.00	REPAIR LABOR	15019130	Repair & Maintenance Supplies	N
2089	Heartland Tire Inc		7,133.80	6 Transactions			
7525	Hometown Bldg Supply						
	03-303-000-0000-6417		19.99	AITKIN SHOP	2205-058755	Shop/Building Maintenance	N
7525	Hometown Bldg Supply		19.99	1 Transactions			
8775	Itasca Co Highway Dept						
	03-303-000-0000-6825		1,820.00	2021 BLADING 2.6 MILES	1349	Maintenance Agreements	N
	03-303-000-0000-6825		2,030.00	2021/2022 PLOWING 2.9 MILES	1349	Maintenance Agreements	N
8775	Itasca Co Highway Dept		3,850.00	2 Transactions			
8101	Kris Engineering Inc						
	03-303-000-0000-6590		8,520.00	3' CARBIDE BLADES	36682	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		7,100.40	5' CARBIDE BLADES	36682	Repair & Maintenance Supplies	N
8101	Kris Engineering Inc		15,620.40	2 Transactions			
91187	Lake Country Power						
	03-303-000-0000-6254		52.95	APR/MAY CSAH 14	141979801	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.64	APR/MAY CSAH 6	141979901	Utilities-Gas and Electric	N
91187	Lake Country Power		104.59	2 Transactions			
2941	M R Sign Co Inc						

Aitkin County



3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6516		493.75	911 BLANKS 24X6	216053	Signs & Posts	N
	03-303-000-0000-6516		197.59	END _ SPEED LIMIT SIGN	216053	Signs & Posts	N
	03-303-000-0000-6516		245.07	MISSISSIPPI RIVER SIGN	216053	Signs & Posts	N
	03-303-000-0000-6516		437.20	30X30 STOP SIGNS	216053	Signs & Posts	N
	03-303-000-0000-6516		237.74	PAVEMENT ENDS	216053	Signs & Posts	N
	03-303-000-0000-6516		337.01	LG ARROW-DBL YELLOW	216053	Signs & Posts	N
	03-303-000-0000-6516		296.41	CLEARANCE MARKER-RIGHT	216053	Signs & Posts	N
	03-303-000-0000-6516		597.69	911 BLANKS 30X6	216053	Signs & Posts	N
	03-303-000-0000-6516		281.69	36X36 YIELD SIGN	216053	Signs & Posts	N
	03-303-000-0000-6516		475.49	36X36 STOP SIGNS	216053	Signs & Posts	N
	03-303-000-0000-6516		363.30	BLANK SPEED LIMIT SIGN	216053	Signs & Posts	N
	03-303-000-0000-6516		1,587.00	RES 911 SIGN POSTS	216053	Signs & Posts	N
	03-303-000-0000-6516		296.41	CLEARANCE MARKER-LEFT	216053	Signs & Posts	N
	03-303-000-0000-6516		273.16	CHEVRON ALIGNMENT	216053	Signs & Posts	N
	03-303-000-0000-6516		509.18	COUNTY ROUTE MARKER	216053	Signs & Posts	N
	03-303-000-0000-6516		99.80	GUARD RAIL END REFLECT	216054	Signs & Posts	N
2941	M R Sign Co Inc		6,728.49				16 Transactions
5917	Mike's Bobcat Service, Inc.						
	03-303-000-0000-6360		115.00	TREE REMOVAL	MAY 2022	Services, Labor, Contracts	N
	03-303-000-0000-6360		100.00	GRADING	MAY 2022	Services, Labor, Contracts	N
5917	Mike's Bobcat Service, Inc.		215.00				2 Transactions
9179	NORTH CENTRAL INTERNATIONAL, LLC						
	03-303-000-0000-6590		40.41	REPAIR PARTS	X220041031:01	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		60.09	REPAIR PARTS	X220041312:01	Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC		19.68				2 Transactions
3950	Public Utilities						
	03-303-000-0000-6254		48.56	HWY 47 & CR 12	1686-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		44.14	HWY 210 W & CR 28	59455-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		74.91	AITKIN SHOP: WATER	63335-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		49.50	HWY 210/169 E & CR 12	63388-00	Utilities-Gas and Electric	N
3950	Public Utilities		217.11				4 Transactions
9273	Reichert Enterprises, Inc						
	03-303-000-0000-6590		1,472.47	REPAIR PARTS	114267	Repair & Maintenance Supplies	N
9273	Reichert Enterprises, Inc		1,472.47				1 Transactions

Aitkin County



3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
4988	Viking Industrial Center 03-303-000-0000-6417		191.22	AITKIN SHOP SUPPLIES	3241875	Shop/Building Maintenance	N
4988	Viking Industrial Center		191.22	1 Transactions			
8605	Wayne's Sanitation LLC 03-303-000-0000-6254		52.73	GARBAGE: MCGRATH	331856	Utilities-Gas and Electric	N
8605	Wayne's Sanitation LLC		52.73	1 Transactions			
5295	Ziegler Inc 03-303-000-0000-6590		98.77	REPAIR PARTS	IN000550848	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		363.72	REPAIR PARTS-FILTERS	IN000556098	Repair & Maintenance Supplies	N
5295	Ziegler Inc		462.49	2 Transactions			
303	DEPT Total:		190,257.86	R&B Highway Maintenance	26 Vendors	66 Transactions	
307	DEPT			R&B Capital Infrastructure			
8694	Department of Transportation 03-307-000-0000-6269		161.16	STRUCTURAL METALS	P00015308	Professional Services	N
8694	Department of Transportation		161.16	1 Transactions			
13614	Welty/Myron 03-307-000-0000-6362		790.00	RIGHT OF WAY PART OF SE1/4 OF	PARCEL NO 15	Right Of Way	S
	03-307-000-0000-6362		1,500.00	DAMAGES PART OF S1/2 OF SW1/4	PARCEL NO 20&2	Right Of Way	N
	03-307-000-0000-6362		12,950.00	RIGHT OF WAY PART OF S1/2 OF S	PARCEL NO 20&2	Right Of Way	S
13614	Welty/Myron		15,240.00	3 Transactions			
5128	Widseth Smith & Nolting Inc 03-307-000-0000-6269		6,267.00	PROFESSIONAL SERVICES	217030	Professional Services	N
5128	Widseth Smith & Nolting Inc		6,267.00	1 Transactions			
307	DEPT Total:		21,668.16	R&B Capital Infrastructure	3 Vendors	5 Transactions	
3	Fund Total:		219,350.49	Road & Bridge		77 Transactions	

Aitkin County

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



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
9561	Amazon Business 05-400-440-0410-6405		30.71	PH-CABLE TIES/POWER STRIP (SB) 05/26/2022 05/26/2022	1JLL-TWF1-GG97	Office Supplies	N
9561	Amazon Business		30.71	1 Transactions			
9608	AMAZON CAPITAL SERVICES 05-400-440-0410-6405		3.64	AGENCY-CARD STOCK 05/24/2022 05/24/2022	1DDX-9374-3LR7	Office Supplies	N
	05-400-440-0410-6405		2.22	AGENCY-LANYARDS 05/25/2022 05/25/2022	1DT7-QGDC-TFPX	Office Supplies	N
	05-400-440-0410-6405		7.52	AGENCY-FELT TIP PENS 05/14/2022 05/14/2022	1GRM-XTFM-6H4R	Office Supplies	N
	05-400-440-0410-6405		15.79	PH-KLEENEX 05/14/2022 05/14/2022	1GRM-XTFM-6H4R	Office Supplies	N
	05-400-440-0410-6405		23.84	ACCTG-TONER CARTRIDGE 05/27/2022 05/27/2022	1GV1-RPNP-CQR1	Office Supplies	N
	05-400-450-0451-6405	M	15.29	HE-CERAMIC MAGNETS (SD) 05/29/2022 05/29/2022	1T6H-DKW4-R34V	Office Supplies	N
	05-400-440-0410-6405		11.84	AGENCY-HIGHLIGHTERS,PUTTY, INK 05/24/2022 05/24/2022	1WJQ-3QDL-7WP1	Office Supplies	N
	05-400-440-0410-6485		42.48	PH-PLANTRONICS ADAPTER (EM) 05/29/2022 05/29/2022	1Y9W-67Y6-QP33	Computer/Technology Supplies	N
9608	AMAZON CAPITAL SERVICES		122.62	8 Transactions			
9272	ARCHITECTURAL RESOURCES INC 05-400-440-0410-6605		285.60	HHS REMODEL PLANNING 05/01/2022 05/31/2022	Y20006-6	Building & Structure Related Expenditure	N
9272	ARCHITECTURAL RESOURCES INC		285.60	1 Transactions			
10855	Culligan Water 05-400-440-0410-6342		10.92	COOLER RENTAL SERVICE 06/01/2022 06/30/2022	150-10016285-1	Office Equipment Rental/Contracts	N
10855	Culligan Water		10.92	1 Transactions			
88880	Datacomm Computers & Networks Inc 05-400-440-0410-6405		9.66	AGENCY-APCBATTERY INTERVIEW RM 05/16/2022 05/16/2022	14951	Office Supplies	N

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
88880	Datacomm Computers & Networks Inc		9.66		1 Transactions		
89765	Minnesota Elevator, Inc 05-400-440-0410-6300		28.21	ELEVATOR SERVICE - JUNE '22 06/01/2022 06/30/2022	966852	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		28.21		1 Transactions		
9692	Minnesota Energy Resources Corporation 05-400-440-0410-6254		48.63	GAS BILL 04/20/2022 05/19/2022	0506533565-001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		48.63		1 Transactions		
3950	Public Utilities 05-400-440-0410-6254		253.48	ELECTRIC BILL 04/16/2022 05/16/2022	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities		253.48		1 Transactions		
86235	The Office Shop Inc 05-400-440-0410-6300		113.84	MAILRM-COPIER CONTRACT IRC5560 05/26/2022 05/26/2022	321775-0	Maintenance/Service Contracts	N
86235	The Office Shop Inc		113.84		1 Transactions		
400	DEPT Total:		903.67	Public Health Department	9 Vendors	16 Transactions	
420	DEPT			Income Maintenance			
88284	Aitkin Co Recorder 05-420-650-4800-6800		13.00	MA ESTATE DEATH CERTIFICATE 05/20/2022 05/20/2022	90158	Program Expenses Direct Charge Ffp	N
88284	Aitkin Co Recorder		13.00		1 Transactions		
9608	AMAZON CAPITAL SERVICES 05-420-600-4800-6405		12.99	IM-24 POCKET ORGANIZER (NL) 05/24/2022 05/24/2022	1DDX-9374-3LR7	Office Supplies	N
	05-420-600-4800-6405		8.57	AGENCY-CARD STOCK 05/24/2022 05/24/2022	1DDX-9374-3LR7	Office Supplies	N
	05-420-600-4800-6405		5.24	AGENCY-LANYARDS 05/25/2022 05/25/2022	1DT7-QGDC-TFPX	Office Supplies	N
	05-420-600-4800-6405		17.73	AGENCY-FELT TIP PENS 05/14/2022 05/14/2022	1GRM-XTFM-6H4R	Office Supplies	N

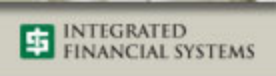
Aitkin County

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



Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		05-420-600-4800-6405			56.19	ACCTG-TONER CARTRIDGE	05/27/2022 05/27/2022	1GV1-RPNP-CQR1		Office Supplies		N
		05-420-600-4800-6405			27.90	AGENCY-HIGHLIGHTERS,PUTTY, INK	05/24/2022 05/24/2022	1WJQ-3QDL-7WP1		Office Supplies		N
9608	AMAZON CAPITAL SERVICES				128.62		6 Transactions					
9272	ARCHITECTURAL RESOURCES INC	05-420-600-4800-6605			673.20	HHS REMODEL PLANNING	05/01/2022 05/31/2022	Y20006-6		Building & Structure Related Expenditure		N
9272	ARCHITECTURAL RESOURCES INC				673.20		1 Transactions					
10855	Culligan Water	05-420-600-4800-6342			25.74	COOLER RENTAL SERVICE	06/01/2022 06/30/2022	150-10016285-1		Office Equipment Rental/Contracts		N
10855	Culligan Water				25.74		1 Transactions					
88880	Datacomm Computers & Networks Inc	05-420-600-4800-6405			22.77	AGENCY-APCBATTERY INTERVIEW RM	05/16/2022 05/16/2022	14951		Office Supplies		N
88880	Datacomm Computers & Networks Inc				22.77		1 Transactions					
89765	Minnesota Elevator, Inc	05-420-600-4800-6300			66.50	ELEVATOR SERVICE - JUNE '22	06/01/2022 06/30/2022	966852		Maintenance/Service Contracts		N
89765	Minnesota Elevator, Inc				66.50		1 Transactions					
9692	Minnesota Energy Resources Corporation	05-420-600-4800-6254			114.62	GAS BILL	04/20/2022 05/19/2022	0506533565-001		Utilities-Gas and Electric		N
9692	Minnesota Energy Resources Corporation				114.62		1 Transactions					
3950	Public Utilities	05-420-600-4800-6254			597.49	ELECTRIC BILL	04/16/2022 05/16/2022	1433-00		Utilities-Gas and Electric		N
3950	Public Utilities				597.49		1 Transactions					
89003	Seven County Process Servers LLC	05-420-640-4800-6379			25.00	IV-D SERVICE 001069651302	05/26/2022 05/26/2022	20220632		Other Iv-D Charges		Y

Aitkin County



5 Health & Human Services

Vendor No.	Name Account/Formula	Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
89003	Seven County Process Servers LLC		25.00		1 Transactions		
15347	St Louis County - PHHS						
	05-420-650-4400-6211		183.93	MTM ADMIN FEE NON-FFP 04/12/2022 04/12/2022	IP-00025735	Medical Assistance - MTM Admin	N
	05-420-650-4400-6211		199.69	MTM ADMIN FEE NON-FFP 04/26/2022 04/26/2022	IP-00025739	Medical Assistance - MTM Admin	N
15347	St Louis County - PHHS		383.62		2 Transactions		
86235	The Office Shop Inc						
	05-420-600-4800-6300		268.34	MAILRM-COPIER CONTRACT IRC5560 05/26/2022 05/26/2022	321775-0	Maintenance/Service Contracts	N
	05-420-640-4800-6300		83.89	CS-COPIER CONTRACT IRC5550IIII 05/26/2022 05/26/2022	321775-0	Maintenance/Service Contracts	N
86235	The Office Shop Inc		352.23		2 Transactions		
420	DEPT Total:		2,402.79	Income Maintenance	11 Vendors	18 Transactions	
430	DEPT			Social Services			
9608	AMAZON CAPITAL SERVICES						
	05-430-700-4800-6405		13.77	AGENCY-CARD STOCK 05/24/2022 05/24/2022	1DDX-9374-3LR7	Office Supplies	N
	05-430-700-4800-6405		8.43	AGENCY-LANYARDS 05/25/2022 05/25/2022	1DT7-QGDC-TFPX	Office Supplies	N
	05-430-700-4800-6405		28.47	AGENCY-FELT TIP PENS 05/14/2022 05/14/2022	1GRM-XTFM-6H4R	Office Supplies	N
	05-430-700-4800-6405		90.25	ACCTG-TONER CARTRIDGE 05/27/2022 05/27/2022	1GV1-RPNP-CQR1	Office Supplies	N
	05-430-700-4800-6405		44.82	AGENCY-HIGHLIGHTERS,PUTTY, INK 05/24/2022 05/24/2022	1WJQ-3QDL-7WP1	Office Supplies	N
	05-430-700-4800-6405		19.99	HCBS-BLUE 2 POCKET FOLDERS 05/24/2022 05/24/2022	1WJQ-3QDL-7WP1	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		205.73		6 Transactions		
9272	ARCHITECTURAL RESOURCES INC						
	05-430-700-4800-6605		1,081.20	HHS REMODEL PLANNING 05/01/2022 05/31/2022	Y20006-6	Building & Structure Related Expenditure	N
9272	ARCHITECTURAL RESOURCES INC		1,081.20		1 Transactions		

Aitkin County



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

5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10855	Culligan Water 05-430-700-4800-6342		41.34	COOLER RENTAL SERVICE 06/01/2022 06/30/2022	150-10016285-1	Office Equipment Rental/Contracts	N
10855	Culligan Water		41.34	1 Transactions			
88880	Datacomm Computers & Networks Inc 05-430-700-4800-6405		36.57	AGENCY-APCBATTERY INTERVIEW RM 05/16/2022 05/16/2022	14951	Office Supplies	N
88880	Datacomm Computers & Networks Inc		36.57	1 Transactions			
89765	Minnesota Elevator, Inc 05-430-700-4800-6300		106.82	ELEVATOR SERVICE - JUNE '22 06/01/2022 06/30/2022	966852	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		106.82	1 Transactions			
9692	Minnesota Energy Resources Corporation 05-430-700-4800-6254		184.09	GAS BILL 04/20/2022 05/19/2022	0506533565-001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		184.09	1 Transactions			
3950	Public Utilities 05-430-700-4800-6254		959.61	ELECTRIC BILL 04/16/2022 05/16/2022	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities		959.61	1 Transactions			
86235	The Office Shop Inc 05-430-700-4800-6205		40.19	SS-RETURN POSTAGE/MONITOR (TW) 05/24/2022 05/24/2022	321638-0	Postage	N
	05-430-700-4800-6300		430.98	MAILRM-COPIER CONTRACT IRC5560 05/26/2022 05/26/2022	321775-0	Maintenance/Service Contracts	N
86235	The Office Shop Inc		471.17	2 Transactions			
430	DEPT Total:		3,086.53	Social Services	8 Vendors	14 Transactions	
5	Fund Total:		6,392.99	Health & Human Services		48 Transactions	

WLC1
6/7/22 3:07PM

Aitkin County



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

9	State								
	Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099		
	No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name			
0	DEPT			Undesignated					
	4580	Mn Dept Of Finance							
		09-000-000-0000-2030							
			360.00	MARRIAGE LICENSE FEES	MAY 2022	State Fees, Assessments & Surcharges	N		
				05/01/2022	05/31/2022				
	4580	Mn Dept Of Finance	360.00	1 Transactions					
0	DEPT Total:		360.00	Undesignated	1 Vendors	1 Transactions			
9	Fund Total:		360.00	State		1 Transactions			

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
923	DEPT			Forfeited Tax Sales			
50	Aitkin Body Shop, Inc 10-923-000-0000-6450		112.88	TORCH GAS	2272	Field Supplies	N
50	Aitkin Body Shop, Inc		112.88	1 Transactions			
10925	Aitkin Co Assessor's Office 10-923-000-0000-6360		50.00	PROP VAL 12-0-020601	052722	Miscellaneous-Services	N
10925	Aitkin Co Assessor's Office		50.00	1 Transactions			
783	Canon Financial Services, Inc 10-923-000-0000-6342		158.21	CONTRACT CHARGE 05/01/2022 05/31/2022	28543169	Office/Equipment-Rental	N
783	Canon Financial Services, Inc		158.21	1 Transactions			
10855	Culligan Water 10-923-000-0000-6342		40.00	WATER OFFICE 06/01/2022 06/30/2022	100464562	Office/Equipment-Rental	N
10855	Culligan Water		40.00	1 Transactions			
1430	Dotzler Power Equipment 10-923-000-0000-6590 10-923-000-0000-6450		27.86 973.23	CHAIN TENSIONER KIT CHAINSAW	26341 26387	Repair & Maintenance Supplies Field Supplies	N N
1430	Dotzler Power Equipment		1,001.09	2 Transactions			
1754	Garrison Disposal Company, Inc 10-923-000-0000-6254		110.30	DUMPSTER AT SHOP 06/01/2022 06/30/2022	299006	Utilities-Gas and Electric	N
1754	Garrison Disposal Company, Inc		110.30	1 Transactions			
9692	Minnesota Energy Resources Corporation 10-923-000-0000-6254		128.04	SHOP GAS 04/27/2022 05/25/2022	4159225914	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		128.04	1 Transactions			
10412	O'Reilly Auto Parts 10-923-000-0000-6590		132.36	BATTERY	1878-120300	Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts		132.36	1 Transactions			
4070	Riley Auto Supply						

Aitkin County



Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	10-923-000-0000-6590			430.07	OIL CLAMP AND MISC	631587	Repair & Maintenance Supplies	N
	10-923-000-0000-6590			23.98	STARTER BUTTONS - SNOWMOBILE	631988	Repair & Maintenance Supplies	N
4070	Riley Auto Supply			454.05		2 Transactions		
13934	The Tire Barn							
	10-923-000-0000-6590			428.73	SKID STEER TRAILER	62647	Repair & Maintenance Supplies	N
	10-923-000-0000-6590			21.99	ATV TUBE	62774	Repair & Maintenance Supplies	N
	10-923-000-0000-6590			46.27	2011 F150	62804	Repair & Maintenance Supplies	N
	10-923-000-0000-6590			114.06	#666 VAPOR CANISTER 2016 F150	62810	Repair & Maintenance Supplies	N
13934	The Tire Barn			611.05		4 Transactions		
923	DEPT Total:			2,797.98	Forfeited Tax Sales	10 Vendors	15 Transactions	
929	DEPT				MN Trust Insurance Fund			
	1754 Garrison Disposal Company, Inc							
	10-929-550-0000-6360			11,847.00	ROLL OFF DUMPSTERS	298743	Fair Ground Clean Up	N
	1754 Garrison Disposal Company, Inc			11,847.00		1 Transactions		
929	DEPT Total:			11,847.00	MN Trust Insurance Fund	1 Vendors	1 Transactions	
10	Fund Total:			14,644.98	Trust		16 Transactions	

Aitkin County



11 Forest Development

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
925	DEPT				Resource Management			
	5511 Milbradt/Kris							
	11-925-000-0000-6273			506.25	RED PINE CROWN 27-51-27	052122	Timber Improvement	Y
	5511 Milbradt/Kris			506.25	1 Transactions			
	10720 Nuss Truck Group Inc							
	11-925-000-0000-6590			1,538.33	GRADER HYDRAULIC LEAK	649607	Repair & Maintenance Supplies	N
	10720 Nuss Truck Group Inc			1,538.33	1 Transactions			
	10982 PRT USA Inc.							
	11-925-000-0000-6273			5,353.34	TREES	ON-007338	Timber Improvement	N
	10982 PRT USA Inc.			5,353.34	1 Transactions			
925	DEPT Total:			7,397.92	Resource Management	3 Vendors	3 Transactions	
11	Fund Total:			7,397.92	Forest Development		3 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
521	DEPT			LLCC Administration			
14812	SCI Broadband/Savage Communications						
	19-521-000-0000-6220		782.27	PHONE AND CABLE	024-033167 522	Telephone	N
14812	SCI Broadband/Savage Communications		782.27	1 Transactions			
521	DEPT Total:		782.27	LLCC Administration	1 Vendors	1 Transactions	
522	DEPT			LLCC Education			
999999000	Central Elementary School						
	19-522-000-0000-5558		756.00	Refund - school discount	906	School Program Pkg Fees	N
999999000	Central Elementary School		756.00	1 Transactions			
522	DEPT Total:		756.00	LLCC Education	1 Vendors	1 Transactions	
523	DEPT			LLCC Food			
13694	CHENGWATANA COMMUNITY FARM						
	19-523-000-0000-6418		81.00	FARM-FRESH EGGS	000309	Groceries-Students	Y
13694	CHENGWATANA COMMUNITY FARM		81.00	1 Transactions			
3810	Paulbeck's County Market						
	19-523-000-0000-6418		36.39	APPLES FOR SCHOOL GROUP	7624653-52522	Groceries-Students	N
3810	Paulbeck's County Market		36.39	1 Transactions			
4761	Sysco Minnesota Inc						
	19-523-000-0000-6418		512.84	GROCERIES FOR ROVERS	253167794	Groceries-Students	N
4761	Sysco Minnesota Inc		512.84	1 Transactions			
4968	Upper Lakes Foods, Inc						
	19-523-000-0000-6418		669.39	GROCERIES FOR ROVERS AND OTHER	118184-00	Groceries-Students	N
4968	Upper Lakes Foods, Inc		669.39	1 Transactions			
523	DEPT Total:		1,299.62	LLCC Food	4 Vendors	4 Transactions	
524	DEPT			LLCC Maintenance			
14559	Goodin Company						
	19-524-000-0000-6590		119.80	PARTS FOR HANDICAP SHOWER	06610617-00	Repair & Maintenance Supplies	N
14559	Goodin Company		119.80	1 Transactions			

WLC1

6/7/22

3:07PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 29

19 Long Lake Conservation Cen

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
9617	Timber Lakes Septic Service, Inc. 19-524-000-0000-6590		800.00	NEW SEPTIC PUMP AND INSTALL	28709	Repair & Maintenance Supplies	N
9617	Timber Lakes Septic Service, Inc.		800.00	1 Transactions			
524	DEPT Total:		919.80	LLCC Maintenance	2 Vendors	2 Transactions	
19	Fund Total:		3,757.69	Long Lake Conservation Center		8 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
2763	Countryside Sanitation, LLC 21-520-000-0000-6360	B	410.67	BERGLUND GARBAGE	2138	Services, Labor, Contracts	Y
2763	Countryside Sanitation, LLC		410.67	1 Transactions			
3024	Kingsley/Russell Lee 21-520-000-0000-6360	Q	5,580.00	SOO LINE ATV REPAIR 05/05/2022 05/17/2022	274670	Services, Labor, Contracts	Y
	21-520-000-0000-6360	Q	3,642.50	SOO LINE ATV 05/23/2022 05/25/2022	274671	Services, Labor, Contracts	Y
	21-520-000-0000-6360	Q	2,480.00	AXTELL REPAIR AND MAINT 05/26/2022 05/27/2022	274672	Services, Labor, Contracts	Y
3024	Kingsley/Russell Lee		11,702.50	3 Transactions			
12083	Nistler Trucking/Tony 21-520-000-0000-6360	Q	6,780.00	NORTH SOO LINE ATV	052722	Services, Labor, Contracts	N
12083	Nistler Trucking/Tony		6,780.00	1 Transactions			
3950	Public Utilities 21-520-000-0000-6254		39.82	UTILITIES-MISS ACCESS PRK	1670-00	Utilities-Gas and Electric	N
	21-520-000-0000-6254		100.69	UTILITIES-MISS SHOWER	1671-00	Utilities-Gas and Electric	N
	21-520-000-0000-6254		218.42	UTILITIES-ACLD	348-00	Utilities-Gas and Electric	N
3950	Public Utilities		358.93	3 Transactions			
9285	Rocon Paving 21-520-000-0000-6361		825.00	SNAKE RIVER CAMP 3 LOADS	051922	Road Construction Service	Y
9285	Rocon Paving		825.00	1 Transactions			
9617	Timber Lakes Septic Service, Inc. 21-520-000-0000-6360	B	130.00	AITKIN CAMP DUMP	28751	Services, Labor, Contracts	N
	21-520-000-0000-6360	B	130.00	BERGLUND PARK DUMP	28752	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.		260.00	2 Transactions			
520	DEPT Total:		20,337.10	Parks	6 Vendors	11 Transactions	
21	Fund Total:		20,337.10	Parks		11 Transactions	
	Final Total:		387,583.35	160 Vendors	273 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	105,152.98	General Fund
	2	10,189.20	Reserves Fund
	3	219,350.49	Road & Bridge
	5	6,392.99	Health & Human Services
	9	360.00	State
	10	14,644.98	Trust
	11	7,397.92	Forest Development
	19	3,757.69	Long Lake Conservation Center
	21	20,337.10	Parks
All Funds		387,583.35	Total

Approved by,

.....

.....

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Postage and Motor Pool

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
44	DEPT 10657			Central Services			
	Quadient Finance USA, Inc 01-044-048-0000-6205		3,539.00	POSTAGE	AITKIN31215653	Postage	N
	10657 Quadient Finance USA, Inc		3,539.00	1 Transactions			
44	DEPT Total:		3,539.00	Central Services	1 Vendors	1 Transactions	
45	DEPT 89071			Motor Pool			
	Aitkin Co License Center 01-045-000-0000-6374		154.00	MOTOR POOL TABS 03/01/2022 02/28/2024	05172022	Auto & Trailer License	N
	89071 Aitkin Co License Center		154.00	1 Transactions			
45	DEPT Total:		154.00	Motor Pool	1 Vendors	1 Transactions	
110	DEPT 89071			Courthouse Maintenance			
	Aitkin Co License Center 01-110-000-0000-6374		19.25	MAINTENANCE TRUCK 03/01/2022 02/28/2024	05172022	Auto & Trailer License	N
	89071 Aitkin Co License Center		19.25	1 Transactions			
110	DEPT Total:		19.25	Courthouse Maintenance	1 Vendors	1 Transactions	
122	DEPT 89071			Planning & Zoning			
	Aitkin Co License Center 01-122-000-0000-6374		19.25	PZ CAR 03/01/2022 02/28/2024	05172022	Auto & Trailer License	N
	89071 Aitkin Co License Center		19.25	1 Transactions			
122	DEPT Total:		19.25	Planning & Zoning	1 Vendors	1 Transactions	
1	Fund Total:		3,731.50	General Fund		4 Transactions	
	Final Total:		3,731.50	4 Vendors	4 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	3,731.50	General Fund
	All Funds	3,731.50	Total

Approved by,

.....

.....

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

School Advance Payments

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
932	DEPT			Schools			
393	ISD 1 Aitkin-Treasurer 12-932-000-0000-6801		1,355,583.34	2022 Advance Payment		Appropriations	N
393	ISD 1 Aitkin-Treasurer		1,355,583.34		1 Transactions		
1985	ISD 182 Crosby-Treasurer 12-932-000-0000-6801		0.27	2022 Advance Payment		Appropriations	N
1985	ISD 182 Crosby-Treasurer		0.27		1 Transactions		
392	ISD 2 Hill City-Treasurer 12-932-000-0000-6801		277,991.82	2022 Advance Payment		Appropriations	N
392	ISD 2 Hill City-Treasurer		277,991.82		1 Transactions		
1983	ISD 2165 Hinckley Finlayson-Treasurer 12-932-000-0000-6801		109,100.61	2022 Advance Payment		Appropriations	N
1983	ISD 2165 Hinckley Finlayson-Treasurer		109,100.61		1 Transactions		
1979	ISD 2580 East Central-Treasurer 12-932-000-0000-6801		21,558.44	2022 Advance Payment		Appropriations	N
1979	ISD 2580 East Central-Treasurer		21,558.44		1 Transactions		
395	ISD 4 McGregor-Treasurer 12-932-000-0000-6801		742,360.56	2022 Advance Payment		Appropriations	N
395	ISD 4 McGregor-Treasurer		742,360.56		1 Transactions		
1982	ISD 473 Isle-Treasurer 12-932-000-0000-6801		168,641.53	2022 Advance Payment		Appropriations	N
1982	ISD 473 Isle-Treasurer		168,641.53		1 Transactions		
1981	ISD 577 Willow River-Treasurer 12-932-000-0000-6801		6,316.71	2022 Advance Payment		Appropriations	N
1981	ISD 577 Willow River-Treasurer		6,316.71		1 Transactions		
394	ISD 698 Floodwood-Treasurer 12-932-000-0000-6801		21,709.30	2022 Advance Payment		Appropriations	N
394	ISD 698 Floodwood-Treasurer		21,709.30		1 Transactions		
1984	ISD 95 Cromwell-Wright-Treasurer 12-932-000-0000-6801		332.13	2022 Advance Payment		Appropriations	N

WLC1
 5/20/22 2:34PM
 12 Townships/Cities/ARDC/Amt

Aitkin County



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

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
1984	ISD 95 Cromwell-Wright-Treasurer		332.13		1 Transactions		
932	DEPT Total:		2,703,594.71	Schools	10 Vendors	10 Transactions	
12	Fund Total:		2,703,594.71	Townships/Cities/ARDC/Ambulan		10 Transactions	
	Final Total:		2,703,594.71	10 Vendors	10 Transactions		

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	12	2,703,594.71	Townships/Cities/ARDC/Ambulan
All Funds		2,703,594.71	Total
			Approved by,
		
		

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Camping Refund and Returned Payments

KMR1
5/23/22 12:00PM

Aitkin County



13 Taxes & Penalties

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

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	8410 Bremer Bank					
3	13-943-000-0000-2001		1,877.00	Period 2 - Unable to Locate	Minna's Cabin	Cur - Property Taxes N
2	13-943-000-0000-2001		195.00	Period 2 - Return	Rowland	Cur - Property Taxes N
	8410 Bremer Bank		2,072.00	2 Transactions		
13 Fund Total:			2,072.00	Taxes & Penalties	1 Vendors	2 Transactions

KMR1
 5/23/22 12:00PM
 21 Parks

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 21-520-000-0000-5510		60.00	Camping Refund	Stay	Co. Parks Campground Fees	N
	8410 Bremer Bank		60.00		1 Transactions		
21 Fund Total:			60.00	Parks	1 Vendors	1 Transactions	
Final Total:			2,132.00	2 Vendors	3 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	2,072.00	Taxes & Penalties
	21	60.00	Parks
All Funds		2,132.00	Total

Approved by,

.....

.....

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

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

Explode Dist. Formulas?: 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

ELAN Paid 05.26.2022

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
34	5462 Bremer Bank (Elan ACH)						
	01-001-000-0000-6405		1.00	Bellabee Inc - FRAUDULENT		Office Supplies	N
	5462 Bremer Bank (Elan ACH)		1.00	1 Transactions			
1	DEPT Total:		1.00	Commissioners	1 Vendors	1 Transactions	
42	DEPT			Treasurer			
37	5462 Bremer Bank (Elan ACH)						
	01-042-000-0000-6405		31.35	Amazon - steel cash box		Office Supplies	N
	5462 Bremer Bank (Elan ACH)		31.35	1 Transactions			
42	DEPT Total:		31.35	Treasurer	1 Vendors	1 Transactions	
43	DEPT			Assessor			
23	5462 Bremer Bank (Elan ACH)						
	01-043-000-0000-6332		95.68	Grandstay Hotel - MAAP (CO) 05/05/2022 05/06/2022		Hotel / Motel Lodging	N
24	5462 Bremer Bank (Elan ACH)						
	01-043-000-0000-6332		17.87	Pizza Depot - MAAP meal		Hotel / Motel Lodging	N
	5462 Bremer Bank (Elan ACH)		113.55	2 Transactions			
43	DEPT Total:		113.55	Assessor	1 Vendors	2 Transactions	
44	DEPT			Central Services			
38	5462 Bremer Bank (Elan ACH)						
	01-044-000-0000-6360		16.03	Webex 05/06/2022 06/05/2022		Services, Labor, Contracts	N
41	5462 Bremer Bank (Elan ACH)						
	01-044-000-0000-6800		4,563.17-	Elan paid		ELAN - Statement Payment	N
	5462 Bremer Bank (Elan ACH)		4,547.14-	2 Transactions			
44	DEPT Total:		4,547.14-	Central Services	1 Vendors	2 Transactions	
53	DEPT			Human Resources			
22	5462 Bremer Bank (Elan ACH)						
	01-053-000-0000-6332		307.56	Residence Inn - HR Conf 05/04/2022 05/06/2022		Hotel / Motel Lodging	N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
5462	Bremer Bank (Elan ACH)		307.56		1 Transactions		
53	DEPT Total:		307.56	Human Resources	1 Vendors	1 Transactions	
110	DEPT			Courthouse Maintenance			
5462	Bremer Bank (Elan ACH)						
30	01-110-000-0000-6415		349.00	Plunketts - Ext wasp spray		Operational Supplies	N
32	01-110-000-0000-6415		387.73	AmericanFlags.com - flags		Operational Supplies	N
31	01-110-000-0000-6570		30.01	Holiday - gas for equip		Motor Fuel & Lubricants	N
5462	Bremer Bank (Elan ACH)		766.74		3 Transactions		
110	DEPT Total:		766.74	Courthouse Maintenance	1 Vendors	3 Transactions	
120	DEPT			Veterans Service			
5462	Bremer Bank (Elan ACH)						
21	01-120-000-0000-6360		99.00	Ancestry.com - 6 mo fee		Services, Labor, Contracts	N
5462	Bremer Bank (Elan ACH)		99.00		1 Transactions		
120	DEPT Total:		99.00	Veterans Service	1 Vendors	1 Transactions	
122	DEPT			Planning & Zoning			
5462	Bremer Bank (Elan ACH)						
39	01-122-000-0000-6405		1.00	BackToSchoolBox.com - FRAUDULE		Office, Film, & Field Supplies	N
5462	Bremer Bank (Elan ACH)		1.00		1 Transactions		
122	DEPT Total:		1.00	Planning & Zoning	1 Vendors	1 Transactions	
200	DEPT			Enforcement			
5462	Bremer Bank (Elan ACH)						
25	01-200-000-0000-6405		58.99	Amazon - floor mat Sue		Office Supplies	N
27	01-200-019-0000-6360		37.10	Nationwide - Reno insurance		Services, Labor, Contracts	N
26	01-200-200-0000-6405		73.32	Amazon - hanging folders VCET		VCET - AIM Office Supplies	N
5462	Bremer Bank (Elan ACH)		169.41		3 Transactions		
200	DEPT Total:		169.41	Enforcement	1 Vendors	3 Transactions	
252	DEPT			Corrections			

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
33	5462 Bremer Bank (Elan ACH) 01-252-003-0000-6241		110.00-	MSA - refund conf reg		School Registration Fee	N
19	01-252-252-0000-6465		100.00	Spectrum - balance for remotes		Inamte Welfare Supplies	N
20	01-252-252-0000-6465		320.96	Walmart - TV, micro inmates		Inamte Welfare Supplies	N
	5462 Bremer Bank (Elan ACH)		310.96	3 Transactions			
252	DEPT Total:		310.96	Corrections	1 Vendors	3 Transactions	
257	DEPT			Community Corrections			
	5462 Bremer Bank (Elan ACH)						
28	01-257-000-0000-6405		39.99	Amazon - office supplies	456242	Office Supplies	N
29	01-257-000-0000-6405		165.77	Amazon - office supplies	7943446	Office Supplies	N
	5462 Bremer Bank (Elan ACH)		205.76	2 Transactions			
257	DEPT Total:		205.76	Community Corrections	1 Vendors	2 Transactions	
1	Fund Total:		2,540.81-	General Fund		20 Transactions	

WLC1
6/2/22 2:23PM

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
307	DEPT			R&B Capital Infrastructure			
	5462 Bremer Bank (Elan ACH)						
40	03-307-000-0000-6269		658.00	BNSF RAIL PERMITTING	21W-12511	Professional Services	N
	5462 Bremer Bank (Elan ACH)		658.00	1 Transactions			
307	DEPT Total:		658.00	R&B Capital Infrastructure	1 Vendors	1 Transactions	
3	Fund Total:		658.00	Road & Bridge		1 Transactions	

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
	5462 Bremer Bank (Elan ACH)						
16	05-400-400-0402-6266		59.99	VAX Grant 05/18/2022		Software Fees/License Fees	N
11	05-400-440-0410-6268		27.58	Speedwriting Workshop (PA) 05/12/2022		Staff Training, Development	N
18	05-400-440-0410-6405		5.00	Supplies - FRAUD to be refunded 05/13/2022		Office Supplies	N
15	05-400-450-0451-6266		60.00	HE-CANVA Annual subscription 05/18/2022 05/18/2022		Data Processing/Computer Services	N
10	05-400-400-0402-6266		16.03	Cisco Covid-19 Vaccine Webex (05/09/2022 06/08/2022	161-00670580	Software Fees/License Fees	N
5	05-400-440-0410-6266		6.74	Cisco Monthly Webex (CB,CG,PA) 05/09/2022 06/08/2022	161-00670580	Software Fees/License Fees	N
7	05-400-440-0410-6266		16.03	Cisco Monthly Webex (EM) 05/09/2022 06/08/2022	161-00670580	Software Fees/License Fees	N
12	05-400-440-0410-6268		27.86	Pryor-12 Mo Access Training 05/12/2022	20-27838511	Staff Training, Development	N
2	05-400-450-0451-6360		47.70	SHIP HC - WIX 2 yr domain 05/11/2022 05/11/2024	995674085	Services, Labor, Contracts	N
14	05-400-450-0451-6435		163.00	Fair Booth-Brochures/Postcards 05/16/2022	Budget	Public Health Program Related Supplies	N
1	05-400-450-0451-6435		53.08	SHIP HC - Displays2GO 05/16/2022	CC00211598	Public Health Program Related Supplies	N
4	05-400-440-0410-6240		20.80	Agency-Amazon Annual Membershi 05/09/2022 05/08/2023	D01-8244184-40	Membership/Dues/Association Fees	N
3	05-400-440-0410-6266		2.80	Availity - April Monthly Charg 04/01/2022 04/30/2022	INV0793114	Software Fees/License Fees	N
13	05-400-450-0451-6435		113.00	HE - Brochures/Postcards 05/16/2022	R&L Fair Line	Public Health Program Related Supplies	N
	5462 Bremer Bank (Elan ACH)		619.61	14 Transactions			
400	DEPT Total:		619.61	Public Health Department	1 Vendors	14 Transactions	
420	DEPT			Income Maintenance			
	5462 Bremer Bank (Elan ACH)						
11	05-420-600-4800-6268		65.01	Speedwriting Workshop (PA) 05/12/2022		Staff Training, Development	N
5	05-420-600-4800-6266		15.87	Cisco Monthly Webex (CB,CG,PA)	161-00670580	Software Fees/License Fees	N

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8	05-420-600-4800-6266		16.03	05/09/2022 06/08/2022 Cisco Monthly Webex (JG)	161-00670580	Software Fees/License Fees	N
9	05-420-640-4800-6266		16.03	05/09/2022 06/08/2022 Cisco Monthly Webex (JH)	161-00670580	Software Fees/License Fees	N
12	05-420-600-4800-6268		65.67	05/09/2022 06/08/2022 Pryor-12 Mo Access Training	20-27838511	Staff Training, Development	N
4	05-420-600-4800-6240		49.02	05/12/2022 Agency-Amazon Annual Membershi	D01-8244184-40	Membership/Dues/Association Fees	N
3	05-420-600-4800-6266		6.60	05/09/2022 05/08/2023 Availity - April Monthly Charg	INV0793114	Software Fees/License Fees	N
				04/01/2022 04/30/2022 7 Transactions			
5462	Bremer Bank (Elan ACH)		234.23				
420	DEPT Total:		234.23	Income Maintenance	1 Vendors	7 Transactions	
430	DEPT			Social Services			
	5462 Bremer Bank (Elan ACH)						
11	05-430-700-4800-6268		104.41	05/12/2022 Speedwriting Workshop (PA)		Staff Training, Development	N
5	05-430-700-4800-6266		25.49	05/09/2022 06/08/2022 Cisco Monthly Webex (CB,CG,PA)	161-00670580	Software Fees/License Fees	N
6	05-430-700-4800-6266		32.06	05/09/2022 06/08/2022 Cisco Monthly Webex (KL,JS)	161-00670580	Software Fees/License Fees	N
12	05-430-700-4800-6268		105.47	05/09/2022 06/08/2022 Pryor-12 Mo Access Training	20-27838511	Staff Training, Development	N
17	05-430-710-3190-6020		131.85	05/12/2022 IM Hotel-client visit w/childr	75748009	Court Related Services & Activities	N
4	05-430-700-4800-6240		78.74	05/06/2022 05/07/2022 Agency-Amazon Annual Membershi	D01-8244184-40	Membership/Dues/Association Fees	N
3	05-430-700-4800-6266		10.60	05/09/2022 05/08/2023 Availity - April Monthly Charg	INV0793114	Software Fees/License Fees	N
				04/01/2022 04/30/2022 7 Transactions			
5462	Bremer Bank (Elan ACH)		488.62				
430	DEPT Total:		488.62	Social Services	1 Vendors	7 Transactions	
5	Fund Total:		1,342.46	Health & Human Services		28 Transactions	

WLC1
6/2/22 2:23PM
10 Trust

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
923	DEPT			Forfeited Tax Sales			
	5462 Bremer Bank (Elan ACH)						
35	10-923-000-0000-6450		482.37	Forestry Suppliers - Herbicide		Field Supplies	N
36	10-923-000-0000-6590		57.98	Walmart - wheel bearing Ski-do		Repair & Maintenance Supplies	N
	5462 Bremer Bank (Elan ACH)		540.35	2 Transactions			
923	DEPT Total:		540.35	Forfeited Tax Sales	1 Vendors	2 Transactions	
10	Fund Total:		540.35	Trust		2 Transactions	
	Final Total:		0.00	16 Vendors	51 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	-2,540.81	General Fund
	3	658.00	Road & Bridge
	5	1,342.46	Health & Human Services
	10	540.35	Trust
	All Funds	0.00	Total

Approved by,

.....

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Participant Fees May 2022

KMR1
5/23/22 9:35AM

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 01-044-904-0000-6379		682.35	Participant Fees - May 2022	16082482	Flex Services, Labor, Etc.	N
	8410 Bremer Bank		682.35	1 Transactions			
1 Fund Total:			682.35	General Fund	1 Vendors	1 Transactions	
Final Total:			682.35	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	682.35	General Fund
All Funds	682.35	Total

Approved by,

.....

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Camping Refund and Returned Payments

Aitkin County



13 Taxes & Penalties

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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	8410 Bremer Bank					
4	13-943-000-0000-2001		258.00	Returned-Unable to Locate	07-0-060301	Cur - Property Taxes N
3	13-943-000-0000-2001		3,922.00	Returned - NSF	Mikkelson	Cur - Property Taxes N
2	13-943-000-0000-2001		1,610.00	Returned-Stop Payment	Munson	Cur - Property Taxes N
	8410 Bremer Bank		5,790.00	3 Transactions		
13 Fund Total:			5,790.00	Taxes & Penalties	1 Vendors	3 Transactions

KMR1
 5/20/22 10:42AM
 21 Parks

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 21-520-000-0000-5510		60.00	Camping Refund	#5317ᓆ	Co. Parks Campground Fees	N
	8410 Bremer Bank		60.00	1 Transactions			
21 Fund Total:			60.00	Parks	1 Vendors	1 Transactions	
Final Total:			5,850.00	2 Vendors	4 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	5,790.00	Taxes & Penalties
	21	60.00	Parks
All Funds		5,850.00	Total

Approved by,

.....

.....

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

FSA Claims #40239422

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 **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	8410 Bremer Bank						
1	01-044-904-0000-6360		84.94	Dep Care FSA Claims 2021	40239422	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		269.50	Med FSA Claims 2022	40239422	Flex Plan Withdrawals	N
	8410 Bremer Bank		354.44	2 Transactions			
1 Fund Total:			354.44	General Fund	1 Vendors	2 Transactions	
Final Total:			354.44	1 Vendors	2 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	354.44	General Fund
All Funds	354.44	Total

Approved by,

.....

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Returned Check/NSF

KMR1
5/26/22 2:04PM

Aitkin County



13 Taxes & Penalties

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

Page 2

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 13-943-000-0000-2001			96.00	Returned Check - Period 2	15-0-023400	Cur - Property Taxes	N
	8410 Bremer Bank			96.00	1 Transactions			
13 Fund Total:				96.00	Taxes & Penalties	1 Vendors	1 Transactions	
Final Total:				96.00	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	96.00	Taxes & Penalties
All Funds		96.00	Total

Approved by,

.....

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

FSA Claims 40249948

KMR1
6/2/22 12:01PM

Aitkin County



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

Page 2

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 01-044-904-0000-6360		120.76	Med FSA Claims 2022	40249948	Flex Plan Withdrawals	N
	8410 Bremer Bank		120.76	1 Transactions			
1 Fund Total:			120.76	General Fund	1 Vendors	1 Transactions	
Final Total:			120.76	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	120.76	General Fund
All Funds	120.76	Total

Approved by,

.....

.....

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

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

Explode Dist. Formulas?: 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

ELAN Paid 05.06.2022

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
44	DEPT			Central Services			
39	5462 Bremer Bank (Elan ACH)						
	01-044-000-0000-6800		3,529.40-	Elan paid		ELAN - Statement Payment	N
	5462 Bremer Bank (Elan ACH)		3,529.40-	1 Transactions			
44	DEPT Total:		3,529.40-	Central Services	1 Vendors	1 Transactions	
49	DEPT			Information Technologies			
1	5462 Bremer Bank (Elan ACH)						
	01-049-000-0000-6268		49.00	PacePDH - Cont Ed (CS)		Staff Training, Development	N
33	01-049-000-0000-6485		150.00	eBay-Cisco Power supply		Computer/Technology Supplies	N
	5462 Bremer Bank (Elan ACH)		199.00	2 Transactions			
49	DEPT Total:		199.00	Information Technologies	1 Vendors	2 Transactions	
53	DEPT			Human Resources			
4	5462 Bremer Bank (Elan ACH)						
	01-053-000-0000-6199		75.00	Holiday - T Tierney Recognitio		Employee Recognition	N
5	01-053-000-0000-6360		247.00	Racarie Software-ApplicantStac		Services, Labor, Contracts	N
	5462 Bremer Bank (Elan ACH)		322.00	2 Transactions			
53	DEPT Total:		322.00	Human Resources	1 Vendors	2 Transactions	
60	DEPT			Elections			
18	5462 Bremer Bank (Elan ACH)						
	01-060-000-0000-6330		44.60	Holiday - elections training f		Transportation/Travel/Parking	N
	5462 Bremer Bank (Elan ACH)		44.60	1 Transactions			
60	DEPT Total:		44.60	Elections	1 Vendors	1 Transactions	
90	DEPT			Attorney			
32	5462 Bremer Bank (Elan ACH)						
	01-090-000-0000-6405		20.88	Amazon-phone shoulder rest		Office Supplies	N
	5462 Bremer Bank (Elan ACH)		20.88	1 Transactions			
90	DEPT Total:		20.88	Attorney	1 Vendors	1 Transactions	

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
110	DEPT			Courthouse Maintenance			
5462	Bremer Bank (Elan ACH)						
30	01-110-000-0000-6335		93.40	Holiday-fuel		Gas/Vehicle Fuel Charges	N
5462	Bremer Bank (Elan ACH)		93.40		1 Transactions		
110	DEPT Total:		93.40	Courthouse Maintenance	1 Vendors	1 Transactions	
120	DEPT			Veterans Service			
5462	Bremer Bank (Elan ACH)						
7	01-120-000-0000-6302		12.00	Paulbecks-Car wash		Vehicle Maintenance	N
2	01-120-000-0000-6405		111.60	Amazon.com-Lock box, brochure		Office Supplies	N
3	01-120-000-0000-6625		46.99	Amazon.com - Ergonomic Keyboar		Capital - Office & Other Equipment	N
5462	Bremer Bank (Elan ACH)		170.59		3 Transactions		
120	DEPT Total:		170.59	Veterans Service	1 Vendors	3 Transactions	
122	DEPT			Planning & Zoning			
5462	Bremer Bank (Elan ACH)						
31	01-122-000-0000-6405		7.90	Andrewsseed - FRAUDULENT		Office, Film, & Field Supplies	N
19	01-122-000-0000-6360		14.99	Zoom-subscrip	144419184	Services, Labor, Contracts	N
				04/22/2022 05/21/2022			
5462	Bremer Bank (Elan ACH)		22.89		2 Transactions		
122	DEPT Total:		22.89	Planning & Zoning	1 Vendors	2 Transactions	
200	DEPT			Enforcement			
5462	Bremer Bank (Elan ACH)						
8	01-200-000-0000-6205		31.70	USPS-19001592 evidence		Postage	N
9	01-200-000-0000-6360		240.00	Spypoint-Annual Service x2		Services, Labor, Contracts	N
11	01-200-000-0000-6405		17.60	Amazon- 3-ring binders		Office Supplies	N
12	01-200-000-0000-6405		59.18	Amazon- barcode labels		Office Supplies	N
17	01-200-003-0000-6332		590.18	Craguns-MSA Summer Conf		Hotel / Motel Lodging	N
15	01-200-003-0000-6335		44.10	Holiday - training gas (JK)		Gas/Vehicle Fuel Charges	N
16	01-200-019-0000-6460		83.98	PetSmart-Reno food		Deputy Supplies	N
14	01-200-200-0000-6268		109.78	Hampton Inn- training (JK)		Training, Development	N
10	01-200-200-0000-6405		27.48	Amazon-report covers VCET		VCET - AIM Office Supplies	N
5462	Bremer Bank (Elan ACH)		1,204.00		9 Transactions		

Aitkin County



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

1	General Fund								
Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099		
200	DEPT Total:		1,204.00	Enforcement	1 Vendors	9 Transactions			
202	DEPT			Boat & Water					
5462	Bremer Bank (Elan ACH)								
13	01-202-000-0000-6462		417.57	T-Sun - buoy lights		Sheriff Field Supplies	N		
5462	Bremer Bank (Elan ACH)		417.57		1 Transactions				
202	DEPT Total:		417.57	Boat & Water	1 Vendors	1 Transactions			
252	DEPT			Corrections					
5462	Bremer Bank (Elan ACH)								
26	01-252-000-0000-6465		8.00	Family Dollar-wipes		Inmate Supplies	N		
28	01-252-000-0000-6465		8.00	Family Dollar-nail clippers		Inmate Supplies	N		
6	01-252-003-0000-6335		23.45	Paulbecks-training fuel		Gas/Vehicle Fuel Charges	N		
5462	Bremer Bank (Elan ACH)		39.45		3 Transactions				
252	DEPT Total:		39.45	Corrections	1 Vendors	3 Transactions			
253	DEPT			Sentence to Serve					
5462	Bremer Bank (Elan ACH)								
27	01-253-003-0000-6332		305.67	Arrowwood-STS Conf		Hotel / Motel Lodging	N		
5462	Bremer Bank (Elan ACH)		305.67		1 Transactions				
253	DEPT Total:		305.67	Sentence to Serve	1 Vendors	1 Transactions			
391	DEPT			Solid Waste					
5462	Bremer Bank (Elan ACH)								
20	01-391-000-0000-6405		78.33	Amazon-printer cartridge (AC)		Office, Film, & Field Supplies	N		
5462	Bremer Bank (Elan ACH)		78.33		1 Transactions				
391	DEPT Total:		78.33	Solid Waste	1 Vendors	1 Transactions			
1	Fund Total:		611.02-	General Fund		28 Transactions			

WLC1
5/20/22 9:27AM

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
301	DEPT			R&B Administration			
	5462 Bremer Bank (Elan ACH)						
29	03-301-000-0000-6405		54.14	Amazon-Steel Shelf	113-7308815-12	Office Supplies	N
	5462 Bremer Bank (Elan ACH)		54.14	1 Transactions			
301	DEPT Total:		54.14	R&B Administration	1 Vendors	1 Transactions	
3	Fund Total:		54.14	Road & Bridge		1 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
34	5462 Bremer Bank (Elan ACH) 05-400-430-0408-6435		4.28	WIC Peer Program / Seed pkts 05/04/2022		Public Health Program Related Supplies	N
36	05-400-440-0410-6266		0.22-	Notary Stamp.com / sales tax c 04/27/2022		Software Fees/License Fees	N
	5462 Bremer Bank (Elan ACH)		4.06	2 Transactions			
400	DEPT Total:		4.06	Public Health Department	1 Vendors	2 Transactions	
420	DEPT			Income Maintenance			
37	5462 Bremer Bank (Elan ACH) 05-420-600-4800-6266		0.52-	Notary Stamp.com / sales tax c 04/27/2022		Software Fees/License Fees	N
	5462 Bremer Bank (Elan ACH)		0.52-	1 Transactions			
420	DEPT Total:		0.52-	Income Maintenance	1 Vendors	1 Transactions	
430	DEPT			Social Services			
38	5462 Bremer Bank (Elan ACH) 05-430-700-4800-6266		0.84-	Notary Stamp.com / sales tax c 04/27/2022		Software Fees/License Fees	N
35	05-430-710-3190-6020		131.85	IM Hotel; client visit w/child 04/20/2022 04/20/2022	75786015	Court Related Services & Activities	N
	5462 Bremer Bank (Elan ACH)		131.01	2 Transactions			
430	DEPT Total:		131.01	Social Services	1 Vendors	2 Transactions	
5	Fund Total:		134.55	Health & Human Services		5 Transactions	

WLC1
 5/20/22 9:27AM
 10 Trust

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
923	DEPT			Forfeited Tax Sales			
	5462 Bremer Bank (Elan ACH)						
22	10-923-000-0000-6254		199.98	Spectrum-internet 04/20/2022		Utilities-Gas and Electric	N
	5462 Bremer Bank (Elan ACH)		199.98		05/19/2022 1 Transactions		
923	DEPT Total:		199.98	Forfeited Tax Sales	1 Vendors	1 Transactions	
10	Fund Total:		199.98	Trust		1 Transactions	

WLC1
 5/20/22 9:27AM
 11 Forest Development

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
925	DEPT			Resource Management			
	5462 Bremer Bank (Elan ACH)						
25	11-925-000-0000-6405		28.36	Paulbecks-NRAC tour		Office Supplies	N
23	11-925-000-0000-6590		15.76	Amazon-push button switch (2)		Repair & Maintenance Supplies	N
	5462 Bremer Bank (Elan ACH)		44.12	2 Transactions			
925	DEPT Total:		44.12	Resource Management	1 Vendors	2 Transactions	
11	Fund Total:		44.12	Forest Development		2 Transactions	

WLC1
 5/20/22 9:27AM
 19 Long Lake Conservation Cen

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
521	DEPT			LLCC Administration			
	5462 Bremer Bank (Elan ACH)						
21	19-521-000-0000-6230		1.74	Facebook-Homeschool Ad		Printing, Publishing & Adv	N
	5462 Bremer Bank (Elan ACH)		1.74	1 Transactions			
521	DEPT Total:		1.74	LLCC Administration	1 Vendors	1 Transactions	
19	Fund Total:		1.74	Long Lake Conservation Center		1 Transactions	

WLC1
 5/20/22 9:27AM
 21 Parks

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
	5462 Bremer Bank (Elan ACH)						
24	21-520-000-0000-6523		176.49	Amazon-retractable cord reel		Misc Bldg & Shop Supplies	N
	5462 Bremer Bank (Elan ACH)		176.49	1 Transactions			
520	DEPT Total:		176.49	Parks	1 Vendors	1 Transactions	
21	Fund Total:		176.49	Parks		1 Transactions	
	Final Total:		0.00	21 Vendors	39 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	-611.02	General Fund	
	3	54.14	Road & Bridge	
	5	134.55	Health & Human Services	
	10	199.98	Trust	
	11	44.12	Forest Development	
	19	1.74	Long Lake Conservation Center	
	21	176.49	Parks	
	All Funds	0.00	Total	Approved by,
			
			

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

MTG Reg and Deed Tax May 2022

KMR1
6/6/22 3:40PM

Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	780 Bremer Bank					
3	01-040-000-0000-5081		0.02	Mtg Reg - May 2022		Mortgage Registry-3% N
4	01-042-000-0000-5079		0.06	Deed Tax - May 2022		3% State Deed Tax N
	780 Bremer Bank		0.08	2 Transactions		
1 Fund Total:			0.08	General Fund	1 Vendors	2 Transactions

KMR1
6/6/22 3:40PM

Aitkin County



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

9 State

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	780 Bremer Bank 09-000-000-0000-2025			48,599.55	Deed Tax - May 2022		State's Share Of Deed Tax (97%)	N
1	780 Bremer Bank 09-000-000-0000-2026			35,261.56	Mtg Reg - May 2022		State Share Of Mortgage Registry (97%)	N
	780 Bremer Bank			83,861.11	2 Transactions			
9 Fund Total:				83,861.11	State	1 Vendors	2 Transactions	
Final Total:				83,861.19	2 Vendors	4 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	0.08	General Fund
	9	83,861.11	State
All Funds		83,861.19	Total

Approved by,

.....

.....

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

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

Explode Dist. Formulas?: 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

Camping Refund 06.07.2022

WLC1
6/7/22 11:29AM

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
	8410 Bremer Bank						
1	21-520-000-0000-5510		70.00	Camping Refund / Ashfeld	5042	Co. Parks Campground Fees	N
	8410 Bremer Bank		70.00	1 Transactions			
520	DEPT Total:		70.00	Parks	1 Vendors	1 Transactions	
21	Fund Total:		70.00	Parks		1 Transactions	
	Final Total:		70.00	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	70.00	Parks
	All Funds	70.00	Total

Approved by,

.....

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Credit Card Fees May 2022 and Returned Payment

KMR1
6/3/22 1:33PM

Aitkin County



13 Taxes & Penalties

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

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
2	8410 Bremer Bank 13-943-000-0000-2001		115.00	Returned Pmt - Period 2	60-0-000700	Cur - Property Taxes	N
	8410 Bremer Bank		115.00	1 Transactions			
13 Fund Total:			115.00	Taxes & Penalties	1 Vendors	1 Transactions	

KMR1

6/3/22

1:33PM

19 Long Lake Conservation Cen

Aitkin County



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

Page 3

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 19-522-000-0000-6267		382.89	Credit Card Fees-May 2022	461201217886	Credit Card Fees	N
	8410 Bremer Bank		382.89	1 Transactions			
19 Fund Total:			382.89	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:			497.89	2 Vendors	2 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	115.00	Taxes & Penalties
	19	382.89	Long Lake Conservation Center
All Funds		497.89	Total

Approved by,

.....

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Returned Check and NSF

KMR1
5/31/22 12:24PM

Aitkin County



13 Taxes & Penalties

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

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 13-943-000-0000-2001		1,197.00	Returned Pmt - Period 2	Muccio	Cur - Property Taxes	N
	8410 Bremer Bank		1,197.00	1 Transactions			
13 Fund Total:			1,197.00	Taxes & Penalties	1 Vendors	1 Transactions	
Final Total:			1,197.00	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
13	1,197.00	Taxes & Penalties
All Funds	1,197.00	Total

Approved by,

.....

.....

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

State General Tax, May 2022

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
5/24/22 1:52PM

Aitkin County



9 State

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

Page 2

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 09-000-000-0000-2058		1,310,189.60	State General Tax	Advance 1&2	State General Tax-Education	N
	8410 Bremer Bank		1,310,189.60	1 Transactions			
9 Fund Total:			1,310,189.60	State	1 Vendors	1 Transactions	
Final Total:			1,310,189.60	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
9	1,310,189.60	State
All Funds	1,310,189.60	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Community Corrections Sobriety Court Grant Agreement

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<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>

Submitted by: Kameron Genz	Department: Community Corrections
--------------------------------------	---

Presenter (Name and Title): Kameron Genz - Director of Community Corrections	Estimated Time Needed: 0 minutes
--	--

Summary of Issue:
Approval to renew the Sobriety Court Grant for Fiscal Year 2022-2023 fiscal year in the amount of \$66,000. (\$65,000 is allotted to agent salary reimbursement and \$1000 agent travel expenses for our Sobriety Court program.) This is a reoccurring grant in which the Board previously authorized signature by Community Corrections Director.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve Cooperative Agreement for Aitkin County Sobriety Court, from State of MN 9th Judicial District, for grant in the amount of \$66,000 for the period of July 1, 2022 - June 30, 2023.

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:*
 This grant is included annually as revenue in the Community Corrections 2022 and 2023 budgets .

STATE OF MINNESOTA
COOPERATIVE AGREEMENT

This Agreement is between Aitkin County Community Corrections (herein “ACCC”), 209 2nd St NW, Room 178, Aitkin, MN 56431, and the State of Minnesota, acting through its agent Ninth Judicial District, Aitkin County Sobriety Court (herein “Court”), 616 America Ave NW, Suite 250, Bemidji, MN 56601.

Recitals

Under Minnesota Statute § 471.59, subdivision 10, the Court is empowered to engage such assistance as deemed necessary.

The Court has established a Sobriety Court program that is designed to intervene in the lifestyles of offenders with substance use disorders and to improve public safety.

The Court and the ACCC desire to establish cooperative procedures for the implementation and effective operation of the Aitkin County Sobriety Court program.

ACCC is empowered under Minnesota law to provide probation supervision services to and participate in the Aitkin County Sobriety Court program.

The Court is in need of additional probation supervision services from ACCC coextensive with the availability of County, Court, and Federal Funds to fund such services.

Agreement

1. Term of the Agreement

- A. **Effective date:** July 1, 2022, or the date the Court obtains all required signatures under Court policy, whichever is later.
- B. **Expiration date:** June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Agreement between the Parties

A. ACCC is responsible to:

- 1. Provide an assigned qualified probation officer to fully participate in the Aitkin County Sobriety Court process and supervise participants in Aitkin County Sobriety Court. “Assigned” probation officer means a probation officer providing supervision

services and participating in the Aitkin County Sobriety Court process and employed by ACCC. This position shall be a permanent ACCC employee and shall be a limited duration appointment which ends when the funds appropriated by the Legislature and allocated by the Judicial Branch to the Court expire.

2. Administer any union contract and County personnel policies according to ACCC supervisory expectations. This includes assuring union contract language is adhered to and that performance improvement plans, corrective action, progressive discipline and grievance procedures are followed. All ACCC personnel policies will be monitored and followed. ACCC will retain ultimate authority to determine and issue discipline, including but not limited to discharge.
3. Follow all compensation policies, rules, and practices as they relate to fringe benefits, health insurance, payroll, overtime and timesheets.
4. Prepare and administer all performance communications, including identifying areas of performance that meet expectations, exceed expectations and/or need improvement. Performance improvement plans will include input from the Court and overall performance shall be monitored on a continual basis by ACCC.
5. Monitor and authorize overtime, paid time off, other time off, hours of work and workload coverage so that employee work is completed in a timely fashion and personnel rules are followed.
6. Identify, provide training and monitor safety issues, practices and policies to assure the safety of employees, clients and the public.
7. Provide recruitment, selection and hiring of any employee who falls under this contract. Recruitment, selection and hiring will be administered by ACCC.

B. Both ACCC and Court are responsible to:

1. Individually and jointly determine whether the assigned probation officers are performing adequately within the program. ACCC may decide to remove existing personnel from the program provided that prior notice is given to the Court.
2. Monitor and authorize hours of work and workload coverage so that employee work is completed in a timely fashion.
3. Identify, provide training and monitor safety issues, practices and policies to assure the safety of employees, clients and the public.

4. Work in partnership in the recruitment and selection of any employee who falls under this contract. Recruitment, selection and hiring will follow and be administered by ACCC with input and recommendation from the Court.
 5. Authorize and approve employee expenses for mileage, meals, parking, purchases and miscellaneous items.
 6. Arrive at financial agreements that allow the Court and ACCC to operate within fiscally sound principles that meet the payment and receipt procedures of both ACCC and the Court. ACCC must adhere to Minnesota Judicial Branch Treatment Court Policies, including financial policies regarding treatment court expenditures.
 7. Agree on what information systems will be utilized, what data must be acquired, entered and maintained, and who has access rights to the resulting information.
 8. Jointly establish training requirements and seek/select and approve appropriate training to meet the required training needs. Agree on who is responsible for payment of training and by which means payment will be made.
- C. Court, in collaboration with the treatment court team and in accordance with state and national best practice standards outlined in Minnesota Judicial Branch Policy 511.1 Treatment Court Standards, will be responsible for:
1. Program design, program delivery methods, participant eligibility criteria, graduation criteria, termination criteria, establishing program capacity, and alcohol and drug testing protocols.
 2. Monitor performance of employee and provide input of employee's performance to ACCC on a continual basis.

D. Continuation

No less than 30 days before the agreement expiration date, the parties to this agreement will meet, confer, and decide whether this agreement should be extended. If extended, ACCC and the Court agree to reconsider the funding parameters for the next term.

3. Payment

- A. The Court shall reimburse ACCC for probation services and supervision services related to the Aitkin County Sobriety Court program for the 1.0 FTE position(s) dedicated to intensive supervision of Aitkin County Sobriety Court participants. If the position is used for something other than Aitkin County Sobriety Court supervision, the reimbursement shall be proportionally reduced. ACCC shall indicate on its billing the amount expended during the invoice period for supervision /monitoring and for testing services for Aitkin County Sobriety Court participants.
- B. **Payment Rate.** The Court shall compensate ACCC for services based upon quarterly invoices submitted to the Court by the 15th of the month following the end of the quarter. Quarterly ending dates will be September 30th, December 31st, March 31st, and June 30th. Each quarterly invoice will be specific to the Court and will include reports sufficient to document the amount being billed. The cost of the probation and supervision services provided to the Court shall not exceed sixty-five thousand dollars (\$65,000.00) for the period from July 1, 2022 through June 30, 2023. Said cost is based on the actual per hour expenses including fringe benefits incurred by the probation officer in the performance of the duties set forth herein. The cost of probation travel expenses provided to the Court shall not exceed one thousand dollars (\$1,000.00) for the period from July 1, 2022 through June 30, 2023.
- C. The total obligation of the Court under this agreement shall not exceed sixty-six thousand dollars (\$66,000.00).

4. Authorized Representatives

- A. The Court's Authorized Representative is Maria Pahlen, or her successor, at 616 America Ave NW, Suite 250, Bemidji, MN 56601, and all inquiries shall be directed to her attention.
- B. The ACCC's Authorized Representative is Kameron Genz, or her successor, at 209 2nd St NW, Room 178, Aitkin, MN 56431, and all inquiries shall be directed to her attention.

5. Assignments, Amendments, Waiver, and Contract Complete

- A. **Assignment.** ACCC may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the Court and a fully executed assignment agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- B. **Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- C. **Waiver.** If the Court fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.
- D. **Contract Complete.** This agreement contains all negotiations and agreements between the Court and ACCC. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6. Liability

Each party shall be responsible for its own acts or omissions and any liability which results as a consequence thereof.

7. State Audits

Under Minnesota Statute § 16C.05, subdivision 5, ACCC's books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the Court and/or the Court Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end date of this agreement.

8. Confidentiality, Disclosure, and Use

ACCC shall not disclose to any third party any information that is inaccessible to the public pursuant to the Rules of Public Access of the Judicial Branch promulgated by the Minnesota Supreme Court. If ACCC receives a request to release information referred to in this Clause, ACCC must immediately notify the Court.

ACCC is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time. Both parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires ACCC to comply with the Rules of Public Access for data received from the Court under this agreement.

9. Venue

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

10. Termination

- A. **Termination.** The Court or ACCC may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.
- B. **Termination for Insufficient Funding.** The Court may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source, or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to ACCC. The Court is not obligated to pay for any services that are provided after notice and effective date of termination. However, ACCC will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The Court will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

The Court must provide ACCC notice of the lack of funding within a reasonable time of the Court's receiving that notice.

1. AITKIN COUNTY COMMUNITY CORRECTIONS

By: _____

Title: _____

Date: _____

2. COURT

By: _____

Title: _____

Date: _____

By: _____

Title: State Court Administrator

Date: _____

3. Funds have been encumbered as required by State Court Finance Policy by:

By: _____

Title: _____

Date: _____

Contract No. _____

4. Approved as to form and execution:

By: _____

Title: _____

Date: _____



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Search & Rescue Donation: Turner Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida	Department: Sheriff	
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: Turner Township has made a \$500 donation to the all-volunteer Aitkin County Search & Rescue group to assist with up-to-date equipment purchases.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting donation		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xx

20220614-xxx

Search & Rescue Donation: Turner Township

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

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

Turner Township \$500.00

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

Turner Township Aitkin County Search and Rescue

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

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

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 14th day of June 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of June 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2V
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Aitkin Fire Department: Temp On-Sale Liquor License

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

Submitted by: Wendie Bright	Department: Auditor's
---------------------------------------	---------------------------------

Presenter (Name and Title):	Estimated Time Needed:
------------------------------------	-------------------------------

Summary of Issue:

Approval of Temporary On Sale Liquor License for the Aitkin Fire Department d/b/a Aitkin Fire Dept. Relief Association, for the following dates:
 7/6/2022 - 7/9/2022 (Aitkin Fairgrounds)
 8/4/2022 - 8/6/2022 (Aitkin Fairgrounds)

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

To approve the Temporary On-Sale Liquor License for the Aitkin Fire Dept Relief Association, for 7/6/22-7/9/22
 To approve the Temporary On-Sale Liquor License for the Aitkin Fire Dept Relief Association, for 8/4/22-8/6/22

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

By Commissioner: xx

20220614-xxx

Aitkin Fire Dept. Relief Assn. Temporary Liquor License

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following Temporary On-Sale liquor licenses, for the periods from 7/6/22-7/9/22 and 8/4/22-8/6/22.

Temporary ON Sale:

Aitkin Fire Department, d/b/a **Aitkin Fire Dept. Relief Assn.** – Aitkin Township, at Aitkin County Fairgrounds – 632 MN Ave N (designated fenced in area only), Aitkin, MN

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 14th day of June 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of June 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2W
Agenda Item #

Requested Meeting Date: 6/14/2022

Title of Item: 2022 State of MN Boat & Water Safety Grant Agreement

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

Submitted by: Sheriff Dan Guida	Department: Sheriff's Office
---	--

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

Summary of Issue:

Signatures and Resolution for 2022 State of Minnesota Annual County Boat & Water Safety Grant Agreement for grant amount of \$20,903.00 to supplement our Boat & Water budget.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Request Board Chair to sign agreement and return with signed resolution

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

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

ADOPTED June 14, 2022

By Commissioner: xx

20220614-xxx

2022 State of Minnesota Annual County Boat & Water Safety Grant Agreement

BE IT RESOLVED, that the Aitkin County Board of Commissioners approve the Fiscal Years 2022 State of Minnesota Annual County Boat & Water Safety Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff's Office, County Board Chair and County Administrator to sign the agreement in the amount of \$20,903.00 for the term of January 1, 2022 through June 30, 2023

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 14th day of June 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of June 2022

Jessica Seibert
County Administrator



**2022 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT CONTRACT AGREEMENT**

ENCUMBRANCE WORKSHEET

Contract# 212636 PO# 3-209724

State Accounting Information:

Dept ID R29	PC Bus Unit R2901	Fiscal Year 2022	Source Type State	Vendor Number 0000197275-001
Total Amount \$20903	Project ID R29G70CGBLA19	Billing Location R297000221	UEI GA6FYSM24C18	

Accounting Distribution:

Fund 2100	Fin Dept ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A4CG002
--------------	-------------------------	-----------------------------	----------------------	-------------------	---------------------

Grant Begin Date January 1, 2022	Grant End Date June 30, 2023
-------------------------------------	---------------------------------

Grantee Name and Address:
Aitkin County Sheriff's Office
218 1st St NW
Aitkin, MN 56431-1260

Payment Address:
(where DNR sends the check)
Aitkin Co. Treasurer
209 - 2nd St. NW, Rm. 203
Aitkin, MN 56431

**2022 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Aitkin County Sheriff's Office, 218 1st St NW, Aitkin, MN 56431-1260, (GA6FYSM24C18) ("Grantee"). The payment address for this grant contract agreement is Aitkin Co. Treasurer, 209 - 2nd St. NW, Rm. 203, Aitkin, MN 56431.

Recitals

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** January 1, 2022 or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for 2022 grant expenditures incurred back to effective date. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State and Single Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

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

Provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract.

The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

The grantee will comply with required grants management policies and procedures set forth through Minnesota Statutes Section 16B.97, subdivision 4 (a)(1), and 2CFR 200.

Reporting Requirements: The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

3 Time

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

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Twenty thousand nine hundred three dollars (\$20,903).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Twenty thousand nine hundred three dollars (\$20,903).
- (c) **Match:** *Grant funds cannot be used by the Grantee as match or for reimbursement for any other grant or program without written authorization from the State's Authorized Representative.*

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Submit one invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first in a form prescribed by the State within the dates previously noted in "Term of Grant Contract Agreement" in this contract.

4.3 **Contracting and Bidding Requirements**

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- (b) The grantee must not contract with vendors who are suspended or debarred in MN:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>
- (c) The grantee agrees if it subcontracts any portion of the project to another entity, the agreement with the subcontractor will contain all applicable provisions of the agreement with the state. The grantee also agrees to comply with 2 CFR 200.318-3321 and 2 CFR 200.323-326.

5 **Conditions of Payment**

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

6 **Authorized Representative**

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

The Grantee's Authorized Representative is Sheriff Daniel Guida, Aitkin County Sheriff's Office, 218 1st St NW, Aitkin, MN 56431-1260. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Contract Agreement Complete**

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 **Liability**

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

9 **Audits (State and Single)**

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

If the grantee expends \$750,000 or more of Federal awards in a fiscal year, they must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit and Administrative Awards Requirements for Federal Awards. This is \$750,000 in total Federal awards received from all sources. The grantee will forward a copy of the audit report to both the State's Authorized Representative and the State Auditor.

10 Government Data Practices and Intellectual Property

10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 Workers' Compensation

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

12 Publicity and Endorsement

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

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

13 Governing Law, Jurisdiction, and Venue

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

14 Termination

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

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

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:

(a) It does not obtain funding from the Minnesota Legislature.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

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

16 American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

17 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

18 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area.

The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.

20 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

- (a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).
- (b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.
- (c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- _____ A. State Boat Grant Contract Agreement
- _____ B. Exhibit A
- _____ C. Exhibit B
- _____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15.

Signed: Tara Rose

Digitally signed by Tara Rose
Date: 2022.05.25 12:02:11 -05'00'

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

SWIFT Contract # 212636

Purchase Order # 3-209724

2. GRANTEE:

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

By: _____

Title: County Board Chairperson

Date: _____

Distribution:

- 1. DNR - OMBS
- 2. Grantee
- 3. State's Authorized Representative

By: _____

Title: _____

Date: _____

ALLOWABLE EXPENDITURES & REPORTING REQUIREMENTS

2022 BOAT & WATER SAFETY STATE GRANT PROGRAM

Use these guidelines when completing the proposed Budget --- Exhibit "A" form.

GENERAL - All of the expenditures listed below must be directly related to the boat and water safety program. When personnel or equipment costs are split between general law enforcement duties and boat and water safety work, the percentage paid out of the boat and water safety account may not exceed the percentage of time the individual or piece of equipment is actually used for boat and water safety enforcement. Boat and water safety activities are those activities outlined in: 1) M.S. § Chapter 86B, 2) Minn. Rules - Chapter 6110, 3) search and recovery operations in the waters of the state and 4) the portions of Chapter 169A that are applicable to motorboats.

(SPENDING PLAN, INVOICES, ACCOUNTING and REPORTS) – Submit one reimbursement invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first. The proposed expenditures listed on your spending plan (Exhibit A) must reasonably match both your invoice and annual year-end report. If you need to purchase or pay for something that was not on the original Spending Plan, you will need to first send in a revised plan (Exhibit A) signed by the sheriff or designee, and if approved by the State, proceed from there. The Grantee must satisfactorily submit all annual performance reports and reimbursement requests for each year of participation in this Program by the date(s) requested by the State, unless the Grantee requests an extension in writing and the State approves an extension in writing. Minnesota statutes and rules require that you have a separate account for the state boat & water safety funds.

PERSONNEL - Personnel expenses (including salary, insurance, social security, retirement, worker's compensation, etc.) for persons who are actually engaged in boating and water safety duties. Records or logs of time spent on the program are necessary to support these expenses and should be retained not less than three years. If officer hours are a part of your reimbursement, please send one (1) completed officer log for the time period in which reimbursement is being requested.

SUPPLIES AND EXPENSES - This includes uniforms, fuel, oil, lubricants, repairs, rental/lease costs (docks, buildings, office facilities, equipment, etc.), insurance, travel costs, training expenses and expendable supplies (fuel, rope, paint, printing, etc.). No cell phone charges will be allowed. All expenditures need to be verifiable as allowable expenditures under this grant. Items must be listed on Exhibit A (proposed spending plan) of this grant and be descriptive in nature.

EQUIPMENT - Includes boats, motors, trailers, buoys, depth locators, radios, etc. Equipment that is being used for general duties may be either charged to the boat and water safety account according to percentage of use or by mile/hour of operation. Mileage logs showing dates, odometer readings and assignment are necessary to support all vehicle use and should be retained not less than three years. If you purchase equipment and it is greater than \$5,000, please submit a copy of the purchase invoice. The purchase of snowmobiles and ATVs with boat and water funds is not allowed.

County sheriff's departments are urged to contact Boat and Water Safety at the Minnesota Department of Natural Resources for a determination prior to any questionable proposed expenditure. All expenditures are subject to state audit. Be sure to keep accurate documentation and records of all expenditures.

Conflict of Interest Disclosure Form for Grantees

Conflict of Interest

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it. There are several types of conflicts of interest.

Actual Conflict of Interest

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.

Potential Conflict of Interest

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Individual Conflict of Interest

A conflict of interest that may benefit an individual employee or a grant reviewer is any situation in which *their* judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to *an immediate family member*, business, or organization with which they are involved.

Organizational Conflict of Interest

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement will report any actual or potential conflicts of interests by individual employees or our organization as a whole to the State's Authorized Representative.

Organization Name:

Project Name: 2022 State Boat Grant

Legal Citation: Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.

Authorized Representative Printed Name:

Authorized Representative Signature/Date:



2022 State Boat & Water Safety Grant Instructions

RETURN DEADLINE: Friday, June 30, 2022

Please return your signed paperwork by June 30, 2022.

Boat and Water Safety Agreement – Obtain required county signature(s). Electronic signatures are allowable.

Exhibit A (2022 Spending Plan) - Complete the form on the computer and sign the form. The total in the "state" column must add up to the amount listed on the agreement. Fill in the "county" column if you get non-state funds directly from the county.

Exhibit B - Allowable Expenditures & Reporting Requirements - It should be used as a reference when completing the budget form. Read it carefully and note reporting requirements.

Conflict of Interest Form – Review, check appropriate box and sign the form.

Send items as one document in the following order:

1. Grant contract - signed
2. Exhibit A – budget proposal / fill out & sign
3. Exhibit B
4. Conflict of interest form – box checked & signed

Send required/completed paperwork to Adam Block adam.block@state.mn.us.

When the state boat grant agreement is fully executed, the Grantee may claim reimbursement for 2022 state boat grant expenditures incurred back to the effective date (January 1, 2022). Note the start date for federal boat grants is the final DNR approval signature date.

Grants not received by June 30, 2022 are subject to cancellation.

If you have questions, please contact Adam Block.



Aitkin
County

Board of County Commissioners Agenda Request

2X
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: 2022 State of MN Federal Supplemental Boating Safety Patrol Grant

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

Submitted by: Sheriff Daniel G. Guida	Department: Aitkin County Sheriff's Office
---	--

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

Summary of Issue:
Approve annual State of Minnesota Federal Supplemental Boating Safety Patrol Grant Agreement. The amount is \$5,500.00 to use towards overtime boat & water patrol hours.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Request board chair to sign agreement. Request County Administrator Jessica Seibert to sign resolution and return as soon as possible for submission to MN DNR.

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

By Commissioner: xx

20220614-xxx

Federal Boating Supplemental Patrol Grant

BE IT RESOLVED, that the Aitkin County Board of Commissioners approve the 2022 State of Minnesota Federal Supplemental Boating Safety Patrol Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$5,500.00 for the term of May 13, 2022 through September 5.

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 14th day of June 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of June 2022

Jessica Seibert
County Administrator

Conflict of Interest Disclosure Form for Grantees

Conflict of Interest

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it. There are several types of conflicts of interest.

Actual Conflict of Interest

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.

Potential Conflict of Interest

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Individual Conflict of Interest

A conflict of interest that may benefit an individual employee *or* a grant reviewer is any situation in which *their* judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to *an immediate family member*, business, or organization with which they are involved.

Organizational Conflict of Interest

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement will report any actual or potential conflicts of interests by individual employees or our organization as a whole to the State's Authorized Representative.

Organization Name:

Project Name: 2022 MN DNR Federal Boating Patrol Grant

Legal Citation: Under Minnesota Statute §84.026, §86B.101 and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 the State is empowered to enter into this grant contract agreement.

Authorized Representative Printed Name:

Authorized Representative Signature/Date:



**2022 STATE OF MINNESOTA
FEDERAL BOATING SAFETY SUPPLEMENTAL PATROL
GRANT CONTRACT AGREEMENT**

ENCUMBRANCE WORKSHEET

Contract #: 212497

PO #: 3-209528

State Accounting Information

Dept ID R29	PC Bus Unit R2901	Fiscal Year 2022	Source Type REIMB	Vendor Number 0000197275-001
Total Amount 5500	Project ID R29G70CGBLA19	Billing Location R297000221	UEI GA6FYSM24C18	

Accounting Distribution

Fund 3000	Fin Dept ID R2937715	Approp ID R297227	Category 84101501	Account 441302	Activity A4CG002
--------------	-------------------------	----------------------	----------------------	-------------------	---------------------

Grant Begin Date May 13, 2022	Grant End Date September 5, 2022
----------------------------------	-------------------------------------

Grantee Name and Address:

Aitkin County Sheriffs Office
218 1st St NW
Aitkin, MN 56431-1260

Payment Address:
(where DNR sends the check)

Aitkin County Treasurer
209 2nd St NW Rm 203
Aitkin, MN 56431

**2022 STATE OF MINNESOTA
FEDERAL BOATING SAFETY SUPPLEMENTAL PATROL
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Aitkin County Sheriff's Office, 218 1st St NW, Aitkin, MN 56431-1260 (UEI GA6FYSM24C18) ("Grantee"). The payment address for this grant contract agreement is Aitkin County Treasurer, 209 2nd St NW Rm 203, Aitkin, MN 56431.

Recitals

1. Under Minnesota Statute §84.026, §86B.101 and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 the State is empowered to enter into this grant contract agreement. This grant contract agreement is a non-research and non-developmental grant.
1. The State will make available supplementary funding in the amount noted in this grant contract agreement to cover the cost of additional boating safety patrol of lakes and rivers in the county.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** May 13, 2022. Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** September 5, 2022 or until all obligations have been satisfactorily fulfilled, whichever occurs first. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant contract agreement as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State and Single Audits; 10. Government Data Practices; 14. Publicity and Endorsement; 15. Governing Law, Jurisdiction, and Venue; and 17. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1). The Grantee will provide additional boating safety patrol hours during high watercraft use periods through the payment of overtime or the addition of enforcement personnel. The Grantee will submit to the State a written plan to carry out the provisions of this grant contract agreement. Provisions of Chapter 86B, the provisions of Chapter 169A pertaining to motorboats and the Boat and Water Safety Rules, hereinafter referred to as the "Minn. Rules" will be enforced. Refer to Exhibit A which is attached and incorporated into this grant contract agreement for more information on allowable expenses. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract agreement. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

Reporting Requirements: The Grantee is bound to financial and performance requirements as noted in this grant contract agreement and Exhibit A which is attached and incorporated into this grant contract agreement.

3 Time

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

4 Consideration and Payment

4.1 **Consideration.** Consideration for all services performed by Grantee pursuant to this grant contract agreement shall be paid by the State as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant contract agreement up to Five thousand five hundred dollars (\$5,500).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Five thousand five hundred dollars (\$5,500).

4.2 **Payment**

- (a) **Invoice.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Submit one invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first. The invoice shall be accompanied by log sheets and narrative report as described in Exhibit A. The invoice, log sheets and required narrative report must be submitted to the State not later than October 5, 2022,

- unless an extension is requested in writing from the Grantee and approved in writing from the State.
- (b) **Federal funds.** Payments under this grant contract agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110. Exhibit B is attached and incorporated into this grant contract agreement for specific federal requirements that affect this grant contract agreement. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

4.3 Contracting and Bidding Requirements

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) The grantee must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

- 4.4 Indirect Cost Rate.** The federal indirect cost rate for the State's federal award is ____,
The Grantee's indirect cost rate is ____% for this sub-award agreement.

5 Conditions of Payment

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

6 Authorized Representative

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

The Grantee's Authorized Representative is Sheriff Daniel Guida, Aitkin County Sheriff's Office, 218 1st St NW, Aitkin, MN 56431-1260, or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Agreement Complete

- 7.1 Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits A and B which are attached and incorporated into this grant contract agreement, contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 Liability

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

9 Audits (State and Single)

Under Minn. Stat. §16B.98, subd. 8 and 2 CFR 200.331, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant contract agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

- 10 Government Data Practices**
10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.
- 11 American Disabilities Act**
The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.
- 12 Non-Discrimination Requirements**
No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:
- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
 - (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
 - (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
 - (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
 - (e) Any other applicable non-discrimination law(s).
- 13 Workers' Compensation**
The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.
- 14 Publicity and Endorsement**
14.1 **Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.
14.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services, and the Grantee must adhere to the terms of 2 CFR 200.315.
- 15 Governing Law, Jurisdiction, and Venue**
Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 16 Termination**
16.1 **Termination by the State.** The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
16.2 **Termination for Cause.** The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract agreement that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
16.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract agreement if:
(a) It does not obtain funding from U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN

3319FAS190127). (CFDA number 97.012) in U.S.C. 13101-13110 is withdrawn.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

17 Data Disclosure

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

18 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.

20 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Sub-recipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their sub-recipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all sub-awards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- _____ A. Federal Boat Patrol Grant Contract Agreement
- _____ B. Exhibit A
- _____ C. Exhibit B
- _____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Statutes 16A.15 and 16B.98.

Signed: **Tara Rose** Digitally signed by Tara Rose
Date: 2022.05.23 14:59:26 -05'00'

Date: _____

SWIFT Contract # 212497

Purchase Order # 3-209528

2. GRANTEE

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

By: _____

Title: County Sheriff

Date: _____

By: _____

Title: Chairperson of County Board

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative

2022 Federal Boat Patrol Grant Instructions

Your 2022 Federal Boating Enforcement Supplemental Grant for additional patrol hours has arrived electronically. This grant runs from May 13 - September 5, 2022. Work may start May 13 or date grant is fully executed whichever is later. You will be notified when grant has been approved and work may begin. A fully executed grant contract and a log sheet will be sent after grant is approved. Reimbursements will only be made for expenditures made according to the terms of this grant.

The following documents are needed:

1. Work plan

Your work plan should set forth the hours you will patrol, days of the week, personnel (not by name) to be used, lakes and rivers to be patrolled and any other pertinent information. Include information on how the enforcement efforts in your county will be addressed. Note that daily scheduling has been left up to the county. We strongly urge that weather be taken into account and patrols canceled if few boats would be encountered during that time period. Read Exhibit A for allowable costs. There is not a template for the work plan.

2. Grant agreement

Agreement needs county signatures. Follow your county grant policy. Electronic signatures are acceptable.

3. Conflict of interest form – Review and sign. Electronic signature acceptable.

Since we are using federal funds there is an additional form, Exhibit B, which we are required to include by federal regulation. This is a standard set of assurances which your county should already be in compliance with, if you receive federal funds.

The grant return deadline is Wednesday, June 15, 2022. Your grant requires final DNR approval signature by June 30, 2022 and staff time is needed to ensure you will receive your funding.

The deadline for the final invoice, log sheets and your required narrative summary is Wednesday, October 5, 2022, unless an extension is requested by the county in writing and granted in writing by the state. The narrative summary is described on Exhibit A - #6.

If you desire not to participate or wish to work with a lesser amount of funds than noted, please contact Adam.Block@state.mn.us.

E-mail one document to Adam.Block@state.mn.us in the following order:

1. Work Plan
2. Contract agreement – signatures needed
3. Exhibit A
4. Exhibit B
5. Conflict of interest form – sign

**2022 FEDERAL BOATING ENFORCEMENT
SUPPLEMENTAL AGREEMENT
(CFDA #97.012)**

1. The purpose of this program is to provide supplementary funding to the County to provide for additional boating safety patrol hours during high-use periods through the payment of straight time, overtime, or the addition of enforcement personnel on a temporary basis. Other activities such as rental boat inspections, training, extended search and rescue operations, aids-to-navigation work, aquatic invasive species (AIS) enforcement or inspections, talks and displays do not qualify for reimbursement under this program. Incidental on-scene accident investigation, assistance to the public and immediate search and rescue operations by personnel assigned to this program are authorized.
2. The program shall begin on Friday, May 13, 2022 or the date the State obtains all required signatures, whichever is later, and end at midnight, Monday, September 5, 2022. The Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.
3. Reimbursable hours and days of operation shall occur during the following days and hours:

The schedule of hours shall be left to the county. Scheduling, however, should be made to coincide with periods of activity or complaints and night patrols are encouraged. *If at all possible, schedules should be canceled or delayed if inclement weather is expected.*
4. Emphasis on this program shall be placed on the following violations:
 - Boating while intoxicated
 - Personal watercraft operation
 - Careless and reckless operation
 - Speed and wake violations
 - Use of navigation lights
 - Other boating equipment and registration violations
5. Allowable costs include overtime patrol hours, additional personnel salary and appropriate fringe benefits associated with patrol. No indirect costs will be paid by the state. Submit one invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first. A copy of the daily logs of each deputy involved - showing hours on duty, water body patrolled, boats stopped, citations or warnings issued and other pertinent information on a daily basis must be submitted with the reimbursement invoice. The deputy and his or her supervisor must sign each log sheet. Reimbursement request must also include a summary of the times and hours worked and total costs for each deputy by date.

All other expenses, such as fuel, training, repairs, boats, meals etc. must be paid by the county (use of the regular 2022 state boat and water safety grant funds for these other expenses is an allowable cost). The county will be responsible for any unemployment or worker's compensation costs associated with the program.
6. Each participating county, with the payment request, will submit a written review of the program. Payment will not be made without this narrative, which shall include a summary of the county's activities, accomplishments and suggested changes for future funding.
7. Deadline for the invoice, log sheets and narrative is Wednesday, October 5, 2022. An invoice submitted after that date will not be reimbursed, unless an extension is requested by the grantee in writing and the extension is approved in writing from the State. Submit invoice info to: Adam.Block@state.mn.us
8. Hours from this program will be excluded in determining the regular 2024 county grant allocation.
9. These funds are not designed to take the place of existing funding, but rather to supplement it. A copy of the 2022 county supplemental patrol work plan must be submitted to the State for approval before the grant may be processed.

**2022 FEDERAL ASSURANCES
NON-CONSTRUCTION PROGRAMS**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et sq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-248 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments and Non-Profit Organizations." *(see below).
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

**If the COUNTY (as defined on page 1 of this grant) expends more than \$500,000 in federal assistance per year, it agrees to have a program-specific or single audit made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133 – "Audits of States, Local Governments and Non-Profit Organizations." Copies of the audit report are required to be sent to the following: 1) Office of the State Auditor – Single Audit Division, Suite 500, 525 Park Street, St. Paul, MN 55103, 2) Minnesota Department of Natural Resources, Internal Audit Section – Office of Management & Budget Services 500 Lafayette Road, St. Paul, MN 55155 and 3) The Federal Single Audit Clearinghouse located at: Bureau of the Census, Data Preparation Division, 1201 East 10th Street, Jeffersonville, IN 47132.*

Conflict of Interest Disclosure Form for Grantees

Conflict of Interest

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it. There are several types of conflicts of interest.

Actual Conflict of Interest

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.

Potential Conflict of Interest

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Individual Conflict of Interest

A conflict of interest that may benefit an individual employee or a grant reviewer is any situation in which *their* judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to *an immediate family member*, business, or organization with which they are involved.

Organizational Conflict of Interest

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement will report any actual or potential conflicts of interests by individual employees or our organization as a whole to the State's Authorized Representative.

Organization Name:

Project Name: 2022 MN DNR Federal Boating Patrol Grant

Legal Citation: Under Minnesota Statute §84.026, §86B.101 and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 the State is empowered to enter into this grant contract agreement.

Authorized Representative Printed Name:

Authorized Representative Signature/Date:



Board of County Commissioners Agenda Request

2Y
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: On, Off and Sunday Sale Liquor License for 2022 / The Sandy Beaver

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sally M. Huhta		Department: Auditor's Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: New Application of County "On, Off and Sunday Sale" - Liquor License for 2022 Maverick Beaver Investments LLC, d/b/a THE SANDY BEAVER (Previously known as the Big Sand Bar)		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: See attached proposed Resolution to approve Liquor License (Subject to completion of all documents and required signatures)		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xx

20220614-xxx

Liquor License: The Sandy Beaver

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from July 1, 2022 thru December 31, 2022:

“ON”, “OFF” and “SUNDAY” Sale:

Maverick Beaver Investments LLC, d/b/a **The Sandy Beaver** – Workman Township
This establishment has an address of 51866 224th Place, McGregor, MN 55760

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 14th day of June 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of June 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Representative Lueck Appreciation

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

Submitted by: Brittany Searle	Department: Administration
---	--------------------------------------

Presenter (Name and Title): Mark Wedel, Board Chair	Estimated Time Needed: 15
---	-------------------------------------

Summary of Issue:

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:



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Long Lake Conservation Center Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: DJ Thompson		Department: Land/LLCC
Presenter (Name and Title): Dave McMillan, LLCC Manager		Estimated Time Needed: 15 minutes
Summary of Issue: I would like to update the County Board on some exciting news and upcoming events at the Center.		
Alternatives, Options, Effects on Others/Comments: NA		
Recommended Action/Motion: NA		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Update on Mille Lacs ATV Trail

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: DJ Thompson		Department: Land
Presenter (Name and Title): DJ Thompson, Land Commissioner		Estimated Time Needed: 15 minutes
Summary of Issue: I would like to update the County Board on what has been done and what work continues on the new ATV trail along the east side of Mille Lacs Lake and announce an informational meeting coming up in mid-July.		
Alternatives, Options, Effects on Others/Comments: NA		
Recommended Action/Motion: NA		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Purchase of side by side ATV with tracks

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

**provide copy of hearing notice that was published*

Submitted by: DJ Thompson	Department: Land
-------------------------------------	----------------------------

Presenter (Name and Title): DJ Thompson, Land Commissioner	Estimated Time Needed: 10 minutes
--	---

Summary of Issue:

The Land Department budgeted the purchase of a new ATV in 2022. After accessing current needs and aging equipment, we would like to purchase a side by side ATV with the option of putting tracks on it for grooming cross-country ski trails. Currently, we use a Piston Bully tracked vehicle for grooming ski trails that is 18 years old. It requires continual maintenance and repairs, and only serves one main purpose. The new side by side ATV would serve a dual purpose. In the winter with tracks on it, we can groom ski trails. For the rest of the year, the tracks will be removed and the machine will be used as a regular ATV.

Would use dollars already budgeted for a new ATV plus dollars from the sale of other implement we no longer have a use for including the Piston Bully. Piston Bully would not be put up for auction until we have delivery of the new machine.

Quotes received are as follows:

\$29,744.31	Ray's Sport and Cycle (Grand Rapids) - Can-Am without tracks
\$33,638.91	Power Lodge (Onamia) - Can-Am with tracks
\$35,094.00	Willey's Marine (McGregor) - Polaris with tracks

Alternatives, Options, Effects on Others/Comments:

Low bid from Ray's would not work as we would still need to buy the tracks, which would be an additional \$5,700. Next lowest bid is from the Power Lodge however, we would like to go with the Polaris because the dealer is within the County and through what we have researched, the Polaris is a better machine. Difference is \$1,455.09

Recommended Action/Motion:

Pass motion to approve purchase of a Polaris side by side from Willey's Marine for \$35,094.00

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 35,094.00

Is this budgeted? Yes No *Please Explain:*

\$6,300 is already budgeted
 \$12,000 is already in hand from sale of mower attachment
 \$20,000 reserve price on sale of Piston Bully



WILLEY'S MARINE

Buyer's Order

46054 State Hwy 65 McGregor, MN 55760
218-426-4350

Aitkin County Land Depart

502 Minnesota Ave N,
Aitkin MN 56431

H (000) 000-0000 W

C 218-343-4642

Email CHRIS.JOHNSON@CO.AITKIN.MN.US

Date 05/02/2022

Delivery Date

Deal No.

Salesperson Lucas Johnson

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Unit Information

New/U	Year	Make	Model	Serial No.	Stock No.	Price (Incl factory options)
New	2022	Polaris	RGR XP 1K NS Pre		RGRXP1KNSP	\$27,899.00

Options:

Camso Tracks (no install)

\$5,650.00 D

Dealer Unit Price	\$27,899.00
Factory Options	\$0.00
Added Accessories	\$5,650.00
Freight	\$1,095.00
Dealer Prep	\$450.00

Notes:

This is a quote and price is not final until unit is delivered to Willey's Marine.

Trade Information

Cash Price	\$35,094.00
Trade Allowance	\$0.00
Payoff	\$0.00
Net Trade	\$0.00
Net Sale (Cash Price - Net Trade)	\$35,094.00
Sales Tax	\$0.00
Title/License/Registration Fees	0.00
Document or Administration Fees	\$0.00
Credit Life Insurance	\$0.00
Accident & Disability	\$0.00
Total Other Charges	\$0.00
Sub Total (Net Sale + Other Charges)	\$35,094.00
Cash Down Payment	\$0.00
Amount to Pay/Finance	\$35,094.00

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.

TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.

*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lender.

Customer Signature _____ Dealer Signature _____

Thank You for Your Business!



POWER LODGE - MILLE LACS
33972 HWY 169
ONAMIA, MN 56359

P: (320) 532-3860 F: (320) 532-3764

SALES - SERVICE - STORAGE
www.powerlodge.com

POWER LODGE - BRAINERD
17821 STATE HWY 371
BRAINERD, MN 56401

POWER LODGE - TWIN CITIES
6781 HWY 10 WEST
RAMSEY, MN 55303

P: (218) 822-3500

F: (218) 822-3511

P: (763) 576-1706 F: (763) 576-1710

NAME	AITKIN COUNTY	INVOICE #		Lien Holder	
ADDRESS	502 MINNESOTA AVE N	DATE			
	AITKIN, MN 56431	SALESPERSON	ERIC J SWASER		
HOME		EMAIL WORK	acd@co.aitkin.mn.us	MOBILE	218-927-7364

NEW UNIT PURCHASES:

N/U	YEAR	MAKE	MODEL	DESCRIPTION	COLOR	VIN	PRICE
New	2022	CAN-AM	8JNJ	DEFENDER LIMITED CA	OXFORD BLU		\$27,299.00

TRADE UNIT(S):

YEAR	MAKE	MODEL	DESCRIPTION	COLOR	VIN	ALLOWANCE
------	------	-------	-------------	-------	-----	-----------

ACCESSORIES / PARTS

QTY	PT #	DESCRIPTION	PRICE		
1	715004183	RELOCATION CVT AIR INTAKE KIT	44.64	Total Unit Price	\$27,299.00
1	715003483	AIR PRE-FILTER	45.59	Rebate	(\$1,500.00)
1	715007338	TRACK MODULE KIT	99.74	Accessories	\$5,253.41
1	715004832	NEXT XMR - LT APACHE MOUNTING	446.49	Labor	\$499.00
1	715005103	APACHE 360 LT TRACK KIT	4,616.95	Destination Charge	\$1,095.00
				Assembly & Prep	\$399.00
				Delivery Fee	\$0.00
				UCC Fee	\$0.00
				Prepaid Maintenance Contract	\$0.00
				Extended Warranty Contract	\$0.00
				GAP	\$0.00
				CREDIT CARD - Non Cash Fee	\$0.00
				CU Membership Fee	\$0.00
				Commodity Surcharge	\$400.00
				Less Trade In	\$0.00
				Subtotal	\$33,445.41
				Documentation Fee	\$125.00
				License/Reg Fees	\$68.50
				Battery Prgram	\$0.00
				Plus Trade Payoff	\$0.00
				Subtotal	\$33,638.91
				Down Payment	\$0.00
				Sales Tax	\$0.00
				Amount Due	\$33,638.91

SOLD NEW WITH FACTORY WARRANTY

SOLD USED AS-IS. No warranty of any kind has been given by the dealer or his agent, unless noted below.

NOTES:

BUYER'S SIGNATURE: _____ **DATE:** _____

CO-BUYER SIGNATURE: _____ **DATE:** _____

DEALER SIGNATURE: _____ **DATE:** _____

THIS ORDER IS VALID ONLY WHEN SIGNED AND ACCEPTED BY THE DEALER.



20890 US HWY 169 S
 Grand Rapids, MN 55744
 218-326-9355

Deal No.:
 Date: 05/02/2022
 Salesman: DAVID GROSLAND
 Name(s): AITKIN CO LAND DEPT
 Address: 502 MINNESOTA AVE N
 AITKIN, MN 56431
 Phone: 218-927-7364
 218-927-7364

BILL OF SALE

HONDA YAMAHA POLARIS CAN-AM SKI-DOO SEA-DOO SPYDER

Unit Information

Stock #	N/U	Year	Make	Model	VIN #	Engine #	Amount
ALDEPT	New	2022	CAN-AM	DEF LTD			\$27,299.00

Lienholder: NONE

Trade Information

Year	Make	Model	VIN #	Miles/Hrs	Allowance
------	------	-------	-------	-----------	-----------

Lienholder:

Accessories				Purchase Agreement		
Qty	Part Number	Description	Price	Ext Price		
					Total Unit Price	\$27,299.00
					Accessories	\$0.00
					Labor	\$0.00
					Less Trade Allowance	\$0.00
					Total	\$27,299.00
					OEM Destination Fee	\$0.00
					License Fees	\$68.50
					Documentation Fee	\$100.00
					Tax	\$1,876.81
					MC / TRL Tax	\$0.00
					Service Contract	\$0.00
					UCC	\$0.00
					Surcharge Fee	\$400.00
					Total	\$29,744.31
					Down Payment	\$0.00
					Amount Due	\$29,744.31

Seller _____ Date 05/02/2022

Customer(s) _____ Date 05/02/2022

Any warranties on the products sold hereby are those of the manufacturer. As between this retail seller and buyer, the product is to be sold "AS IS" and the entire risk as to the quality and performance of the product is with the buyer. The seller expressly disclaims all warranties, either express or implied. Including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. This disclaimer by this seller in no way affects the terms of the manufacturer's warranty. The buyer acknowledges being so informed prior to the sale.



Board of County Commissioners Agenda Request

6A

Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Child Care Facilities Grant awards

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 minutes
Summary of Issue: <p>The Aitkin County Economic Development Committee has received 10 grant funding requests for the 2022 Child Care Facilities Grant Program. Total funding request= \$53,500. Total funding available= \$50,000. The ACEDC recommends awarding 6 grants, totaling \$25,000. The remaining \$25,000 in funding will be reallocated to a child care start up grant opportunity. Grant applicant summary and grant award summary are attached, along with the 2022 Child Care Facilities Grant guidelines.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: ACEDC requests approval of recommended grant awards.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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



AITKIN COUNTY ADMINISTRATION

Aitkin County Government Center
 307 2nd Street NW, Room 305
 Aitkin, MN 56431

Mark.jeffers@co.aitkin.mn.us
 Phone: 218-927-7305
 cell: 218-513-6188

TO: Aitkin County Board of Commissioners
 FROM: Mark Jeffers, Economic Development Coordinator
 DATE: June 14, 2022
 SUBJECT: Aitkin County Child Care Facilities Grants

Aitkin County received 10 grant requests for the Aitkin County Child Care Facilities Grant fund. We received \$53,500 in requests with \$50,000 available. The Economic Development Committee recommends approval of the following grant awards:

Child Care Facility Name	Contact Name	child care slots increased	\$ requested	\$ Awarded
Little Pine Academy	Kendra Mickelson	20	\$ 10,000	\$ 10,000
Cheryl's Kids and Company	Cheryl Kehn	0	\$ 5,000	\$ 2,500
Red Robin Childcare	Jackie Scollard	0	\$ 5,000	\$ 2,500
Sarah's Tiny Tots Daycare	Sarah Hacker	2	\$ 5,000	\$ 5,000
Beth's Home Daycare	Elizabeth Johnson	0 (-12)	\$ 5,000	\$ 2,500
Sharon's Silly Face Daycare	Sharon Rutz	0	\$ 5,000	\$ 2,500
				\$ 25,000
				25000.00

2022 Child Care Grant

	Child Care Facility Name	Contact Name	City	child care slots increased	\$ requested	\$ Awarded	Comments
1	Little Farmers Daycare	Candice Roberts	Aitkin	0	\$ 3,500	\$ -	New toys, and equipment, new signage to advertise/fill spots when needed (see narrative)
2	Jaqueline Morano	Jaqueline Morano	Aitkin	0	\$ 5,000	\$ -	equipment for outdoor play area
3	Sarah's Shining Stars Day Care	Sarah Meyer	McGregor	0	\$ 5,000	\$ -	Safety fence and outdoor barriers
4	Little Pine Academy	Kendra Mickelson	McGregor	20	\$ 10,000	\$ 10,000	Plans to transition from at Home to Day Care Facility- increasing by 20+ slots
5	Day Care Palace	Mary Handt	Aitkin	0	\$ 5,000	\$ -	Outdoor fence replacement,cement slab and playground equipment
6	Cheryl's Kids and Company	Cheryl Kehn	Aitkin	0	\$ 5,000	\$ 2,500	Replace furnace and hot water heater
7	Red Robin Childcare	Jackie Scollard	McGregor	0	\$ 5,000	\$ 2,500	Indoor/Outdoor play area improvement
8	Sarah's Tiny Tots Daycare	Sarah Hacker	Aitkin	2	\$ 5,000	\$ 5,000	add part-time staff helpers allowing day care to be at full capacity
9	Beth's Home Daycare	Elizabeth Johnson	Aitkin	0 (-12)	\$ 5,000	\$ 2,500	Heating and cooling system- Applicant indicates that without the new unit, the day care may close
10	Sharon's Silly Face Daycare	Sharon Rutz	Malmo	0	\$ 5,000	\$ 2,500	equipment for outdoor play area
		Increasing Child Care Slots					
					\$ 53,500	\$ 25,000	
						25000.00	remaining



2022 Aitkin County Child Care Facilities Grant Requirements

Aitkin County is awarding grants to new and existing child care providers. The grant are intended to increase the amount of child care slots and/or child care jobs within the business awarded.

Grants must be used by eligible businesses in one of three (3) categories. Examples of eligible expenses include:

1. Category I: Grant awarded for existing Child Care facilities to assist them with physical equipment and infrastructure improvements.
2. Category II: Grant awarded for the purpose of aiding in training for assistant Child Care workers for their facilities.
3. Category III: Grant awarded for aid in opening new facilities and/or licensing fees for new or start-up child care facilities.

The following State criteria must be met for eligibility:

- The Child Care business must have a physical establishment in Aitkin County
- The Child Care business must have a current active license or in the process of completing the license.
- No current tax liens with the Secretary of State.
- A Business must be current on their property taxes as of March 31, 2021 or any other obligations to Aitkin County.

A Business must submit a full application with signatures and complete the attached W-9 Form. Submittal of a completed application does not guarantee funding.

A Business owner agrees that by signing and submitting the 2022 Aitkin County Child Care Facilities Grant they will be subject to a random audit by Aitkin County for accuracy in information requested. They also agree to provide additional documentation that may be requested by Aitkin County or their representative to determine eligibility and award amount or to complete an audit of funds awarded. If it is determined that false or misleading information is provided on the 2022 Aitkin County Child Care Facilities Grant, the Business will be required to repay Aitkin County the entire grant amount.

Maximum Grant amount is tentatively \$10,000 for Child Care Center and \$5,000 for Home Based Child Care, based upon need and funds available.

Applications will be made available on February 14, 2022. Applications will be reviewed on April 27, 2022. Applications received after 4:30 p.m. April 26, 2022 may be considered if funds remain after first review. Grants will continue to be awarded until all funds are expended. Final approval will be subject to approval by the Aitkin County Board.



Grant applications will be available on the Aitkin County website and by request and may be submitted by email to Mark Jeffers, Economic Development Coordinator, mark.jeffers@co.aitkin.mn.us or by mail to Aitkin County Government Center, ATTN: Mark Jeffers, 307 2nd Street NW #314, Aitkin, MN 56431 or delivered to the Aitkin County Government Center Administration Office.

For any questions or clarifications, please contact Mark Jeffers at 218-513-6188 or mark.jeffers@co.aitkin.mn.us.

Aitkin County reserves the right to reject or modify any application or portions thereof if it feels the application does not meet the guidelines or application process requirements. Businesses may be prioritized based on need.



Board of County Commissioners Agenda Request

6B
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Business Development & Recreation Grant Awards

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 minutes
Summary of Issue: <p>The Aitkin County Economic Development Committee has received 15 grant funding requests for the Business Development & Recreation Grant Program. Total funding request= \$14,550. Total funding available= \$22,000. The ACEDC recommends awarding 10 grants, totaling \$9,800. Grant applicant summary and grant award summary are attached, along with the 2022 Business Development & Recreation Grant guidelines.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: ACEDC requests approval of recommended grant awards.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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



AITKIN COUNTY ADMINISTRATION

Aitkin County Government Center
 307 2nd Street NW, Room 305
 Aitkin, MN 56431

Mark.jeffers@co.aitkin.mn.us
 Phone: 218-927-7305
 cell: 218-513-6188

TO: Aitkin County Board of Commissioners
 FROM: Mark Jeffers, Economic Development Coordinator
 DATE: June 14, 2022
 SUBJECT: Aitkin County Business Development and Recreation Grants

Aitkin County received 15 Grant Requests for the Aitkin County Business Development and Recreation Grant fund.
 We received \$14,550 in requests with \$22,000 available. The Economic Development Committee recommends approval of the following grant awards:

Facility Name	\$ requested	\$ Awarded	Comments
Jaques Art Center	\$ 1,000	\$ 1,000	Seeking funding for the summer art program, Friends and Family event and the Art Walk during the all class reunion/Riverboat Days
Brother's Construction LLC	\$ 800	\$ 800	Moving our operations from Wright MN to Aitkin County- funding used for advertising costs
Habitat for Humanity	\$ 1,000	\$ 1,000	habitat humanity fund raiser (already completed)
Forgotten Heroes Ranges & Retreat	\$ 1,000	\$ 1,000	continued cleanup to the facility and signage for facility
Long Lake Conservation Foundation	\$ 1,000	\$ 1,000	concert fund raiser called Nature Rocks to provide scholarships for students to attend Long Lake Conservation Center
Smokey Jake's BBQ	\$ 1,000	\$ 1,000	funding for advertising signage on new building location
McGregor Chamber of Commerce	\$ 1,000	\$ 1,000	grant funds will be used to support annual Wild Rice Days
Aitkin Chamber of Commerce	\$ 1,000	\$ 1,000	grant funds to support PYGO event- annual river trail kayak event
Aitkin County Friend's of the Arts	\$ 1,000	\$ 1,000	grant funds to support annual music festival in August
Cozy Cove Coffee Company	\$ 1,000	\$ 1,000	Advertising to local ATV clubs, directing tourism to our location
	\$ 9,800	\$ 9,800	

2022 Business Development and Recreation Grant

	Facility Name	Project Name	Contact Name	Email	City	Phone	\$ requested	\$ Awarded	Comments
1	Jaques Art Center		Pamela Andell	jac@jaquesart.com	Aitkin	218.927.2363	\$ 1,000	\$ 1,000	Seeking funding for the summer art program, Friends and Family event and the Art Walk during the all class reunion/Diverboat Days
2	Brother's Construction LLC	New location advertising campaign	Kima Taylor	brothersconstructionmn@gmail.com	Aitkin County	619.775.7821	\$ 800	\$ 800	Moving our operations from Wright MN to Aitkin County- funding used for advertising costs
3	Lakeside Township	Dead End Acres Fall Festival	Amanda Swearingin	deadendacres2020@gmail.com	lakeside township	612.963.1315	\$ 1,000	\$ -	Fall festival- funding to purchase wagons and picnic tables for the event
4	Sarah's Smiling Stars Daycare	outside safety play	Sarah Meyer		McGregor	218.565.0550	\$ 1,000	\$ -	funding for barrier wall to existing play area
5	Habitat for Humanity	Tooling Tour	Tami Jacobs	tjacobs@growthiv.org	Aitkin County	218.927.2316	\$ 1,000	\$ 1,000	habitat humanity fund raiser (already completed)
6	Forgotten Heroes Ranges & Retreat	Clean up and signage	Bret Sample	bsample40@gmail.com	Aitkin County	612.695.3187	\$ 1,000	\$ 1,000	continued cleanup to the facility and signage for facility
7	Long Lake Conservation Foundation	Nature Rocks	Bob Markum		Aitkin County	218.768.2337	\$ 1,000	\$ 1,000	concert fund raiser called Nature Rocks to provide scholarships for students to attend Long Lake Conservation Center
8	City of Hill City	Hill City Fireworks	Tami Meyer	cityhall@hillcity-mn.com	Hill City	218.697.2301	\$ 1,000	\$ -	funding to go toward 4th of July fireworks celebration
9	Smokey Jake's BBQ	restaurant launch	Jake Schanz	jake@smokeyjakesbbq.com	Aitkin	858.231.3752	\$ 1,000	\$ 1,000	funding for advertising signage on new building location
10	McGregor Chamber of Commerce	Borealis Craft & Spirits Fest	Kari Horbacz	chamber@mcgregormn.com	McGregor	218.768.3692	\$ 1,000	\$ 1,000	grant funds will be used to support annual Wild Rice Days
11	AitkinChamber of Commerce	Paddle Your Glass Off	Taylor Erickson	upnorth@aitkin.com	Aitkin		\$ 1,000	\$ 1,000	grant funds to support PYGO event- annual river trail kayak event
12	Aitkin County Friend's of the Arts	Ripplesippi Music Fest	Christian McShane	christianmcshane@gmail.com	Aitkin County	218.851.2619	\$ 1,000	\$ 1,000	grant funds to support annual music festival in August
13	Cozy Cove Coffee Company		Laura Spalding	c4hillcity@gmail.com	Hill City	651.564.1234	\$ 1,000	\$ 1,000	Advertising to local ATV clubs, directing tourism to our location
14	Timber Ghost Realty	business connection	Jane Bristow	timberghostteam@gmail.com	Hill City	612.387.5116	\$ 1,000	\$ -	advertising to local real estate services for purchase by new residents
15	CJ Management	business advertising	Caitlyn Jordahl	caitlynj3@gmail.com	Hill City	612.964.1082	\$ 750	\$ -	advertising lodging and recreational facilities for Hill City tourism
							\$ 14,550	\$ 9,800	



AITKIN COUNTY BUSINESS DEVELOPMENT AND RECREATION GRANT PROGRAM

PROGRAM OVERVIEW

The purpose of this grant fund is to leverage county funds, private funds and volunteer efforts to increase new business development activities in Aitkin County, with an emphasis on increasing sustained tourism and recreation activities. Several organizations may submit a single application or organizations may apply individually. Organizations need only to commit one hundred dollars (\$100) in good faith to ensure commitment to the grant request. Example: Program/Event Total Cost: \$1,100 would require the organization's commitment of \$100 to ensure the possibility of an Aitkin County Business Development and Recreation Grant Program.

Grant Guidelines: Guidelines for application and awarding of Aitkin County Business Development and Recreation Grants are as follows:

1. **Funding Limits:** Minimum of \$100 and a maximum of \$1,000 per grant application. The Economic Development Committee may increase the amount awarded at their discretion.
2. **Matching Funds:** The Aitkin County Business Development and Recreation Grant Program is intended to leverage locally funded promotions and not replace that funding. Significant consideration will be given to the amount and quality of matching funds/in kind contributions when grant applications are evaluated by the Economic Development Committee and County Board.
3. **County-Wide Distribution:** The intent of this program is to provide assistance throughout Aitkin County. Consideration shall be given to amounts awarded and number of grants approved per year for any particular region of the county to ensure that an equitable level of funding is available throughout the county.
 - a. **Event/Activity Eligibility:** Grant Funds shall be used to market business development activities that create sustainable tourism or recreation growth or activities/businesses that will enhance the Aitkin County economy.
 - b. **Events eligible for funding include:**
 - Sustainable Business Development Activities (Advertising funds can be included in funding request).
 - Community Recreation or Tourism events that create sustained increases in resident or visitor activity (Advertising funds can be included in funding request).
 - c. Special consideration will be given to applications that will enhance the Northwood's ATV Trail or River Trails through signage, promotion, activities or trail amenities.
 - d. Grant funds shall not be used to pay the salaries of part or full time staff associated with a particular event/business development activity or organization associated with an event/business development activity. Funds shall not be used for any type of



prizes or other material items that may be offered, awarded, sold or given away as a promotion of the event/business development activity being supported by the grant.

- e. Aitkin County Business Development and Recreation Grant funds may not be used to reimburse expenses occurred prior to grant approval by Aitkin County.

Application Procedure: All applications shall be submitted using the "Application for Aitkin County Business Development and Recreation Grant" and Model Resolution Form for Non-Governmental Organizations.

- Grant requests should be submitted by EMAIL to: mark.jeffers@co.aitkin.mn.us titled ACBDRG or submitted by mail to ACBDRG c/o Mark Jeffers, 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 June 2022. Application deadline is **May 31, 2022.**
- Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.
- The Model Resolution Form must be submitted by all applicant organizations, except governmental organizations. An Evaluation Form, to be completed and returned within thirty days following the completion of the program/event, will be sent to you following acceptance of your proposal.

Reports and Recovery of Unused Funds: Reports and procedures for recovery of unused funds are as follows:

1. A written evaluation shall be completed and returned the Aitkin County Economic Development Coordinator, Mark Jeffers, within 30 days of completion of an event/business development activity. That written evaluation shall describe the success in meeting the goals of the event/business development activity and should be included with a final financial report. That report shall also include a reimbursement check for any unused funds, make check payable to "Aitkin County Business Development and Recreation Grant Program"

Further information and additional forms and materials may be obtained by contacting Mark Jeffers, Aitkin County Economic Development Coordinator
217 2nd Street NW, #131,
Aitkin, MN 56431,
218-531-6188
mark.jeffers@co.aitkin.mn.us



Board of County Commissioners Agenda Request

6C
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: FRF Request Community Grant Program

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 minutes
Summary of Issue: <p>Economic Development staff, with collaboration and approval by the Economic Development Committee is establishing the creation and execution of a Community Grant Program. Staff requests to fund \$100,000 from Fiscal Recovery Funds for the purpose of the Community Grant Program.</p> <p>Program Goal: To provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all. This program will positively affect and support planned community projects in Aitkin County.</p> <p>Eligible project examples include:</p> <ul style="list-style-type: none"> • City comprehensive plan creation • City redevelopment efforts • Quality of life projects directly benefiting the community • Community transportation efforts • Public safety 		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Staff requests motion and approval to fund \$100,000 from Fiscal Recovery Funds for the purpose of the Community Grant Program.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

Aitkin County Fiscal Recovery Funds

Strategic Investment Project

Project Identification: Community Grant Program

Funding amount: \$100,000

Project Expenditure Category: EC 2, 2.13: Negative Economic Impacts

Project overview

- *A description of the project that includes an overview of the main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable, intended outcomes and briefly describe the goals of the project:*

AITKIN COUNTY COMMUNITY GRANT PROGRAM

Background

Aitkin County has received Federal Fiscal Recovery Funding from the American Rescue Plan Act. The Fiscal Recovery Fund was established to help turn the tide on the pandemic, address its economic fallout and lay the foundation for a strong and equitable recovery.

Program Goal

To provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all. This program will positively affect and support planned community projects in Aitkin County.

Eligible project examples include:

- City comprehensive plan creation
- City redevelopment efforts
- Quality of life projects directly benefiting the community
- Community transportation efforts
- Public safety

Identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), Services to

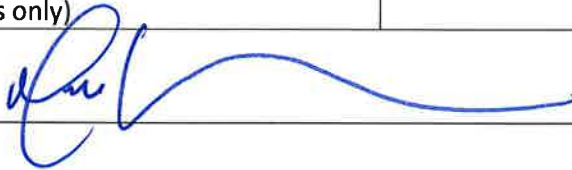
Disproportionately Impacted Communities (EC 3), Infrastructure (EC 5) Revenue Replacement (EC 6) and Administrative (EC 7) Expenditure Categories. Attach all quotes, invoices, etc. EC2. EC2.13, \$100,000


Table of Expenses by Expenditure Category

Category		Funding Requested for Project	Funding Approved for Project
1	Expenditure Category: Public Health		
1.1	COVID-19 Vaccination		
1.2	COVID-19 Testing		
1.3	COVID-19 Contact Tracing		
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)		
1.5	Personal Protective Equipment		
1.6	Medical Expenses (including Alternative Care Facilities)		
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency		
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)		
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19		
1.10	Mental Health Services		
1.11	Substance Use Services		
1.12	Other Public Health Services		
2	Expenditure Category: Negative Economic Impacts		
2.1	Household Assistance: Food Programs		
2.2	Household Assistance: Rent, Mortgage, and Utility Aid		
2.3	Household Assistance: Cash Transfers		
2.4	Household Assistance: Internet Access Programs		
2.5	Household Assistance: Eviction Prevention		
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers		
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)		
2.8	Contributions to UI Trust Funds*		
2.9	Small Business Economic Assistance (General)		

Category		Funding Requested for Project	Funding Approved for Project
2.10	Aid to nonprofit organizations		
2.11	Aid to Tourism, Travel, or Hospitality		
2.12	Aid to Other Impacted Industries		
2.13	Other Economic Support	\$100,000	
2.14	Rehiring Public Sector Staff		
3	Expenditure Category: Services to Disproportionately Impacted Communities		
3.1	Education Assistance: Early Learning		
3.2	Education Assistance: Aid to High-Poverty Districts		
3.3	Education Assistance: Academic Services		
3.4	Education Assistance: Social, Emotional, and Mental Health Services		
3.5	Education Assistance: Other		
3.6	Healthy Childhood Environments: Child Care		
3.7	Healthy Childhood Environments: Home Visiting		
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System		
3.9.	Healthy Childhood Environments: Other		
3.10	Housing Support: Affordable Housing		
3.11	Housing Support: Services for Unhoused persons		
3.12	Housing Support: Other Housing Assistance		
3.13	Social Determinants of Health: Other		
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators		
3.15	Social Determinants of Health: Lead Remediation		
3.16	Social Determinants of Health: Community Violence Interventions		
4	Expenditure Category: Premium Pay		
4.1	Public Sector Employees		
4.2	Private Sector: Grants to other employers		
5	Expenditure Category: Infrastructure		
5.1	Clean Water: Centralized wastewater treatment		
5.2	Clean Water: Centralized wastewater collection and conveyance		
5.3	Clean Water: Decentralized wastewater		
5.4	Clean Water: Combined sewer overflows		
5.5	Clean Water: Other sewer infrastructure		
5.6	Clean Water: Stormwater		
5.7	Clean Water: Energy conservation		
5.8	Clean Water: Water conservation		

Category		Funding Requested for Project	Funding Approved for Project
5.9	Clean Water: Nonpoint source		
5.10	Drinking water: Treatment		
5.11	Drinking water: Transmission & distribution		
5.12	Drinking water: Transmission & distribution: lead remediation		
5.13	Drinking water: Source		
5.14	Drinking water: Storage		
5.15	Drinking water: Other water infrastructure		
5.16	Broadband: "Last Mile" projects		
5.17	Broadband: Other projects		
6	Expenditure Category: Revenue Replacement		
6.1	Provision of Government Services		
7	Administrative and Other		
7.1	Administrative Expenses		
7.2	Evaluation and data analysis		
7.3	Transfers to Other Units of Government		
7.4	Transfers to Nonentitlement Units (States and Territories only)		

Signature of Applicant;  _____
Date; 4/09/20 _____

Reviewed by Economic Development Coordinator;
Signature;  _____
Date; 4/09/20 _____

Approval by County Administrator;
Signature; Jessie Seales _____
Date; 6-8-20 _____

(Approval by County Administrator allows request to be presented to the Board of Commissioners for final approval.)



Board of County Commissioners Agenda Request

6D

Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Community Grant Program-approval to administer the program

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed:
Summary of Issue: <p>Economic Development staff, with collaboration and approval by the Economic Development Committee is establishing the creation and execution of a Community Grant Program.</p> <p>Program Goal: To provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all. This program will positively affect and support planned community projects in Aitkin County.</p> <p>Eligible project examples include:</p> <ul style="list-style-type: none"> • City comprehensive plan creation • City redevelopment efforts • Quality of life projects directly benefiting the community • Community transportation efforts • Public safety 		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve a motion to allow Economic Development Coordinator to administer the Community Grant Program.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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



AITKIN COUNTY COMMUNITY GRANT PROGRAM

Background

Aitkin County has received Federal Fiscal Recovery Funding from the American Rescue Plan Act. The Fiscal Recovery Fund was established to help turn the tide on the pandemic, address its economic fallout and lay the foundation for a strong and equitable recovery.

The Aitkin County Board of Commissioners, have approved \$100,000 to be used to directly impact the Community of Aitkin County by establishing the Aitkin County Community Grant Program.

Program Goal

To provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all. This program will positively affect and support planned community projects in Aitkin County.

Eligible project examples include:

- City comprehensive plan creation
- City redevelopment efforts
- Quality of life projects directly benefiting the community
- Community transportation efforts
- Public safety

Funding Eligibility

501(c)(3) organizations, Tribal entities and government entities are eligible to apply. Additionally, other types of organizations may work with a 501(c)(3) fiscal sponsor to submit an application. Applicants must submit formal paperwork confirming the fiscal sponsor relationship. Not for profit organizations must have a physical location in Aitkin County and provide direct assistance to the residents of Aitkin County. Consideration will also be given to not for profit organizations that can demonstrate the ability to make an impact for individuals or the community.



AITKIN COUNTY COMMUNITY GRANT PROGRAM

All applicants must submit a full application with signatures and agree that by signing and submitting the Aitkin County Community Grant Program application they will be subject to a random audit by Aitkin County for accuracy in expenses, or any other statements or information requested. If it is determined that false or misleading information is provided on the Aitkin County Community Grant Project Application, the organization, Tribal entity or government entity will be required at a minimum to repay Aitkin County the entire grant amount. Aitkin County may invoke any and all legal remedies available.

Grant Award Amounts

Maximum Grant amount is \$20,000.00 and Minimum Grant amount is \$1,000.00, based upon request and eligible expenses. All applications will be reviewed by the Aitkin County Economic Development Committee and recommendations will be forwarded to the Board of Commissioners for approval.

Timeline and Process

Applications will be made available on June 15, 2022. The first review of grant applications is scheduled for June 29, 2022. Grants will continue to be awarded until all funds are expended. Final approval will be subject to approval by the Aitkin County Board.

Grant applications will be available on the Aitkin County website and by request and may be submitted by mail to Aitkin County Government Center, ATTN: Mark Jeffers, 307 2nd Street NW #316, Aitkin, MN 56431 or electronically to mark.jeffers@co.aitkin.mn.us

All applicants will be required to submit a Form W-9, attached, for payment processing.

It is the intent of Aitkin County to award the Aitkin County Community Grant Program as soon as possible.

For any questions or clarifications, please contact Mark Jeffers, Economic Development Coordinator at 218-513-6188, mark.jeffers@co.aitkin.mn.us



Aitkin County reserves the right to reject or modify any application or portions thereof it feels does not meet the guidelines or application process requirements. Applications may be prioritized based on impact.

AITKIN COUNTY COMMUNITY GRANT PROGRAM

Reporting Requirements

Organizations that receive a 2022 Community Grant Program award are required to submit a grant evaluation form at the end of the one-year grant period. Reporting information documents and deadlines will be included in the award letter.



Community Grant Program

- Organization Name:*

- Name of primary contact*

<input type="text"/>	First	<input type="text"/>	Last
----------------------	-------	----------------------	------

- Title/Role*

- Email*

- Phone*

- Organization Address*

- Type of Organization*

- Org EIN*

Section 1: Project Information

- Funding Priority*

- Current and on-going programs, projects or operations that address greatest needs of the community
- New Programs, projects or operations that address greatest needs of the community



- **Funding Category**

- **Select one**
 - Civic- (City, County, local Government)
 - Public Safety- (safety, law enforcement activities, and criminal justice system)
 - Health or Social Services- (healthcare, counseling and child care)
 - Environment- (infrastructure, green space, etc.)
 - Arts or Culture
- Requested Grant Amount (no more than 25% of total project cost. For example, if the project cost is \$10,000, request should be no more than \$2500.)*

Please enter a number less than or equal to **\$20,000** but greater than \$1000.

- **Total Project Cost/Budget***

- **Project Start Date**

MM / DD / YYYY

- **Project End Date**

MM / DD / YYYY (Please note: project must be fully completed by Dec 31, 2026)

- **Mission Statement of Organization***



Section 2: Narrative Requirements

- **NEED***

Please describe the project including what specific community need/opportunity you have identified in 300 words or less.

0 of 5000 max characters

- **IMPACT***

Describe the desired/projected outcomes of this project and how you will measure these outcomes. Give an overview of who and how many people in Aitkin County will be served with this project. Please complete this in 300 words or less.

0 of 5000 max characters

Section 3: Attachments

Along with your application, please attach one PDF document with: 1) project or program budget, 2) a list of additional funders for project (if applicable).



- Grant Attachments
- This can be emailed to us separately: mark.jeffers@co.aitkin.mn.us
- Will your organization accept a grant if it is partially funded?*
- Yes
- No
-

• **Section 4: Agreement**

• Agreement*

I agree to the Community Grant Program agreement below.

In submitting the application, the applicant agrees to the following:

- Not for profit organizations must have a physical location in Aitkin County and provide direct assistance to the residents of Aitkin County.
- Organizations that receive a 2022 Community Grant Program award are required to submit a grant evaluation form at the end of the one-year grant period. Reporting information documents and deadlines will be included in the award letter.
- The applicant will spend funds solely for the purposes stated in the application. The applicant will refund any unused funds or those that are used outside of those purposes.
- The applicant will submit a full application with signatures and agree that by signing and submitting the Aitkin County Community Grant Program application they will be subject to a random audit by Aitkin County for accuracy in expenses, or any other statements or information requested. If it is determined that false or misleading information is provided on the Aitkin County Community Grant Project Application, the organization, Tribal entity or government entity will be required to repay Aitkin County the entire grant amount.
- The applicant understands that by submitting this application to Aitkin County for review, a grant is not guaranteed.
- The applicant will recognize Aitkin County in all appropriate publicity connected to the awarded project with use of our name and logo.



SUPPORTING DOCUMENTS SHOULD INCLUDE:

- Resolution approving submission of this application

I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.

Authorized Signature	Title	Date



MODEL RESOLUTION FORM

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

To: Aitkin County Board of Commissioners

From: (Legal Name of Organization)

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 a Community Grant for \$ _____ (insert amount of the grant for which you are applying) in order to do the program; and,

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.

ADOPTED: _____, 2022 By: _____

Its: _____

(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), .

By: _____

Its Secretary



Board of County Commissioners Agenda Request

6E

Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Redevelopment Grant- approval to submit grant

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed:
Summary of Issue: <p>Staff has identified a grant opportunity to assist in redevelopment of a property in Aitkin County with future use plans as Forgotten Heroes Ranges & Retreat, a non-profit disabled veteran shooting range and veteran community center.</p> <p>The grant funding request is \$300,000 with no County match funding needed.</p> <p>Forgotten Heroes Ranges & Retreat has a goal to make it possible for anyone in a wheelchair, amputee or disabled person to enjoy the same outdoor activities as able bodied people. Their goal is to make Forgotten Heroes Ranges & Retreat a place where they don't have to think about being disabled, a place for them to have the freedom to enjoy a simple pleasure in life with no limitations. We believe that not only will Forgotten Heroes Ranges & Retreat give them the ability to use ranges for rifles, pistols and archery that are accessible but the opportunity for fellowship and camaraderie.</p> <p>The Economic Development Committee has reviewed and recommend approval to submit this grant application.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt attached resolution of support.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xx

20220614-xxx

Redevelopment Grant Submission

BE IT RESOLVED that Aitkin County on behalf of Forgotten Heroes Ranges & Retreat act as the legal sponsor for project(s) contained in the Redevelopment Grant Program to be submitted on June 15, 2022, and that Mark Jeffers is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of Aitkin County./

BE IT FURTHER RESOLVED that Aitkin County has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application ARE COMMITTED to the project identified.

BE IT FURTHER RESOLVED that Aitkin County has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, Aitkin County may enter into an agreement with the State of Minnesota for the above referenced project(s), and that Aitkin County certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that Mark Jeffers is hereby authorized to execute such agreements as are necessary to implement the project(s) on behalf of the applicant.

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 24th day of May 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of May 2022

Jessica Seibert
County Administrator

MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

First National Bank Building
332 Minnesota Street, Suite E200
St. Paul, Minnesota 55101
Brownfields and Redevelopment Unit
651-259-7451
1-800-657-3858

REDEVELOPMENT GRANT APPLICATION

INTRODUCTION

PURPOSE/BACKGROUND:

Because there is often no incentive for the private sector to redevelop old industrial, residential, or commercial property when undeveloped parcels of land are available, public sector investment is required to induce private development of these difficult sites. Therefore, the Redevelopment Grant Program was established by the 1998 legislature to assist with complex and costly redevelopment projects that might not otherwise occur without public financial assistance.

Pursuant to Minnesota Statutes §§ 116J.571 - 116J.575, the Minnesota Department of Employment and Economic Development (DEED) has the authority to award grants to assist development authorities with eligible redevelopment costs as defined below. The Redevelopment Grant Program applies only to sites where there was a previous development and significant barriers exist to redevelop the land for a more productive use.

FUNDING AVAILABILITY:

Available funding amounts vary, depending on Legislative appropriation. According to Legislative requirement, if enough eligible applications are received, at least 50 percent of the grant money will be awarded to projects outside of the seven-county metropolitan area and the other half will be awarded to projects within the seven-county metropolitan area.

DEADLINES/REQUIREMENTS:

The Redevelopment Grant Program operates on a semi-annual grant cycle. Deadlines for submitting applications are **February 1** and **August 1 by 4:00 p.m.** each year when funding is available. **Three complete sets of application documents are required for each project: 2 on paper and 1 on a flash drive. Emailed applications will not be accepted.** An applicant may apply for more than one project, but a separate application must be completed for each site.

Make sure to use the most recent application form from the [website](#). Do not change the format of the application and attach any additional documentation on a separate page.

Please fill out the entire application. All applications must be complete upon submission to qualify for a grant. This includes the fully signed required resolutions. Applications should be in a binder or bound with attachments clearly marked and tabbed.

ELIGIBLE SITES:

Redevelopment projects where there was previous development and the need to recycle the land for a more productive use exists. **Sites are only eligible where there is a change from one developed use to another. The redevelopment challenges should be connected to the site's past use.** Priority is given to projects with unique challenges that would not be found at an undeveloped site.

ELIGIBLE APPLICANTS:

Eligible applicants for this program are statutory or home rule charter cities, economic development authorities, housing and redevelopment authorities, counties, or port authorities.

ELIGIBLE PROGRAM COSTS:

The Redevelopment Grant Program can pay up to 50 percent of the redevelopment costs for a qualifying site. "Redevelopment costs" or "costs" mean the costs of land acquisition, stabilizing unstable soils when infill is required, infrastructure improvements and ponding or other environmental infrastructure, demolition costs and costs necessary for adaptive re-use of buildings, including remedial activities. For purposes of this program adaptive reuse means interior environmental abatement and does not include building rehabilitation or construction. **Costs incurred before the grant agreement is fully executed are not eligible for reimbursement.**

Some examples of eligible and ineligible costs are below.

Eligible Costs

- Public acquisition*
- Demolition costs (as defined by [Minn. Stat. § 116J.572](#))
- Interior Environmental Abatement
- Public Infrastructure Improvements** (e.g., water and sewer, standard sidewalks, standard exterior public lights, roads, etc.)
- Environmental Infrastructure (e.g., ponding, stormwater, etc.)
- Geotechnical Soil Correction

**Although the statute recognizes acquisition as an eligible expense, DEED will only consider public acquisition, and these costs are only eligible as matching costs.*

***Although these costs are eligible, they should not be the sole costs of the grant request.*

Ineligible Costs

- Construction
- Building Rehabilitation (including interior demolition)
- Environmental Remediation (soil and groundwater)
- Administration
- Streetscaping/Landscaping
- Soft Costs (e.g., performance bonds, insurance, etc.)
- Contingencies

LOCAL MATCH REQUIREMENT:

It is required that the applicant pay for at least 50% of the eligible redevelopment costs as a local match to obtain a redevelopment grant. The match can come from any source available to the applicant.

Eligible redevelopment costs incurred up to 12 months prior to the application due date may be included as local match but cannot be reimbursed. See "Eligible Program Costs" above. Prior costs should be identified in the Cost Analysis budget section of the application.

The applicant must complete and approve the attached resolution authorizing this application and committing the local match from the applicant (see Page 13).

REQUIRED APPRAISALS OR ASSESSMENTS:

Current (as-is) and projected (pre-construction) assessed values as determined by the local assessor are required. In lieu of the assessed value, appraisals done by an independent appraiser using accepted appraisal methodology, may be submitted.

A current market value must be provided even for tax exempt properties without an assessed value. Values cannot be determined in any other manner. The value of the property after the proposed development is completed is also required. This estimate is generally based on similar development projects in the city.

AWARDING GRANTS:

DEED will award grants to projects that provide the highest return in public benefits for the public costs incurred and meet all the statutory requirements. To evaluate the applications for public benefits with respect to the costs incurred, the law specifies priorities that DEED must consider.

To fulfill this requirement of reviewing applications in an objective and fair manner, the following criteria have been assigned maximum point values to systematically award grants. All assigned scores will be relative to scores awarded to other applications during the same grant round. **Please note, an application must receive a minimum of 50 points to be eligible for funding.**

1. Need for redevelopment in conjunction with contamination remediation needs. *Maximum = 15 points.*
2. Redevelopment project meets current tax increment financing requirements for a redevelopment district and tax increments will contribute to the project. *Maximum = 25 points.*
3. Redevelopment potential within the municipality. *Maximum = 90 points.*
4. Proximity to public transit if located in the metropolitan area. *Maximum = 5 points.*
5. Multi-jurisdictional projects that consider the need for affordable housing, transportation, and environmental impact. *Maximum = 15 points.*





Brownfields and Redevelopment Unit
 1st National Bank Building 332 Minnesota Street, Suite E200 St. Paul, MN 55101-1351

Redevelopment Grant Application

Applicant (Public Entity)*	Aitkin County Government	
Head of Applicant Agency (e.g., Mayor) <i>Name and Title</i>	J Mark Wedel, Chairperson, Board of Commissioners	
Email	mark.wedel@co.aitkin.mn.us	
Address	307 2 nd Street NW	
City	Aitkin	
If the applicant is a city, what form of government?		
For reference, please give the State Statute number which gives the applicant authority to carry out the activities for which you are requesting grant funds		
Project Contact for the Public Entity	Mark Jeffers	
Phone	218.513.6188	
Email	Mark.jeffers@co.aitkin.mn.us	
Address	307 2 nd Street NW	
City	Aitkin	
Project Manager for this project from the Public Entity, in the event of an award	Mark Jeffers	
Phone	218.513.6188	
Email	Mark.jeffers@co.aitkin.mn.us	
Application Author	Mark Jeffers	
Phone	218.513.6188	
Email	Mark.jeffers@co.aitkin.mn.us	

* If awarded, please note that the applicant is responsible for administering the grant and ensuring all grant terms and conditions are met.

PROJECT SUMMARY - Please attach a short summary of the project.

I. SITE IDENTIFICATION AND HISTORY

SITE INFORMATION

1. **Name of Site/Project:** Forgotten Hero's Ranges and Retreat Project

Site Address: 23796 450th St

City: Palisade McGregor **Zip Code:** 55760

Acreage of Site: 34.27

Property Identification Number(s): 14-0-003400

Provide/attach a legal description of the site: Non-Commercial Seasonal Residential
Recreational- See attachment A

Minnesota Legislative District in which the site is located # _____ A # 10 _____ B

Note: The Minnesota Legislature has a tool to look up legislative district numbers. You must have a precise address and know the zip code of the site. Go to: [Legislative Website](#)

2. **A. Current property owner(s):** Forgotten Heroes Ranges & Retreat

When was the property purchased? 5/16/2022

For what amount? Quit Claim Deed

From whom was the property purchased? Bret Sample

- B. Who will develop the site?** Bret Sample

Will the developer/affiliate own the property at any time? Yes No

When was/will the property be purchased? 2/28/2020

For what amount? \$10,800

- C. Who will own the site after development?** Forgotten Hero's Ranges and Retreat

When was/will the property be purchased? 2022

For what amount? \$ 0

- D. What is the relationship (if any) between the developer and the current or future owner(s)?**

Same

SITE VALUATION

3. **Current appraised or assessed value of the site: \$\$47,500.00**

Attach the appraisal or assessor's value. Note: A current market value must be provided even for tax exempt properties without an assessed value. Attachment B

4. **Projected appraised or assessed value after the redevelopment activities have been completed (prior to development): \$680,000**
5. **Projected value after the proposed development has been completed: \$\$1,200,000**

MAPS AND SITE FEATURES

6. **Attach an accurate and legible site and location map indicating the site showing locations of prominent and relevant site features such as buildings, retaining walls, etc. (Note: maps shall include property boundaries, a north arrow and bar scale). The map(s) should show the following:**

- The current condition of the site including labeled structures.
- The proposed development of the site including labeled structures; and
- Specifically, where and for what activities DEED money will apply.

7. **Provide current and historic photographs of the site, if available.**

Attachment C

HISTORY

8. **Provide the timeline and history of the site. This includes, but is not limited to, a description of the former and current uses of the site, as well as an explanation of what has occurred on the site, leading to its current dilapidated condition.**

Original use: residential farm, cattle, homestead residential. 25 years: Illegal dump site, will be cleaned and converted to a range & retreat for Veteran and citizen amputees, also designed for all with disabilities.

CURRENT AND FUTURE SITE USE

9. **Zoning/Land Use:**

A. Current: Industrial Commercial Residential Mixed-use
 Other (Specify) Click or tap here to enter text.

B. After Redevelopment: Industrial Commercial Residential Mixed-use
 Other (Specify) shoreland

10. How many buildings are currently on site?

	How many are occupied?	If vacant, for how long?
Industrial		
Commercial		
Residential: 1	0	3 months

11. Year building(s) was/were constructed: na- MOBILE HOME

12. Describe the current condition of the buildings on the site: UNINHABITABLE

13. Describe plans for existing buildings as redevelopment occurs: Demolished, removed

14. Provide a detailed narrative of the proposed new development plan for the site. Include information such as the number and size of buildings, any known future tenants, etc.: Forgotten Heroes Ranges & Retreat started out as a dream of two people...a paralyzed Air Force veteran confined to a wheelchair and a disabled Army combat veteran. Chuck spent the last twelve years of his life confined to a wheelchair. Life as he knew it, as for all who are disabled, changed drastically. Things that were taken for granted before being disabled became gigantic feats or impossible. Life became something that was watched on the sidelines. Sadly we lost my brother Chuck Evancevich in October 2020. After Chuck's passing, the combat veteran and Chuck's widow and family spearheaded a team with the same passion and desire of fulfilling Chuck's dreams and the dreams of all our Forgotten Heroes to enjoy outdoor recreation. The team came up with the name Forgotten Heroes Ranges & Retreat because as disabled people, they are forgotten. Overlooked by many because it is harder to do things or they are unable to do what able bodied people can, such as enjoying the outdoor adventures that nature has to offer. Our goal is to make it possible for anyone in a wheelchair, amputee or disabled person to enjoy the same outdoor activities as able bodied people. They have earned, and deserve, the right to enjoy these God given activities that we take for granted. Our goal is to make Forgotten Heroes Ranges & Retreat a place where they don't have to think about being disabled, a place for them to have the freedom to enjoy a simple pleasure in life with no limitations. We believe that not only will Forgotten Heroes Ranges & Retreat give them the ability to use ranges for rifles, pistols and archery that are accessible but the opportunity for fellowship and camaraderie. What a wonderful way to build a great support system with one another and to mentor those who have lost so much. They stood on the wall for us...now it is time to let them know they are not forgotten, they ARE our Forgotten Heroes. Forgotten Heroes Ranges & Retreat is a non-profit organization being built with the motto, "In memory of one and honor of all." It is an outdoor pistol, rifle and archery range that will be completely accessible for wheelchair and amputee veterans as well as anyone who is handicapped. With the suicide rate of 22 veterans a day, pre-COVID, and higher for wheelchair and amputee individuals, our organization is building this range to give them a place to go. We want Forgotten Heroes Ranges & Retreat to be a place for them to not only use the ranges and enjoy the beautiful outdoors but our goal is to create an atmosphere of mentorship, camaraderie and fellowship at no cost to them. In short, a place that is theirs. This dream of ours is not being done to make money. In fact, everyone involved is volunteering their time and efforts to not only build but make Forgotten Heroes a success. 100% of all donations will go towards building and maintaining this range. We are asking your organization to please help us reach our goal of 5200,000 with a monetary donation towards our goal. At present, donations in the form of checks may be sent to our address above. If you have any questions or concerns, you may call me at 612-695-3187. We greatly appreciate and would like to thank you for your time and efforts in helping us reach our goal. They stood on the wall for us, now it's time we stand up for them.

IMPORTANT NOTE: Per Minn. Stat. § 116J.575, Subd.4, if this redevelopment project fails to substantially provide the public benefits (jobs and taxes) listed in this application within five years

of the grant award date, the Commissioner may require that 100 percent of the grant amount be repaid to DEED.

15. **Is the proposed new development related to the bioscience field?** Yes No

If yes, describe: Click or tap here to enter text.

16. **Is the new development part of an expansion of an existing Minnesota bioscience business?**
 Yes No

II. COST ANALYSIS

17. **Total redevelopment costs as defined on Page iii:** \$500,000

18. **DEED request amount:** \$300,000
 (Up to 50% of the total redevelopment cost is eligible)

19. **Describe in detail the specific activities for which DEED funds are being requested:**
 Rehabilitation of the land, removal topsoil-replace with class 5, construction of ponds for fill sand for fire berms, paving,

20. Fill out the **budget table** below indicating the sources, uses, and amounts of **all** funds (including TIF, DEED requests, etc.) that will be used for eligible redevelopment costs as defined on Page iii. The table should list the total redevelopment costs, including any costs that have already been incurred.

The 50% local match can come from any source. Eligible redevelopment activities that have been completed up to 12 months prior to the application due date can count toward local match. If eligible costs have been incurred, attach the invoices. Public acquisition is only eligible as a match cost.

Redevelopment Sources and Uses of Funds for the Project (Budget Table)

Use of Funds (Activity)	Cost	Costs Incurred? Y/N	Date Incurred	Source of Funds (List individually)	Date Funds Committed*
Ponds (4 ½ acre) for fill sand needed for fire berms	\$150,000	N			
Paving- removal of topsoil, adding class 5	\$275,000	N			
	\$				
	\$				
Total	\$				

Use of Funds (Activity): See page iii for a list of eligible redevelopment costs. Be specific.

Cost: Total cost of the budget line item.

Costs Incurred: Has work on this activity started?

Date Incurred: When was this work done? Give a time range if necessary.

Source of Funds: List the funding source(s) contributing to each activity.

Date Funds Committed: When were the funds secured from this source?

*Attach documentation of funding commitments.

Construction Sources and Uses of Funds for the Project

Construction Activity	Cost	Source of Funds (List Individually)	Date Funds Committed
	\$		
	\$		
	\$		
Total	\$		

Construction Activity: May include building construction or other non-Redevelopment costs.

Commitment Date: If your construction financing is pending, please list the date you expect to close on your financing.

21. What will be the total cost of the final development project?

Total	\$900,000
Public	\$300,000
Private	\$450,000

22. Is all the financing in place for the final development of the site? Yes No

If yes, attach any funding commitments.

23. If financing is not in place, what is the process to secure the funds and its timeline?

Funds are currently in process of being raised, no loan activity has been planned.

Attach any letters of interest, term sheet(s) from lenders or other funding sources. In addition, include this information in the Project Schedule in Section V.

24. Are you applying for HUD financing? Yes No

If yes, have you received an "Invitation to Apply" from HUD?

Yes. Please attach letter.

No. Where are you in the HUD financing process? Click or tap here to enter text.

III. TAX INCREMENT FINANCING (TIF) ANALYSIS

25. **Is this project included in a current established redevelopment TIF district?** Yes No

If yes, attach the adopted resolution establishing the redevelopment district.

26. **If not, does the project currently meet tax increment financing requirements for a redevelopment district?** Yes No

27. **If yes, check the following TIF criteria that apply and **attach documentation** (slum and blight analysis, building inspection, etc.) determining redevelopment TIF qualifications:**

- A. Parcels consisting of 70% of the area of the tax increment financing district must be occupied by buildings, streets, utilities, or other improvements, and more than 50% of the buildings (excluding outbuildings) must be structurally substandard to a degree requiring substantial renovation or clearance; or
- B. Parcels must consist of vacant, unused, under used, inappropriately used, or infrequently used rail yards, rail storage facilities or excessive or vacated railroad rights-of-way; or
- C. Tank facilities (see criteria in [Minn. Stat. § 469.174, Subd. 10\[a\]\[3\]](#)); or
- D. A qualifying disaster area.

28. **How much TIF will be used for the project?** Click or tap here to enter text.

Attach a cash flow analysis that indicates how much TIF will be used towards this project.

29. **What activities are being financed with TIF?**

Click or tap here to enter text.

30. **What is the maximum amount of TIF that can be generated?** Click or tap here to enter text.

31. **If TIF is not being used fully, or at all, explain why:** Click or tap here to enter text.

32. **Is there a gap in financing after applying TIF?** Yes No

If yes, how much is the gap? Click or tap here to enter text.

IV. ANALYSIS OF REDEVELOPMENT POTENTIAL

33. **Describe how redevelopment of this site will spur future development of adjacent sites by identifying nearby properties with redevelopment potential.**

Added traffic to this area will have a positive effect on all local businesses. There will be further need for retail outlets, restaurants, etc.

34. **Describe the relative adequacy of the infrastructure at the site.**

Infrastructure is currently adequate but will need to be developed.

35. **Describe how the redevelopment of the site will reduce crime. Attach the most recent data on criminal activity at the site.**

NA

36. **Has the site been found or suspected to be contaminated?** Yes No

If yes, describe the type of contamination: Click or tap here to enter text.

Check all that have been completed:

- Phase I ESA
- Phase II ESA
- Response Action Plan (RAP)
- MPCA RAP Approval
- Hazardous Material Survey

What are the anticipated remediation costs? \$Click or tap here to enter text.

37. **Have all the required local/city approvals necessary for this project to proceed been obtained (planning commission, zoning, etc.)?** Yes No

If not, what approvals remain and what is the process for obtaining these approvals?
Currently working through planning and zoning process.

Include this information in the Project Schedule in Section V.

PROPERTY TAX INFORMATION

38. **What are the current property taxes (as determined by the County or City Assessor) for the site?**
\$437.00

Attach the most recent tax property statement for each parcel.

39. **What are the projected property taxes after final development?** \$0 501C-3

How was this figure determined? 501C3 Corporation-(Attachment F)

JOB CREATION

40. **Project the number of new full time equivalent (FTE) jobs created after redevelopment and final development of the site.** These should include permanent jobs that did not exist in Minnesota prior to development and do not include temporary or construction jobs.

Total New Jobs: three FTEs

New Jobs Table

Position Title	Total # of Full-Time Jobs (FTE)	Total # of Part-Time Jobs	Part-time Hours Per Week	Expected Hiring Date
Attendees	3			2023

JOB RETENTION

41. **Project the number of retained FTE jobs after redevelopment and final development of the site.** These should include permanent jobs that existed either on-site or elsewhere in Minnesota prior to development.

Total Retained Jobs: Click or tap here to enter text. FTEs

Retained Jobs Table

Position Title	Total # of Full-Time Jobs (FTE)	Total # of Part-Time Jobs	Part-time Hours Per Week	Former Location of Retained Jobs
----------------	---------------------------------	---------------------------	--------------------------	----------------------------------

HOUSING DATA

42. **If the site will be redeveloped for residential use, provide the following data:**

RENTAL:

Total number of units

Monthly rental cost per unit \$

Number of affordable units*

Level of affordability

Construction cost per unit \$

OWNER OCCUPIED:

Total number of units

Purchase price per unit	\$
Number of affordable units/homes*	
Level of affordability	
Construction cost per unit	\$

*for purposes of this program, DEED considers affordable housing to be at or below 60% area median income (AMI)

OTHER PUBLIC BENEFITS

43. **Is this a multi-jurisdictional project (a joint application, joint powers agreement, joint development agreement, etc.)?** Yes No

If yes, describe and attach any joint agreements. Click or tap here to enter text.

Note: Projects with other state agencies and Metropolitan Council do not constitute multi-jurisdictional projects.

44. **Is there a positive environmental impact associated with this project?** Yes No

If yes, what is the positive environmental infrastructure associated with this project?

Clean up and reuse of lands

45. **Does the project advance or promote the growth of the green economy as defined in [Minn. Stat. § 116J.437](#)?** Yes No

If yes, please describe: Click or tap here to enter text.

PROXIMITY TO PUBLIC TRANSIT

46. **Attach a local transit schedule and highlight the lines that serve the project site or nearby area.** If a regularly scheduled route does not serve the area, please provide information about other forms of transit that serve the community.

NA

DEVELOPER/END-USER/COMPANY COMMITMENT

47. If there is a developer, complete the following and attach a letter of commitment.

Developer
Contact Person
Title
Phone Number / Email

48. If there is an end-user or third party, such as a business tenant, complete the following and attach a letter(s) of commitment.

Third Party/Company Name

Contact Person

Title

Phone Number / Email

V. PROJECT SCHEDULE

48. Provide a detailed project schedule outlining the individual tasks of the overall project. This includes redevelopment tasks and activities necessary to complete the subsequent development such as, but not limited to, acquisition, demolition, city approval meetings, financing closing dates and approvals, construction activities.

IMPORTANT NOTE: Per [Minn. Stat. § 116J.575, Subd. 4](#), if this redevelopment project fails to substantially provide the public benefits (jobs and taxes) listed in this application within five years of the grant award date, the Commissioner may require that 100 percent of the grant amount be repaid to DEED.

Be advised that if awarded, this schedule will be incorporated into your future grant contract, so you should be as accurate and realistic as possible.

Scheduled Tasks

Task	2022												2023												20__											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
All Funding Secured											X																									
Developer named												X																								
Buildings constructed opening													X	X	X	X	X																			

Redevelopment Activities Start Date: 8/1/2021
Redevelopment Activities Completion date: 9/30/2023
Construction Completion date: 9/30/2023

49. Please list any factors which would change or delay this schedule. Click or tap here to enter text.

VI. PAYMENT INFORMATION

50. Most grant payments take place through electronic funds transfer (EFT). To ensure proper payment, a Vendor Number assigned by Minnesota Management and Budget is required.

Financial Contact Person	: Kathleen Ryan
Phone	: 218.927.7354
Email	
State of Minnesota Vendor Number	0000197275
Minnesota Identification Number	41-60005749
Federal Employer Identification Number	CLK7L6F3AM63

State Vendor info may be found at: [Supplier Portal](#)

authorized to execute such agreements as are necessary to implement the project(s) on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the _____ (City Council, County Board, etc.)

of _____ (Applicant) on _____ (Date)

SIGNED: _____

Authorized Official: _____

Authorized Official's signature: _____

WITNESSED:

Witness' signature: _____

Title: _____

Date: _____

52. Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making effective date 1/1/21](#) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict of interest disclosure form.

I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. (*Please describe below*):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: Mark Jeffers

Signature:



Organization: Aitkin County Government

Date:



Detailed Parcel Report

4/20/2022 4

Parcel Number: 14-0-003400

General Information

Township/City: JEVNE TWP
Taxpayer Name: FORGOTTEN HEROES RANGES & RETREAT
Taxpayer Address: PO BOX 405
 MCGREGOR MN 55760
Property Address: 23796 450th St
Township: 48 **Lake Number:** 0
Range: 24 **Lake Name:**
Section: 2 **Acres:** 34.27
Green Acres: No **School District:** 4.00
Plat:
Brief Legal Description: SW OF SW LESS 5.73 AC

Tax Information

Class Code 1: Non-Comm Seasonal Residential Recreational
Class Code 2: Rural Vacant Land
Class Code 3: Unclassified
Homestead: Non Homestead
Assessment Year: 2022

Estimated Land Value:	\$41,500.00
Estimated Building Value:	\$6,000.00
Estimated Total Value:	\$47,500.00
Prior Year Total Taxable Value:	\$37,100.00
Current Year Net Tax (Specials Not Included):	\$294.00
Total Special Assessments:	\$0.00
**Current Year Balance Not Including Penalty:	\$147.00
Delinquent Taxes:	No

*** For more information on delinquent taxes, please call the Aitkin County Treasurer's Office at 218-927-7325.**

**** Balance Due on a parcel does not include late payment penalties.**

NO DELINQUENT TAXES AND TRANSFER ENTERED
THIS 28 DAY OF Feb 20 20
CERTIFICATE OF REAL ESTATE VALUE
(FILED - CRV# 47190 () NOT REQUIRED)

Kul Poyan
AITKIN COUNTY AUDITOR
Elizabeth Harmon
DEPUTY

Doc No: **A455821**

WAD 1/1

REC FEE \$46.00

Certified, Filed and/or Recorded on
2/28/2020 11:00 AM

Office of the County Recorder
Aitkin County, Minnesota
Michael T. Moriarty, County Recorder

Package: **65367** Roxanne

(Top 3 inches reserved for recording data)

WARRANTY DEED
Individual(s) to Individual(s)

Minnesota Uniform Conveyancing Blanks
Form 10.1.1 (2016)

eCRV number: 1067735

DEED TAX DUE: \$ 26.73

DATE: February 28, 2020
(month/day/year)

FOR VALUABLE CONSIDERATION, Scott Anderson and Mary A. Anderson, spouses married to each other

(insert name and marital status of each Grantor)

("Grantor"),

hereby conveys and warrants to Bret Sample

(insert name of each Grantee)

("Grantee"), as

(Check only one box.)

- tenants in common,
 joint tenants,

(If more than one Grantee is named above and either no box is checked or both boxes are checked,
this conveyance is made to the named Grantees as tenants in common.)

real property in Aitkin County, Minnesota, legally described as follows:

→ The Southwest Quarter of Southwest Quarter (SW 1/4 of SW 1/4), LESS and EXCEPT the North 500 feet of the West 500 feet of the SW 1/4 of SW 1/4, Section 2, Township 48, Range 24

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

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:
Covenants, restrictions, reservations and easements of record, if any.

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

(signature) Scott Anderson

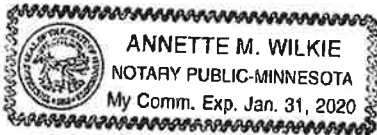
Scott Anderson
(signature)

State of Minnesota, County of Aitkin

This instrument was acknowledged before me on January 13, 2020 by Scott Anderson, married to Mary A.
(month/day/year)

Anderson
(insert name and marital status of each Grantor)

(Stamp)



Annette M. Wilkie
(signature of notarial officer)

Title (and Rank): _____

My commission expires: 1-31-2020
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

~~Bret Sample~~ Bret Sample
23380-450th St.
McGregor, MN
55760

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
(insert legal name and residential or business address of Grantee)

~~Bret Sample~~ Bret Sample
23380-450th St.
McGregor, MN 55760

AITKIN COUNTY DEED TAX

No. 12991 Date 2-28-20

26.73 Dollars Paid

Lori Gross
COUNTY TREASURER

By *Julie Hughes* Deputy



Detailed Parcel Report

Amendment B

Parcel Number: 14-0-003400

General Information

Township/City: JEVNE TWP
 Taxpayer Name: FORGOTTEN HEROES RANGES & RETREAT
 Taxpayer Address: PO BOX 405
 MCGREGOR MN 55760
 Property Address: 23796 450th St
 Township: 48 Lake Number: 0
 Range: 24 Lake Name:
 Section: 2 Acres: 34.27
 Green Acres: No School District: 4.00
 Plat:
 Brief Legal Description: SW OF SW LESS 5.73 AC

Tax Information

Class Code 1: Non-Comm Seasonal Residential Recreational
 Class Code 2: Rural Vacant Land
 Class Code 3: Unclassified
 Homestead: Non Homestead
 Assessment Year: 2022

Estimated Land Value:	\$41,500.00
Estimated Building Value:	\$6,000.00
Estimated Total Value:	\$47,500.00
Prior Year Total Taxable Value:	\$37,100.00
Current Year Net Tax (Specials Not Included):	\$294.00
Total Special Assessments:	\$0.00
**Current Year Balance Not Including Penalty:	\$147.00
Delinquent Taxes:	No

* For more information on delinquent taxes, please call the Aitkin County Treasurer's Office at 218-927-7325.

** Balance Due on a parcel does not include late payment penalties.



Detailed Parcel Report

Parcel Number: 14-0-003400

Sale History

Record #1

Seller:	ANDERSON, SCOTT	Sale Date:	02/28/2020
Buyer:	SAMPLE, BRET	Deed Type:	Warranty Deed
Rejected Sale:	Yes	Multi-Parcel Sale:	No
Reason:	SALE UNDER MINIMUM AMOUNT	Price:	\$8,100.00
		Personal Property:	\$0.00
		Adjusted Price:	\$8,100.00

Record #2

Seller:	STATE OF MINNESOTA	Sale Date:	01/28/2020
Buyer:	ANDERSON, SCOTT	Deed Type:	Quit Claim Deed
Rejected Sale:	Yes	Multi-Parcel Sale:	No
Reason:	GOVERNMENT OR EXEMPT PARTY SALE	Price:	\$4,636.00
		Personal Property:	\$0.00
		Adjusted Price:	\$4,636.00

Record #3

Seller:	DOELZ, ARTHUR	Sale Date:	11/01/1995
Buyer:	ANDERSON, SCOTT	Deed Type:	Warranty Deed
Rejected Sale:	Yes	Multi-Parcel Sale:	No
Reason:	SALE OF CONTR,CONTR PAYOFF,MTG ASMP	Price:	\$0.00
		Personal Property:	\$0.00
		Adjusted Price:	\$0.00



Detailed Parcel Report

Parcel Number: 14-0-003400

General Information

Township/City: JEVNE TWP
Taxpayer Name: FORGOTTEN HEROES RANGES & RETREAT
Taxpayer Address: PO BOX 405
MCGREGOR MN 55760
Property Address: 23796 450th St
Township: 48 **Lake Number:** 0
Range: 24 **Lake Name:**
Section: 2 **Acres:** 34.27
Green Acres: No **School District:** 4.00
Plat:
Brief Legal Description: SW OF SW LESS 5.73 AC

Tax Information

Class Code 1: Non-Comm Seasonal Residential Recreational
Class Code 2: Rural Vacant Land
Class Code 3: Unclassified
Homestead: Non Homestead
Assessment Year: 2022

Estimated Land Value:	\$41,500.00
Estimated Building Value:	\$6,000.00
Estimated Total Value:	<u>\$47,500.00</u>
Prior Year Total Taxable Value:	\$37,100.00
Current Year Net Tax (Specials Not Included):	\$294.00
Total Special Assessments:	\$0.00
**Current Year Balance Not Including Penalty:	\$147.00
Delinquent Taxes:	No

*** For more information on delinquent taxes, please call the Aitkin County Treasurer's Office at 218-927-7325.**

**** Balance Due on a parcel does not include late payment penalties.**



Detailed Parcel Report

Parcel Number: 14-0-003400

2022 CAMA Summary

Market Area Code: 14
Market Area Description: JEVNE TWP
Neighborhood Code: 14
Neighborhood Description: JEVNE
Scheduled Year of Improvement: 2022
Last Land Value Calculation Date: 03/11/2022
Last Building Value Calculation Date:
Last Appraisal Date: 09/29/2016
Appraiser Initials: DM

Estimated Land Value:	\$41,438.00
New Improvement Land Value:	\$0.00
Building Value:	\$5,969.00
New Improvement Building Value:	\$0.00
Total:	\$47,407.00

2022 Land Detail Information

Code	Code Description	Unit Size	Unit Type	Acreage	Estimated Land Value
SWP-R		13.00	AC	13.00	\$4,940.00
LWD-R		9.88	AC	9.88	\$14,314.00
FSITE		1.00	AC	1.00	\$10,000.00
LOP-R		6.00	AC	6.00	\$7,838.00
LWD-R		3.00	AC	3.00	\$4,346.00
ROAD		1.00	AC	1.00	\$0.00
ROAD		1.00	AC	1.00	\$0.00
Totals:				34.88	\$41,438.00



Detailed Parcel Report

Parcel Number: 14-0-003400

2022 Improvement Information

Record #1

Class: RESIDENTIAL
Subclass: MOBILE HOME
Year Built: 0
Effective Year: 0
Total Area: 1,056.00
Replacement Cost: \$62,304.00
CAMA Building Value: \$3,738.00
CAMA New Improvements Value: \$0.00

Improvement Areas

Rec #	Type	Units	Width	Length	Height	Rep Cost	CAMA Bldg
1	BASE AREA	1056	16	66.00		\$62,304.00	\$3,738.00

Additional Improvement Information

USE:	SEASONAL	COLOR-1:	WHITE
EXT WALL 1:	MET/STEEL	INT WALL 1:	PLYWD PNL
FLR CVR 1:	NONE/SUBFL	FLR CVR 2:	VINYL
CENTRL AIR:	NO	MAKE:	UNKNOWN
BEDROOMS:	THREE	BATHROOMS:	TWO
FIREPLACE:	NO		



Detailed Parcel Report

Parcel Number: 14-0-003400

Sale History

Record #1

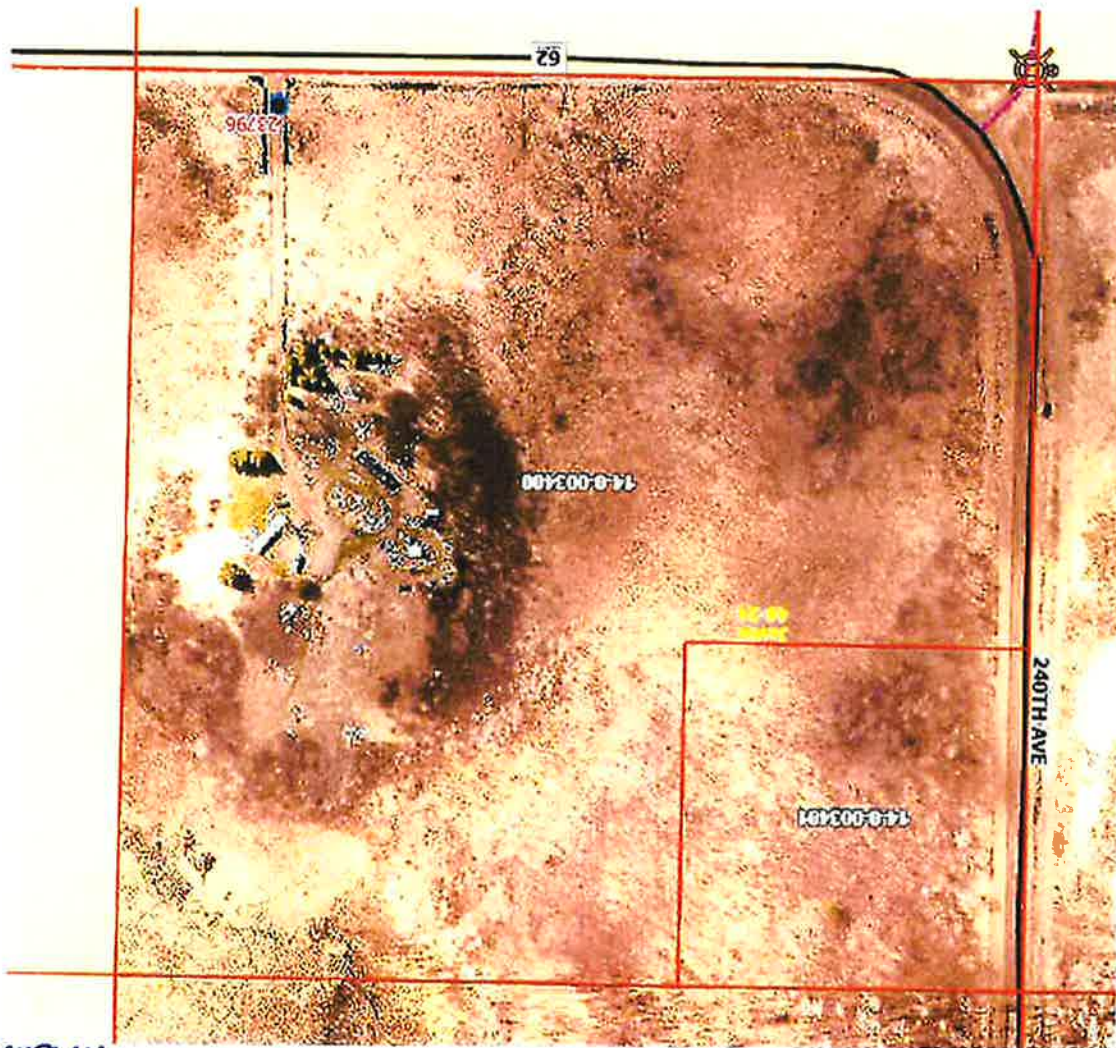
Seller:	ANDERSON, SCOTT	Sale Date:	02/28/2020
Buyer:	SAMPLE, BRET	Deed Type:	Warranty Deed
Rejected Sale:	Yes	Multi-Parcel Sale:	No
Reason:	SALE UNDER MINIMUM AMOUNT	Price:	\$8,100.00
		Personal Property:	\$0.00
		Adjusted Price:	\$8,100.00

Record #2

Seller:	STATE OF MINNESOTA	Sale Date:	01/28/2020
Buyer:	ANDERSON, SCOTT	Deed Type:	Quit Claim Deed
Rejected Sale:	Yes	Multi-Parcel Sale:	No
Reason:	GOVERNMENT OR EXEMPT PARTY SALE	Price:	\$4,636.00
		Personal Property:	\$0.00
		Adjusted Price:	\$4,636.00

Record #3

Seller:	DOELZ, ARTHUR	Sale Date:	11/01/1995
Buyer:	ANDERSON, SCOTT	Deed Type:	Warranty Deed
Rejected Sale:	Yes	Multi-Parcel Sale:	No
Reason:	SALE OF CONTR,CONTR PAYOFF,MTG ASMP	Price:	\$0.00
		Personal Property:	\$0.00
		Adjusted Price:	\$0.00

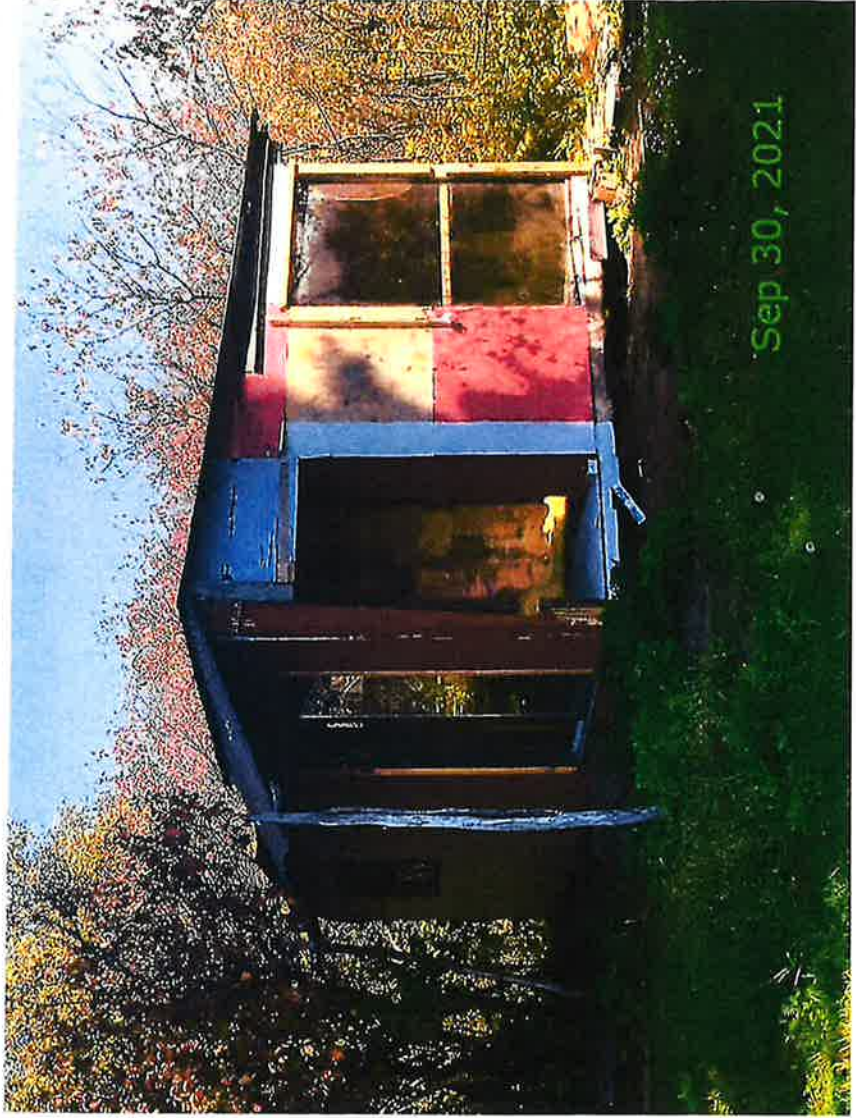


#62 WMS AND SITE
FEATURES
APPENDIX C



Sep 30, 2021





NOTICE OF DECISION for

STATE OF MINNESOTA
COUNTY OF AITKIN

AITKIN COUNTY PLANNING COMMISSION
CONDITIONAL / INTERIM USE PERMIT (CUP) IUP

IN THE MATTER OF APPLICATION NUMBER: 2022-008507

(CUP) IUP Denied or Approved (Circle One)

APPLICANT OR AUTHORIZED REPRESENTATIVE:

NAME: Bret Sample

MAILING ADDRESS: 23380 450th St.

CITY, STATE, ZIP: McGregor, mn 55760

The above entitled matter came to be heard before the Planning Commission on the 21 day of March 2022, on a petition for a (CUP) IUP pursuant to the Aitkin County Zoning Ordinance, for the following described parcel of land:

SW OF SW LESS 5.73 AC, Section 2, Township 48, Range 24, Aitkin County, Minnesota

It is ordered that a (CUP) IUP Be granted upon the following conditions or reasons, if any:

**FINDINGS OF FACTS or CONDITIONS (if any)
WILL BE FORTHCOMING ON THE RECORDING DOCUMENT**

DATED THIS 21 DAY OF March, 20 22.

[Signature]
Chairperson of the Planning Commission or
Authorized Representative

Applicant or Authorized Representative acknowledges receipt of this document.

[Signature]
Signature of Applicant or Authorized Representative

THIS INSTRUMENT WAS DRAFTED BY:
AITKIN COUNTY ZONING ADMINISTRATOR
COURTHOUSE
AITKIN, MINNESOTA 56431

Appeal of this decision shall be by
Writ of Certiorari to the Minnesota
Court of Appeals within 30 days of
the Planning Commission's decision.

County Copy – White

Applicant Copy – Yellow

CONDITIONAL USE/INTERIM USE CRITERIA/FINDINGS OF FACT

APP# 2022-008507

APPLICANT Bret Sample

DATE March 21, 2022

CUP/IUP REQUEST to operate a shooting range in area zoned Shoreland.

ADDITIONAL CONDITIONS: Must adhere to all Local, State and Federal Rules when applicable.

1. The proposed use will not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity, nor impair property values within the surrounding neighborhood.
2. The proposed use will not increase local or state expenditures in relation to costs of servicing or maintaining neighboring properties.
3. The location and character of the proposed use are considered to be consistent with a desirable pattern of development for the locality in general.
4. The proposed use conforms to the comprehensive land use for the County.
5. Proper notice has been given to those people required under Minnesota Statutes, Chapter 394, of the proposed use and of the hearing before the Planning Commission.
6. That other applicable requirements of this ordinance, or other ordinances of the County have been met.
7. The proposed use is not injurious to the public health, safety and general welfare.

	Dave	Charlie	Steve	Dennise	Anne
1.	Y	Y	Y	Y	Y
2.	Y	Y	Y	Y	Y
3.	Y	Y	Y	Y	Y
4.	Y	Y	Y	Y	Y
5.	Y	Y	Y	Y	Y
6.	Y	Y	Y	Y	Y
7.	Y	Y	Y	Y	Y

Special conditions found by the Planning Commission w/ 14 conditions

If all answers are "Yes" by a majority of the Planning Commission, the criteria for granting the Conditional Use Permit have been met.

DATE March 21, 2022

APPROVED DENIED

[Signature]
CHAIRPERSON PLANNING COMMISSION

Conditions for Bret Sample #2022-008507

1. Must comply with the Wetland Conservation Act and all local, state and federal regulations that pertain to this type of operation.
2. Must comply with MPCA, DNR, and NRA rules and guidelines that pertain to this type of operation.
3. Must comply with MPCA noise standards that pertain to this type of operation.
4. Hours of operation are Monday through Sunday 10:00am to 5:00pm or sunset, whichever comes first.
5. No operation during the months of November and January except for firearms permit classes.
6. Range facility must be supervised during hours of operation.
7. No alcohol to be possessed or served on the shooting range during hours of operation.
8. All shot to be contained on the property.
9. Must post range signage on exterior boundary at 100-foot intervals that clearly states "Caution Shooting Range, Keep Out".
10. The size of signage in Condition #9 must meet NRA standards.
11. Access to the site must be secured by a locked gate to prevent unauthorized entry.
12. A sign must be posted at the access gate listing the hours of operation and telephone number of who to contact for questions.
13. Must obtain the approved permits from Aitkin County Planning & Zoning for any earthmoving, vegetation removal, or construction prior to the beginning of work.
14. Lead abatement must be done every 20 years.

Proposal

Page # _____ of _____ pages

Darrel Fredrickson
23316 435th street
McGregor Mo. 65760

Attachment D

PROPOSAL SUBMITTED TO: <u>Bret sample</u>		JOB NAME <u>DVSR</u>	JOB #
ADDRESS		JOB LOCATION	
		DATE <u>Jan 1st 2022</u>	DATE OF PLANS <u>Nov 23rd 2021</u>
PHONE #	FAX #	ARCHITECT	

We hereby submit specifications and estimates for: Disable Vet shooting range @ Bret Sample
Work to be done

Digging four 1/2 acre Ponds for fill Sand Needed
for five berms ranging from 16' to 22' high.

Auger approx 46 holes for poles for tires.
Build up roadway to site & parking Lot.
class-s road & parking Lot.
Prep site for 10x100 building.

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:

\$ 95,000 Ninety Five Thousand Dollars

with payments to be made as follows: 25% down 23,750 Performance Payment 50,000 when berms are completed
Final Payment Upon Completion

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully
submitted

Darrel Fredrickson

Note — this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

Recon PAVING



BRIAN ROTH
20826 220th Street
McGrath, MN 56350
Cell: 218-838-1209

PROPOSAL AND ACCEPTANCE

FORGOTTEN NELOS RANGES & RETREAT
PROPOSAL SUBMITTED TO _____

DATE 11/22/21

STREET _____

JOB NAME _____

McGregor MN
CITY, STATE, ZIP _____

McGregor
JOB LOCATION _____

BEES 612-695-3187
HOME PHONE _____

WORK PHONE _____

We hereby submit specifications and estimates for:

Approx. 40,000 sq ft

Remove Top Soil - Place 6" C15 Compacted - 3" Asphalt

Approx. 1300 yds C15
800 Ton Mix

\$ 201,500⁰⁰

WE PROPOSE hereby to furnish material and labor - - complete in accordance with above specifications, for the sum of

_____ dollars (\$ 201,500⁰⁰)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Any foreign debris or any utility lines in work area that are unknown, is not the liability of Recon Paving. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

Proposal

Page No. _____

of _____

Pages _____

NORTH CENTRAL PAVING

Rod & Bruce Peterson

47936 40th Ave.

ISLE, MN 56342

(320) 676-3568 (320) 532-4420

Forgotten Heroes Ranges & Retreats

PROPOSAL SUBMITTED TO

PHONE

DATE

11-24-21

STREET

23796 450th St

JOB NAME

CITY, STATE and ZIP CODE

McGlyso

JOB LOCATION

ARCHITECT

DATE OF PLANS

Brett Sample

JOB PHONE

We hereby submit specifications and estimates for:

Remove topsoil and Grasses.
Replace with CI-5
with compacted asphalt.

40,000 Sq/Ft total
1,300 Yards CI-5
800 tons of asphalt

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

dollars (\$ 213,600).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
SignatureNote: This proposal may be
withdrawn by us if not accepted within _____ days.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

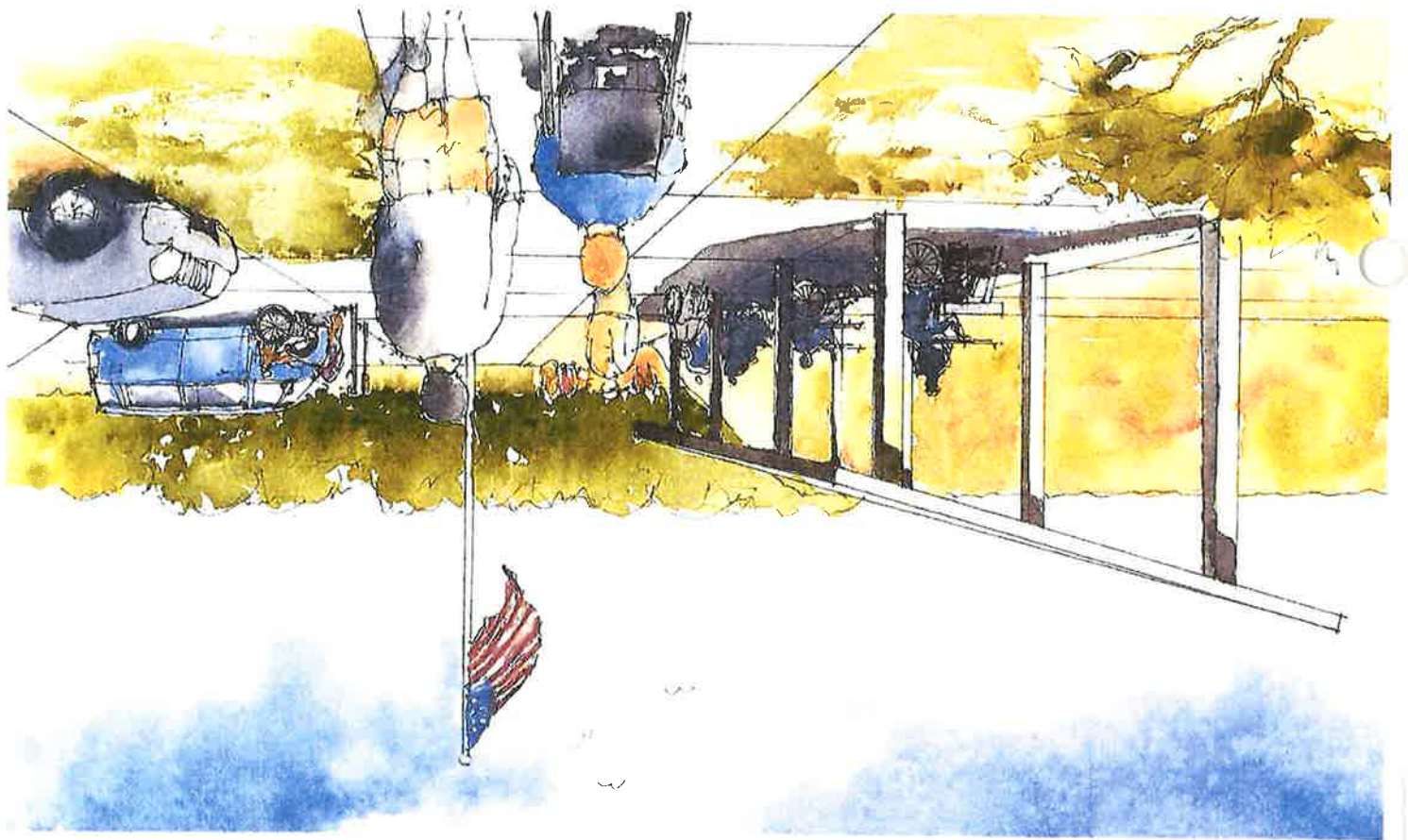
Signature _____

Date of Acceptance: _____

Signature _____

Forgotten Hero's Ranges and Retreat

	TOTAL	At 12.00		
	Volunteer hours	Dollars and	hour	
OURS	Volunteer hours	9040 hrs	\$ 108,480.00	
	Equipment hours	800 hrs	\$ 9,600.00	
	Material Cost	*	\$ 7,425.00	
	TOTAL		\$ 125,505.00	
BIDS				
	BLACK Top GRAVE		20,500.00	
	Recon PAVING		213,600.00	
	North Central PAVING			
	BERM ROAD		95,000.00	
	Fencing EST		100,000.00	
	Brushing - Definition MARK		2500.00	
	Brush hog		2500.00	



FORGOTTEN HEROES RANGES & RETREAT

**PO Box 405
McGregor, MN 55760**

March 14, 2022

To Whom It May Concern:

Forgotten Heroes Ranges & Retreat is a non-profit organization being built with the motto, "In memory of one and honor of all." It is an outdoor pistol, rifle and archery range that will be completely accessible for wheelchair and amputee veterans as well as anyone who is handicapped. With the suicide rate of 22 veterans a day, pre-COVID, and higher for wheelchair and amputee individuals, our organization is building this range to give them a place to go. We want Forgotten Heroes Ranges & Retreat to be a place for them to not only use the ranges and enjoy the beautiful outdoors but our goal is to create an atmosphere of mentorship, camaraderie and fellowship at no cost to them. In short, a place that is theirs.

This dream of ours is not being done to make money. In fact, everyone involved is volunteering their time and efforts to not only build but make Forgotten Heroes a success. 100% of all donations will go towards building and maintaining this range. We are asking your organization to please help us reach our goal of \$200,000 with a monetary donation towards our goal. At present, donations in the form of checks may be sent to our address above. If you have any questions or concerns, you may call me at 612-695-3187.

We greatly appreciate and would like to thank you for your time and efforts in helping us reach our goal. They stood on the wall for us, now it's time we stand up for them.

Respectfully,



Bret Sample
Executive Director
Forgotten Heroes Ranges & Retreat

FORGOTTEN HEROES RANGES & RETREAT

In Memory of One, In Honor of All

Forgotten Heroes Ranges & Retreat started out as a dream of two people...a paralyzed Air Force veteran confined to a wheelchair and a disabled Army combat veteran.

Chuck spent the last twelve years of his life confined to a wheelchair. Life as he knew it, as for all who are disabled, changed drastically. Things that were taken for granted before being disabled became gigantic feats or impossible. Life became something that was watched on the sidelines. Sadly we lost my brother Chuck Evancevich in October 2020.

After Chuck's passing, the combat veteran and Chuck's widow and family spearheaded a team with the same passion and desire of fulfilling Chuck's dreams and the dreams of all our Forgotten Heroes to enjoy outdoor recreation. The team came up with the name Forgotten Heroes Ranges & Retreat because as disabled people, they are forgotten. Overlooked by many because it is harder to do things or they are unable to do what able bodied people can, such as enjoying the outdoor adventures that nature has to offer.

Our goal is to make it possible for anyone in a wheelchair, amputee or disabled person to enjoy the same outdoor activities as able bodied people. They have earned, and deserve, the right to enjoy these God given activities that we take for granted. Our goal is to make Forgotten Heroes Ranges & Retreat a place where they don't have to think about being disabled, a place for them to have the freedom to enjoy a simple pleasure in life with no limitations.

We believe that not only will Forgotten Heroes Ranges & Retreat give them the ability to use ranges for rifles, pistols and archery that are accessible but the opportunity for fellowship and camaraderie. What a wonderful way to build a great support system with one another and to mentor those who have lost so much.

They stood on the wall for us...now it is time to let them know they are not forgotten, they ARE our Forgotten Heroes.



**MINNESOTA
SOIL AND WATER CONSERVATION DISTRICTS**

AITKIN COUNTY SOIL AND WATER
CONSERVATION DISTRICT

307 2nd St NW Rm 216
Aitkin, MN 56431
Telephone (218) 927-7284

February 17, 2022

To whom it may concern:

The Aitkin County SWCD is working with Mr. Bret Sample as he is proposing a shooting range in Jevne Township, Aitkin County. Mr. Sample has provided a preliminary plan and has expressed his willingness to comply with the Wetland Conservation Act and other applicable County, State and Federal ordinances and requirements, and to address any soil erosion concerns.

We have discussed an on-site inspection as soon as the snow melts and we are able to look at all details of the proposed project. A wetland delineation has been provided that will ensure that we can locate all excavation and fill accurately. Further we will work with the landowner on seeding and mulch for re-establishing vegetative cover and addressing erosion concerns.

Feel free to contact me with specific questions, as needed.

Sincerely,

A handwritten signature in black ink that reads "Steve Hughes". The signature is written in a cursive, flowing style.

Steve Hughes

District Manager

Attachment B

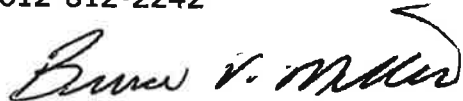
To Whom It May Concern,

As an amputee, and one recently trained by Bret Sample for my right to carry permit, I would highly like to support his efforts into providing a training area, where those of us on prosthetics, or worse yet in wheelchairs, are given access to an area where we can effectively qualify for the right to carry a "Concealed Weapon" permit.

Mr. Sample's efforts were highly organized, and he went out of his way in checking with both his contractual, and governmental regulations in supporting my efforts as an amputee to qualify.

It is both my hope, and recommendation, that you please adopt his proposals to give "Fair Ground" to all of us that wish to qualify, whether we Stand, Limp, or Wheel.

Thank you for your consideration,
Bruce V Miller
McGregor, MN
612-812-2242

A handwritten signature in cursive script that reads "Bruce V. Miller". The signature is written in black ink and is positioned below the typed name and contact information.

Congress of the United States
House of Representatives
Washington, DC 20515-2308

December 17, 2021

Commissioner Steve Grove
Minnesota Department of Employment and Economic Development
1st National Bank Building
332 Minnesota Street, Suite E200
St. Paul, MN 55101

Re: Aitkin County Forgotten Heroes Ranges and Retreat grant application

Dear Commissioner Grove,

I write in support of the demolition and redevelopment grant application submitted by Forgotten Heroes Ranges and Retreat in collaboration with Aitkin County Economic Development.

The development of a veteran owned and operated, disabled veteran shooting range is supported by my office.

As the husband of an Iraq war veteran and representative serving Aitkin County, I see the immediate value in promoting a place where disabled veterans can come together for recreation, enjoyment, and comradery.

The physical improvement to the proposed property and overall development of a new recreation business in Aitkin County positively affects the community and its residents.

I ask the Department of Employment and Economic Development to give Aitkin County's Forgotten Heroes Ranges and Retreat application full consideration.

Sincerely,



Pete Stauber
Member of Congress
Minnesota's 8th Congressional District

Kurt Daudt
House Minority Leader
District 31A



Minnesota House of Representatives

January 27th

Attn: Mr. Mark Jeffers
Aitkin County Economic Development Coordinator
307 – 2nd Street NW, Rm. 316
Aitkin, MN 56431

Re: ForgottenHero's Ranges and Retreat Project

I am writing to you today to express my support for the ForgottenHero's Ranges and Retreat Project.

This project specifically drew my support because of the opportunities it will give not only handicap individuals but also disabled veterans as this shooting range and retreat center will be specifically designed with their needs in mind.

Outdoor recreation is a huge part of this area and is a hobby of many veterans. This project will give handicap individuals and veterans an opportunity to participate in target shooting and other recreational activities that they may not have the opportunity to participate in otherwise.

Again, I voice my strong support for this project.

Sincerely,

A handwritten signature in black ink that reads "Kurt Daudt".

Kurt Daudt
House Minority Leader
Minnesota House of Representatives



January 18, 2022

Commissioner Steve Grove
332 Minnesota St. Saint Paul, Minnesota
St Paul, MN 55101

Good day Commissioner Grove,

I hope you've been well. I write to you today to express my support for the demolition and redevelopment grant application, which was recently submitted to DEED by Forgotten Heroes and Ranges Retreat, which is in partnership with the Aitkin County Economic Development Department, for the purpose of developing a veteran owned and operated shooting range geared towards supporting wounded and disabled veterans.

I see immense value in promoting a place where disabled veterans can gather for recreation, comradery, and healing. I also believe the creation of new business in Atkin County will positively impact a broad range of community residents.

I encourage the Department of Employment and Economic Development to award a grant application for the Forgotten Heroes Ranges and retreat project and thank you for giving me a moment of your time today.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mark Koran", written in black ink on a white background.

Senator Mark Koran
MN Senate District 32: Chisago and Isanti Counties
Phone number: 651.324.7576
Sen.Mark.Koran@senate.mn

Dale Lueck
State Representative
District 10B
Aitkin and Crow Wing Counties



Minnesota
House of
Representatives

January 12, 2022

(Sent Electronically)

Attn: Mr. Mark Jeffers
Aitkin County Economic Development Coordinator
307 – 2nd Street NW, Rm. 316
Aitkin, MN 56431

Re: Forgotten Hero's Ranges and Retreat Project

Dear Mr. Jeffers,

I want to add my enthusiastic support for the Forgotten Hero's Ranges and Retreat Project. This project would develop a shooting range and retreat that is specifically designed to accommodate handicapped individuals and in particular disabled veterans.

This facility would be a very positive addition to Aitkin Counties' impressive venue of outdoor recreational activities and fulfill an important unmet need in our community.

Unfortunately, many disabled citizens of all ages including disabled veterans are no longer able to actively participate in hunting activities in the field due to the limitation of a disability or age.

This proposal would directly support those that are disabled by providing a venue specifically designed to accommodate them. The project as it matures has the potential to support competitive target shooting leagues specifically tailored for those with disabilities.

Target shooting continues to expand as a recreational activity for all ages. Today, many of our high school youth are involved in organized league level shooting activities. This project would broaden that opportunity for the disabled within our community and in particular the veterans among us.

Again, I voice my strongest support for this project.

Sincerely,

A handwritten signature in blue ink that reads "Dale K Lueck".

Dale K Lueck

Copy to: Bret Sample

Josh Heintzeman
State Representative

District 10A
Crow Wing County



Minnesota
House of
Representatives

January 14, 2022

Attn: Mr. Mark Jeffers
Aitkin County Economic Development Coordinator
307 - 2nd Street NW, Rm. 316
Aitkin, MN 56431

Dear Mr. Jeffers,

I am writing you to express my strong support for the Forgotten Hero's Ranges and Retreat Project.

During my years in public service, I have seen hundreds of proposals for a variety of projects across the state. This project specifically drew my interest when I read about it because of the important opportunities it will offer handicapped individuals and disabled veterans in our area.

Many veterans and disabled folks in our area are unable to participate in hunting and outdoor activities. The proposed venue would provide an accommodating space for these individuals to participate in target shooting and other activities in an environment designed for them.

Additionally, this project will provide significant opportunities beyond the veteran community. As target shooting continues to expand and grow, especially as a high school sport, this facility could also serve as a viable venue for competitions.

Outdoor recreational opportunities are abundant in our area and this proposed venue would add to the rich tradition of hunting and target shooting in the Lakes Area.

Please let me know if you need any assistance on this issue or any other.

Sincerely,

A handwritten signature in black ink that reads "Josh Heintzeman".

Josh Heintzeman
State Representative
District 10A

Amendment F



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

FORGOTTEN HEROES RANGES AND RETREAT
C/O BRET SAMPLE
23796 450TH STREET
MCGREGOR, MN 55760

Date:
02/28/2022
Employer ID number:
87-2167163
Person to contact:
Name: D. Trimble
ID number: 31309
Telephone: (877) 829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
August 12, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053642008201

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

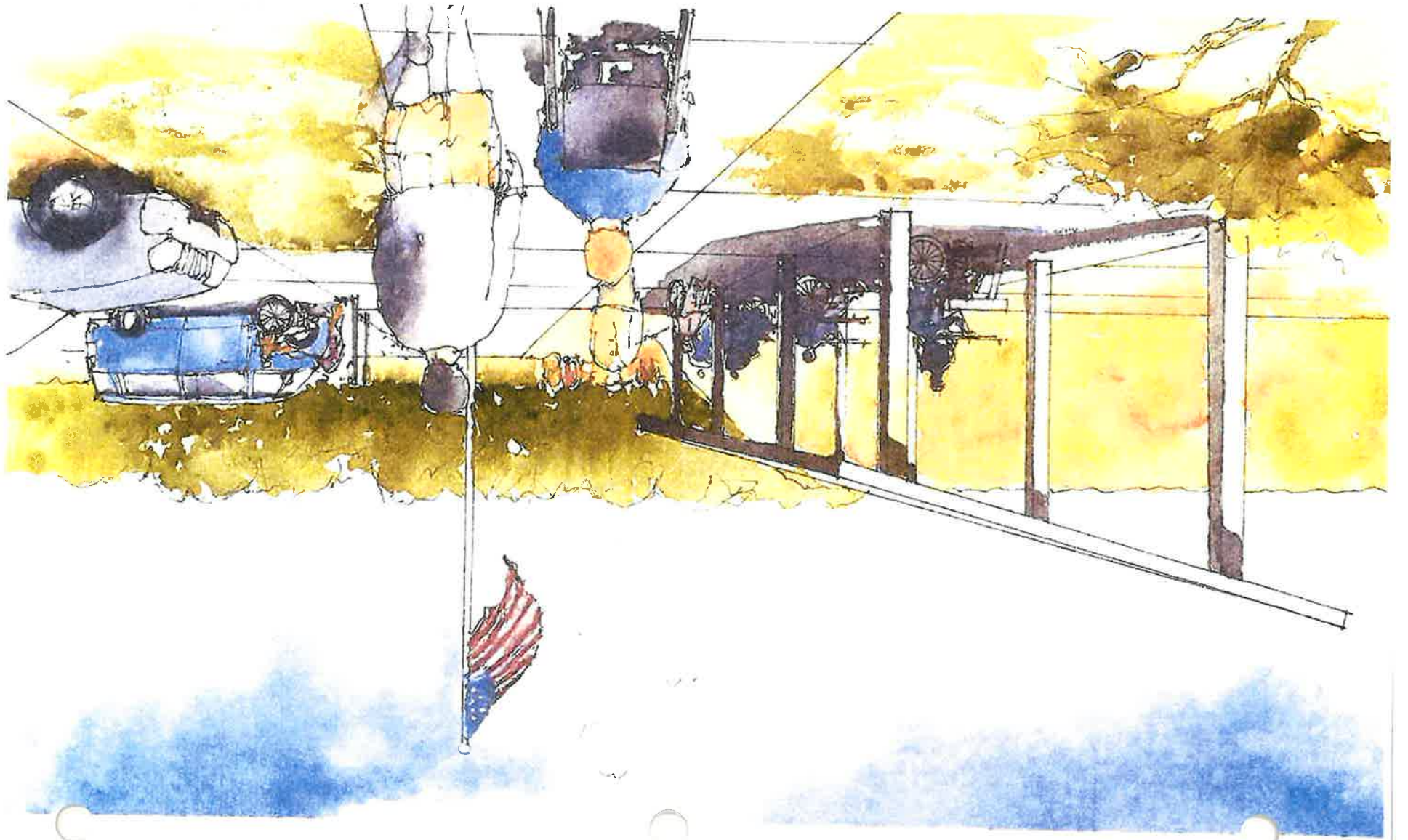
If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements





Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: July 1, 2022 Open Range Scale Modification: MOAs, Resolutions, LLCC Scale

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Bobbie Danielson, HR Director		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 5 Minutes
Summary of Issue: <p>On May 10, 2022, the Board voted to modify the 2022 Open Range Scale effective July 1, 2022, by increasing the minimums. Employees who are below the new scale minimum will be increased to the new Open Range Scale minimum on July 1, 2022. All other employees will receive a \$0.50 per hour within range movement (or equivalent for salaried staff), not to exceed the wage scale maximum. (Employees who are at the maximum on July 1, 2022, will receive a one-time lump sum payment equivalent o \$0.50 per hour, not to exceed \$520.) This wage increase will be reflected on the July 15, 2022 paycheck.</p> <p>This July 1, 2022 wage increase has been offered to all non-union and union staff (via exclusive representative). Please find attached a signed MOA from Local 49, Teamsters Non-licensed Essential Unit, elected official/dept head resolutions, and a LLCC Open Range scale.</p> <p>At time of deadline, the Teamsters Licensed Essential Unit has not accepted or rejected the MOA. If accepted, the MOA will be brought along to the meeting for approval.</p> <p>Afscme Courthouse, Afscme HHS, and LELS units have received these same Open Range Scale offers through the standard contract negotiation and mediation process. Those Agreements will be brought to Board for ratification when settled.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to authorize the Chair and Administrator to sign the Local 49 and Teamsters Non-licensed MOA and to approve the resolutions and LLCC scale as proposed.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> As discussed on May 10, 2022.		

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



AITKIN COUNTY HUMAN RESOURCES

Aitkin County Government Center
307 2nd Street NW, Room 312
Aitkin, MN 56431

bobbie.danielson@co.aitkin.mn.us
Phone: 218-927-7306
Fax: 218-927-7374

May 10, 2022

Mr. Les Kundo
Business Agent, Teamsters Non-Licensed Essential Unit
2802 West First Street
Duluth, MN 55806

Dear Les:

The employer has heard union and employee concerns regarding the wage scale minimum being lower than market - making recruitments difficult with labor shortages nationwide. In an effort to address this concern, at today's board meeting, the Aitkin County Board of Commissioners agreed to modify the 2022 Open Range Scale (increase the minimums) and to provide a \$0.50 per hour within range movement to all employees on the Open Range Scale, not to exceed the scale maximum. The Teamsters Non-licensed Agreement is already settled for 2022, but the employer would like to share these increases with the Non-licensed unit members as well. If agreeable with the union, the scale minimums will be increased on July 1, 2022. The employer would like to offer the following additional wage adjustments to members of the Teamsters Non-licensed Essential Bargaining Unit.

Please consider this proposal along with the membership. The employer is not interested in opening the Agreement for any other purpose at this time, but for the following:

- Modify the Open Range Scale as shown on page 2, effective on July 1, 2022.
- All non-licensed unit members who are below the new scale minimum will be increased to the new Open Range Scale minimum on July 1, 2022. (\$0.61 per hour increase to Krista Roettger, \$0.50 per hour increase to Matt Carlstrom, Colton Cobb, Tina Lamke, Preston Lee, McKenzie Melstrom, Brody Simonson, Shelly Spiegelberg, and Beth Swenson.)
- All other members will receive \$0.50 per hour within range movement, not to exceed the wage scale maximum. (Employees who are at the scale maximum on July 1, 2022, will receive a one-time lump sum payment equivalent to \$0.50 per hour, not to exceed \$520.)
- This proposal must be accepted by the membership in writing on or before June 1, 2022, to be implemented prospectively. (There will be no retro pay on scale adjustments for this purpose. Meaning, the membership cannot delay and decide on August 1st that they want the changes implemented retro to July 1, 2022, we are seeking a timely response to this proposal.)

A copy of the new Open Range Scale effective July 1, 2022 is attached for your consideration. We are available to meet between now and May 20, 2022 to answer any questions the members may have. If you have any questions or concerns, please feel free to contact me. I can be reached at 218-927-7277 (office, direct), 218-839-8983 (work cell/text), or by email at bobbie.danielson@co.aitkin.mn.us.

Most Respectfully,


Bobbie Danielson

Human Resources Director

cc: Nikki Knutson, Payroll Technician

Mr. Les Kundo
 Business Agent, Teamsters Non-Licensed Essential Unit
 May 10, 2022
 Page 2

OPEN RANGE SCALE EFFECTIVE JULY 1, 2022

Grade	MIN	MAX
FLSA Non-Exempt		
20	\$ 48.95	\$ 68.96
19	\$ 47.14	\$ 66.40
18	\$ 45.33	\$ 63.84
17	\$ 43.52	\$ 61.28
16	\$ 41.71	\$ 58.73
15	\$ 39.90	\$ 56.17
14	\$ 38.09	\$ 53.61
13	\$ 36.28	\$ 51.05
12	\$ 34.47	\$ 48.49
11	\$ 32.66	\$ 45.94
10	\$ 30.85	\$ 43.38
9	\$ 29.04	\$ 40.82
8	\$ 27.23	\$ 38.26
7	\$ 25.42	\$ 35.70
6	\$ 23.62	\$ 33.14
5	\$ 21.81	\$ 30.59
4	\$ 20.00	\$ 28.03
3	\$ 18.19	\$ 25.47
2	\$ 16.38	\$ 22.91
1	\$ 14.57	\$ 20.35

MIN	MAX
FLSA Exempt	
\$ 101,809.57	\$ 143,436.44
\$ 98,046.05	\$ 138,115.22
\$ 94,282.52	\$ 132,794.00
\$ 90,519.00	\$ 127,472.78
\$ 86,755.48	\$ 122,151.56
\$ 82,991.96	\$ 116,830.34
\$ 79,228.44	\$ 111,509.12
\$ 75,464.92	\$ 106,187.90
\$ 71,701.40	\$ 100,866.68
\$ 67,937.87	\$ 95,545.46
\$ 64,174.35	\$ 90,224.24
\$ 60,403.20	\$ 84,903.02
\$ 56,638.40	\$ 79,581.80
\$ 52,873.60	\$ 74,260.58
\$ 49,129.60	\$ 68,939.36
\$ 45,364.80	\$ 63,618.14
\$ 41,600.00	\$ 58,296.92
\$ 37,835.20	\$ 52,975.70
\$ 34,070.40	\$ 47,654.48
\$ 30,305.60	\$ 42,333.26

If agreeable, please sign below and return this to me on or before June 1, 2022, for final ratification by the Aitkin County Board at their June 14, 2022 meeting.

MOA: The Teamsters Local 346 Non-Licensed Essential Union agrees to the employer's proposal as outlined above, effective July 1, 2022.

Furthermore, the parties agree:

1. These changes shall not generate grievances under the collective bargaining agreement.
2. The Agreement will not be open for other modifications at this time.
3. These changes do not set any precedence for future matters.
4. This document will be attached as an addendum to the Agreement and constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, this Memorandum of Agreement has been executed on this 14th day of June, 2022.

COUNTY OF AITKIN, MINNESOTA

TEAMSTERS GENERAL LOCAL #346

 J. Mark Wedel, Board Chair

 President

 Jessica Seibert, County Administrator

 Les Kundo, Business Agent



AITKIN COUNTY HUMAN RESOURCES

Aitkin County Government Center
307 2nd Street NW, Room 312
Aitkin, MN 56431

bobbie.danielson@co.aitkin.mn.us
Phone: 218-927-7306
Fax: 218-927-7374

May 10, 2022

Mr. William Bentley
Area Business Representative
2109 251st Street
St. Cloud, MN 56301

Dear Willie:

The employer has heard union and employee concerns regarding the wage scale minimum being lower than market - making recruitments difficult with labor shortages nationwide. In an effort to address this concern, at today's board meeting, the Aitkin County Board of Commissioners agreed to modify the 2022 Open Range Scale (increase the minimums) and to provide a \$0.50 per hour within range movement to all employees on the Open Range Scale, not to exceed the scale maximum. The Local 49 Agreement is already settled for 2022, but the employer would like to share these increase with the L49 unit members as well. If agreeable with the union, the scale minimums will be increased on July 1, 2022. The employer would like to offer the following additional wage adjustments to members of the Local 49 Bargaining Unit.

Please consider this proposal along with the membership. The employer is not interested in opening the Agreement for any other purpose at this time, but for the following:

- Modify the Open Range Scale as shown on page 2, effective on July 1, 2022.
- All Local 49 unit members who are below the new scale minimum will be increased to the new Open Range Scale minimum on July 1, 2022. (N/A, all members in this bargaining unit are already above the new minimum.)
- All other members will receive \$0.50 per hour within range movement, not to exceed the wage scale maximum. (Employees who are at the scale maximum on July 1, 2022, will receive a one-time lump sum payment equivalent to \$0.50 per hour, not to exceed \$520.)
- This proposal must be accepted by the membership in writing on or before June 1, 2022, to be implemented prospectively. (There will be no retro pay on scale adjustments for this purpose. Meaning, the membership cannot delay and decide on August 1st that they want the changes implemented retro to July 1, 2022, we are seeking a timely response to this proposal.)

A copy of the modified Open Range Scale is attached for your consideration. In addition, the 2023 and 2024 scales were updated as well and copies are attached – each employee will receive 5% within range movement, not to exceed the scale maximum on 1/1/2023 and 1/1/2024 as previously ratified. We are available to meet between now and May 20, 2022 to answer any questions the members may have.

If you have any questions or concerns, please feel free to contact me. I can be reached at 218-927-7277 (office, direct), 218-839-8983 (work cell/text), or by email at bobbie.danielson@co.aitkin.mn.us.

County Board Adopted May 10, 2022

OPEN RANGE SCALE FOR JULY 1, 2022

Grade	MIN MAX		MIN MAX	
	FLSA Non-Exempt		FLSA Exempt	
20	\$ 48.95	\$ 68.96	\$ 101,809.57	\$ 143,436.44
19	\$ 47.14	\$ 66.40	\$ 98,046.05	\$ 138,115.22
18	\$ 45.33	\$ 63.84	\$ 94,282.52	\$ 132,794.00
17	\$ 43.52	\$ 61.28	\$ 90,519.00	\$ 127,472.78
16	\$ 41.71	\$ 58.73	\$ 86,755.48	\$ 122,151.56
15	\$ 39.90	\$ 56.17	\$ 82,991.96	\$ 116,830.34
14	\$ 38.09	\$ 53.61	\$ 79,228.44	\$ 111,509.12
13	\$ 36.28	\$ 51.05	\$ 75,464.92	\$ 106,187.90
12	\$ 34.47	\$ 48.49	\$ 71,701.40	\$ 100,866.68
11	\$ 32.66	\$ 45.94	\$ 67,937.87	\$ 95,545.46
10	\$ 30.85	\$ 43.38	\$ 64,174.35	\$ 90,224.24
9	\$ 29.04	\$ 40.82	\$ 60,403.20	\$ 84,903.02
8	\$ 27.23	\$ 38.26	\$ 56,638.40	\$ 79,581.80
7	\$ 25.42	\$ 35.70	\$ 52,873.60	\$ 74,260.58
6	\$ 23.62	\$ 33.14	\$ 49,129.60	\$ 68,939.36
5	\$ 21.81	\$ 30.59	\$ 45,364.80	\$ 63,618.14
4	\$ 20.00	\$ 28.03	\$ 41,600.00	\$ 58,296.92
3	\$ 18.19	\$ 25.47	\$ 37,835.20	\$ 52,975.70
2	\$ 16.38	\$ 22.91	\$ 34,070.40	\$ 47,654.48
1	\$ 14.57	\$ 20.35	\$ 30,305.60	\$ 42,333.26

County Board Adopted May 10, 2022

OPEN RANGE SCALE FOR JANUARY 1, 2023

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
20	\$ 50.90	\$ 70.34	\$ 105,881.95	\$ 146,305.16
19	\$ 49.02	\$ 67.73	\$ 101,967.89	\$ 140,877.52
18	\$ 47.14	\$ 65.12	\$ 98,053.83	\$ 135,449.88
17	\$ 45.26	\$ 62.51	\$ 94,139.76	\$ 130,022.23
16	\$ 43.38	\$ 59.90	\$ 90,225.70	\$ 124,594.59
15	\$ 41.50	\$ 57.29	\$ 86,311.64	\$ 119,166.94
14	\$ 39.61	\$ 54.68	\$ 82,397.58	\$ 113,739.30
13	\$ 37.73	\$ 52.07	\$ 78,483.51	\$ 108,311.65
12	\$ 35.85	\$ 49.46	\$ 74,569.45	\$ 102,884.01
11	\$ 33.97	\$ 46.85	\$ 70,655.39	\$ 97,456.37
10	\$ 32.09	\$ 44.24	\$ 66,741.33	\$ 92,028.72
9	\$ 30.20	\$ 41.64	\$ 62,819.33	\$ 86,601.08
8	\$ 28.32	\$ 39.03	\$ 58,903.94	\$ 81,173.43
7	\$ 26.44	\$ 36.42	\$ 54,988.54	\$ 75,745.79
6	\$ 24.56	\$ 33.81	\$ 51,094.78	\$ 70,318.15
5	\$ 22.68	\$ 31.20	\$ 47,179.39	\$ 64,890.50
4	\$ 20.80	\$ 28.59	\$ 43,264.00	\$ 59,462.86
3	\$ 18.92	\$ 25.98	\$ 39,348.61	\$ 54,035.21
2	\$ 17.04	\$ 23.37	\$ 35,433.22	\$ 48,607.57
1	\$ 15.15	\$ 20.76	\$ 31,517.82	\$ 43,179.92

County Board Adopted May 10, 2022
OPEN RANGE SCALE FOR JANUARY 1, 2024

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
20	\$ 52.94	\$ 71.75	\$ 110,117.23	\$ 149,231.27
19	\$ 50.98	\$ 69.08	\$ 106,046.60	\$ 143,695.07
18	\$ 49.03	\$ 66.42	\$ 101,975.98	\$ 138,158.87
17	\$ 47.07	\$ 63.76	\$ 97,905.35	\$ 132,622.68
16	\$ 45.11	\$ 61.10	\$ 93,834.73	\$ 127,086.48
15	\$ 43.16	\$ 58.44	\$ 89,764.10	\$ 121,550.28
14	\$ 41.20	\$ 55.78	\$ 85,693.48	\$ 116,014.08
13	\$ 39.24	\$ 53.11	\$ 81,622.85	\$ 110,477.89
12	\$ 37.28	\$ 50.45	\$ 77,552.23	\$ 104,941.69
11	\$ 35.33	\$ 47.79	\$ 73,481.61	\$ 99,405.49
10	\$ 33.37	\$ 45.13	\$ 69,410.98	\$ 93,869.30
9	\$ 31.41	\$ 42.47	\$ 65,332.10	\$ 88,333.10
8	\$ 29.45	\$ 39.81	\$ 61,260.09	\$ 82,796.90
7	\$ 27.49	\$ 37.14	\$ 57,188.09	\$ 77,260.71
6	\$ 25.55	\$ 34.48	\$ 53,138.58	\$ 71,724.51
5	\$ 23.59	\$ 31.82	\$ 49,066.57	\$ 66,188.31
4	\$ 21.63	\$ 29.16	\$ 44,994.56	\$ 60,652.11
3	\$ 19.67	\$ 26.50	\$ 40,922.55	\$ 55,115.92
2	\$ 17.72	\$ 23.84	\$ 36,850.54	\$ 49,579.72
1	\$ 15.76	\$ 21.17	\$ 32,778.54	\$ 44,043.52

If agreeable, please sign below and return this to me on or before June 1, 2022, for final ratification by the Aitkin County Board at their June 14, 2022 meeting.

Most Respectfully,

AITKIN COUNTY

 Bobbie Danielson
 Human Resources Director

cc: Nikki Knutson, Payroll

Memorandum of Agreement

The Local 49 Union agrees to the employer's proposal as outlined above, including implementing the new Open Range Pay Scale effective July 1, 2022, and updating the 2023 and 2024 Open Range scales as shown above.

Furthermore, the parties agree:

1. These changes shall not generate grievances under the collective bargaining agreement.
2. The Agreement will not be open for other modifications at this time.
3. These changes do not set any precedence for future matters.
4. This document will be attached as an addendum to the Agreement and constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, this Memorandum of Agreement has been executed on this 14th day of June, 2022.

COUNTY OF AITKIN, MINNESOTA

LOCAL 49

J. Mark Wedel, Board Chair

President

Jessica Seibert, County Administrator



William Bentley, Business Agent

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

ADOPTED June 14, 2022

By Commissioner: xx

20220614-xxx

2022 Elected Officials Salaries-Updated

BE IT RESOLVED, the Aitkin County Board of Commissioners increase the 1/1/2022 salary by \$520 effective July 1, 2022 in accordance with the wage adjustment approved by the Board of Commissioners at the May 10th, 2022 board meeting

County Auditor, Kirk Peysar	\$104,150.53
County Treasurer, Lori Grams	\$ 89,536.97
County Recorder, Michael Moriarty	\$ 80,468.06
County Sheriff, Daniel Guida	\$111,281.56
County Attorney, Jim Ratz	\$140,301.60

These salaries are based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

Commissioner xxx 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 21st day of December 2021, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 21st day of December 2021

Jessica Seibert
County Administrator

AITKIN COUNTY

LLCC OPEN RANGE SCALE

LLCC OPEN RANGE SCALE FOR JANUARY 1, 2022

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
12	\$ 32.53	\$ 48.49	\$ 67,668.62	\$ 100,866.68
9	\$ 27.42	\$ 34.12	\$ 57,026.18	\$ 70,969.60
5	\$ 20.59	\$ 25.59	\$ 42,836.26	\$ 53,227.20
4	\$ 18.89	\$ 28.03	\$ 39,288.78	\$ 58,296.92
3	\$ 17.18	\$ 25.47	\$ 35,741.30	\$ 52,975.70
2	\$ 15.48	\$ 19.20	\$ 32,193.82	\$ 39,936.00
1	\$ 13.77	\$ 17.06	\$ 28,646.34	\$ 35,484.80

LLCC OPEN RANGE SCALE FOR JULY 1, 2022

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
12	\$ 34.47	\$ 48.49	\$ 71,701.40	\$ 100,866.68
9	\$ 29.04	\$ 34.12	\$ 60,403.20	\$ 70,969.60
5	\$ 21.81	\$ 25.59	\$ 45,364.80	\$ 53,227.20
4	\$ 20.00	\$ 28.03	\$ 41,600.00	\$ 58,302.40
3	\$ 18.19	\$ 25.47	\$ 37,835.20	\$ 52,977.60
2	\$ 16.38	\$ 19.20	\$ 34,070.40	\$ 39,936.00
1	\$ 14.57	\$ 17.06	\$ 30,305.60	\$ 35,484.80

LLCC OPEN RANGE SCALE FOR JANUARY 1, 2023

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
12	\$ 35.85	\$ 49.46	\$ 74,569.45	\$ 102,884.01
9	\$ 30.20	\$ 35.92	\$ 62,819.33	\$ 74,713.60
5	\$ 22.68	\$ 26.94	\$ 47,179.39	\$ 56,035.20
4	\$ 20.80	\$ 28.59	\$ 43,264.00	\$ 59,468.45
3	\$ 18.92	\$ 25.98	\$ 39,348.61	\$ 54,037.15
2	\$ 17.04	\$ 20.21	\$ 35,433.22	\$ 42,036.80
1	\$ 15.15	\$ 17.96	\$ 31,517.82	\$ 37,356.80

LLCC OPEN RANGE SCALE FOR JANUARY 1, 2024

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
12	\$ 37.28	\$ 50.45	\$ 77,552.23	\$ 104,941.69
9	\$ 31.41	\$ 36.94	\$ 65,332.10	\$ 76,835.20
5	\$ 23.59	\$ 27.71	\$ 49,066.57	\$ 57,636.80
4	\$ 21.63	\$ 29.16	\$ 44,994.56	\$ 60,657.82
3	\$ 19.67	\$ 26.50	\$ 40,922.55	\$ 55,117.90
2	\$ 17.72	\$ 20.78	\$ 36,850.54	\$ 43,222.40
1	\$ 15.76	\$ 18.47	\$ 32,778.54	\$ 38,417.60



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Updated Job Classification Investigator/Patrol Sergeant

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Bobbie Danielson, HR Director		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 2 Minutes
Summary of Issue: <p>The Investigator and Patrol Sergeant job classifications have been combined into one. All incumbents will have the opportunity to perform investigations and sergeant functions as assigned.</p> <p>Both are Grade 9 positions and combining them does not change the recommended grade level, per the job-evaluation consultant.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve the combined Investigator/Patrol Sergeant job classification.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> N/A - no new positions are being requested at this time. This is a job classification (title) change only.		

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



Position Description

INVESTIGATOR / PATROL SERGEANT 1st draft for your review

This is a combined job classification where the incumbent will perform investigator and patrol sergeant functions as assigned.

Department Sheriff's Office
Grade Grade 9
Reports to Undersheriff
FLSA Status Non-exempt
Union Status Teamsters Licensed Essential Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To investigate all types of crimes, gather evidence, and keep detailed records and reports to aid in the apprehension of violators; appear in court to testify in criminal actions; provide crime scene processing.

To train, direct, and supervise Deputies involved in patrol, routine investigations, crime prevention, community relations, and related services and activities. To perform administrative and general duty law enforcement work to protect life and property throughout Aitkin County.

Supervision Received

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

Supervision Exercised

Acts in a supervisory role at major crime scenes, directing other law enforcement personnel at the scene in accordance with general police procedures. Assists the Undersheriff in supervising more than 10 full-time Deputies. This includes carrying out policy-making and supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, and implementing performance improvement plans.

Also directs other law enforcement personnel, the ATV posse volunteers, and fire and ambulance crews at the scene in accordance with general police procedures.



Position Description

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Investigator

- a. Enforces local, state and federal laws through the management and investigation of criminal cases assigned including, but not limited to, investigation of welfare fraud, child maltreatment, vulnerable adult, and forgery complaints.
- b. Processes crime scenes, collects evidence, photographs, and videotapes. Evaluates and interprets the evidence collected. Serves warrants and arrests suspects when necessary. Maintains and keeps sufficient documentation, including photographing evidence, collecting handwriting samples, preserving evidence, preserving the chain of custody, and submitting evidence to the Bureau of Criminal Apprehension forensic laboratories, and other agencies, as necessary, to substantiate criminal prosecutions and related cost claims.
- c. Interviews complainants, witnesses and others and conducts interrogations of suspects. Evaluates and interprets the statements obtained.
- d. Acts in a supervisory role at major crime scenes, directs other law enforcement personnel at the scene in accordance with general police procedures.
- e. Conducts all unnatural death and some natural death investigations.
- f. Writes, obtains, and executes search warrants as well as administrative subpoenas in accordance with established criminal procedures.
- g. Identifies, analyzes, and evaluates criminal trends. Identifies, recruits and manages confidential informants and provides the information gained to the patrol division and other law enforcement agencies.
- h. Provides information and education to the public through public appearances and speaking.
- i. At the direction of the Sheriff or Undersheriff, serves as a liaison for the department with the County Attorney, Social Services, Financial Services, and other agencies as required for ongoing investigations.
- j. Consults with and assists the County Attorney's Office in trial preparation and interviewing of witnesses. Testifies as an expert witness when required.

2. Patrol Sergeant

- a. Assists the Undersheriff in operating an efficient and safe patrol division.
- b. Assists in preparing and modifying work schedules for Deputies, ensuring appropriate staffing coverage. Reviews timesheets.
- c. Reviews and oversees the work of Deputies to ensure conformance with policies and procedures, established standards of conduct and performance, accuracy of taped and/or written reports, and general operational effectiveness.
- d. Assists in the recruitment and conducts initial and ongoing training of Deputies. Coordinates with the Undersheriff in matters of field training.
- e. Assists in developing and implementing law enforcement policies and procedures. Interprets departmental policy and provides technical guidance to subordinates.



Position Description

- f. Responds to major incidents or unusual situations in accordance with established guidelines. Coordinates and assists other law enforcement agencies.
- g. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
- h. May be assigned to perform VCET (Violent Crimes Enforcement Team) duties and/or may be assigned as VCET Commander at the Sheriff's discretion.

3. Other

- a. Performs duties of Deputy Sheriff. (Job description available upon request.)
 - b. Attend training, meetings, and continuing education courses as needed.
 - c. Attends and participates on committees and with organizations as directed by the Sheriff or Undersheriff.
 - d. Performs employment background investigations as necessary for the department.
 - e. Performs internal affairs complaints/investigations out of county.
 - f. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
 - g. Coordinates annual emergency practice drills in department.
 - h. In absence of the Sheriff and Undersheriff, this position assumes law enforcement responsibilities of the Sheriff over enforcement staff (excludes jail/dispatch staff).
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Licensed or eligible to be licensed by the Minnesota P.O.S.T. Board, which includes two years post-secondary education or more; and continues to receive education credits to be licensed. Plus 3 years full-time experience as a P.O.S.T. recognized licensed peace officer.

Prior law enforcement supervisory experience preferred. Considerable experience in investigation of major crime cases preferred. Cornerhouse or a related First Witness interview training preferred, but not required.

Valid Minnesota driver's license required. Employment reference checks, a criminal background check, pre-employment physical, drug test, and psychological evaluation will be performed as part of the pre-employment process.

Must be First Aid, CPR/AED certified or obtain within 30 days of hire.

Must be able to work rotating shifts, including days, nights, weekends, and holidays as assigned.



Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices to safely and effectively accomplish the needs of the department.
2. Federal, State, and local laws relevant to the work performed in the position.
3. The principles and practices of modern police science and administration.
4. Considerable knowledge of the principals, practices, methods and modern techniques of criminal investigations, crime prevention, and law enforcement, interrogations, rules of evidence, preservation of evidence, death investigations, jail security, communications practices, court procedures, and data privacy.
5. Geographic character of the county sufficient to locate buildings and areas requiring special police attention.
6. Procedures for settling internal grievances.
7. FCC rules and regulations.
8. Community and law enforcement available resources.

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff and the general public sufficient to exchange or convey information and to receive work direction.
2. Interviewing young victims in child maltreatment/abuse investigations, employment background investigations, internal affairs investigations, and advanced interview/interrogation techniques.
3. Tactics for law enforcement.
4. Organizing and prioritizing work.
5. Efficient computer and typing skills. Current technology skills including GPS, cell phone, etc.
6. Use of cameras and complex audio and video recording devices.
7. Proper care and use of firearms. Use of intermediate weapons such as soft hand, hard hand, Taser, asp, baton, and mace.
8. Reading, writing, and speaking English proficiently. Good writing and communication skills are required for report preparation and court testimony. Must be able to express self well orally and in writing.
9. Pursuit driving. Safe operation of vehicles in all weather and traffic conditions.
10. Standardized field sobriety tests.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration. Lead and promote high morale in the department.
2. Perform prolonged and detailed investigations, gather pertinent facts, and integrate data into objective patterns leading to the solution and disposition of criminal cases.
3. Plan, schedule, direct, and review the work of subordinates in a manner conducive to full performance and high morale.
4. Think clearly and act quickly in emergency situations.



Position Description

5. Prepare clear, concise, and accurate reports.
6. Interpret statutes and apply them to the crimes in order to determine if a suspect should be arrested for a specific offense.
7. Perform detailed investigations, gather pertinent facts, and integrate data into objective patterns leading to the solution and disposition of criminal cases.
8. Use verbal judo, a tactical communication, to use presence and words to achieve the desired outcome of the encounter.
9. Perform under stressful conditions and deal with stress in an effective manner.
10. Establish and maintain effective working relationships with other employees, court and enforcement agency representatives, and the general public.
11. Deal tactfully, but firmly, with offenders, suspects, and witnesses.
12. Maintain equipment.
13. Maintain confidentiality.
14. Travel and work in excess of standard hours when necessary.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Webfusion, Microsoft Word, Excel, Outlook, PowerPoint, specialized law enforcement software and programs, Internet, and other job-related software.

Ability to Travel

Daily travel required for routine patrol, training, meetings, and investigations in Aitkin County. Occasionally out of county travel is also required.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):



Position Description

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, patience, decisiveness, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate. The office is a shared space setting.

Investigators spend approximately 50% of their time working in the office and 50% out of the office for investigations and a variety of community and law enforcement activities. Patrol Sergeants drive frequently. Both are subject to dealing with emergency situations including hostile and combative persons as well as dealing with people wielding deadly weapons such as guns or knives; occasionally is exposed to contagious diseases such as HIV, Hepatitis or Tuberculosis; required to drive at high rates of speed on all types of road conditions; subject to working under all types of weather conditions; subject to exposure to dangerous chemicals, dangerous animals, fumes and dust; works with and handles firearms and substances such as tear gas, pepper mace and controlled substances; periodically required to work in inadequate lighting and subject to intense siren, gun shot, and K-9 barking and radio noise; required to be available for call out including days, nights, weekends and holidays; may work long hours during major crime investigations and emergency situations.

The working conditions are highly variable. The variations include not only the climatic conditions, but also the variation in the levels of stress and/or danger. The stress continuum ranges from routine (low stress) environments to high stress environments, such as dealing with individuals or groups of individuals that are in an agitated state, under the influence of alcohol or a controlled substance, or are mentally impaired - in an uncontrolled setting. High-stress incidents would also include the hands-on dealing with natural disasters or other catastrophic events. Similarly, the danger continuum ranges from routine (low danger) situations in controlled environments to high danger situations, which involve the use of force or threatened use of force against a law enforcement officer. An Investigator/Patrol Sergeant also faces the danger of infectious contamination of pathogenic disease in responding to medical-related calls, such as accidents.

Equipment and Tools

Personal protective equipment, squad car, radars, Intoxilyzer sensors, portable and mobile radios, firearms (handgun, shotgun, automatic rifle), Taser, Preliminary Breath Tester, expandable baton, handcuffs, flashlight, first aid, hand tools, power tools, measuring and metering devices, oxygen units, tape recorders, cameras, audio and video equipment, computer and software, printer, telephone, pagers, copier, fax, statute books, calculator, shredder, county-owned vehicles, trailers, ATV, winch, snowmobile, boat, and other job-related equipment.

Physical Activities/Requirements



Position Description

Must have and maintain the physical ability to perform the essential functions of this position. Physical requirements include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, twisting, fingering, grasping, feeling, smelling, talking, hearing, seeing and repetitive motions.

Very Heavy Work which involves exerting in excess of 100 pounds of force.

Physical requirements also include the following: eyesight correctable to 20/20; ability to engage in activities which require physical exertion; ability to withstand inclement conditions (i.e. cold, rain, snow, heat) for extended periods of time; ability to perform under high stress situations; the capability of responding to situations involving physical violence.

Employees are subject to call-out 24 hours a day, 7 days a week.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

June 2022 – 1st draft

Our Vision: We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.

Our Mission: Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.

Our Core Values: Collaboration, Innovation, Integrity, People-Focused, Professionalism



Board of County Commissioners Agenda Request

7C
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Closed Session Under Statute 13D.03 Subd.1(b) Labor Negotiations

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<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>		

Submitted by: Brittany Searle	Department: Human Resources
---	---------------------------------------

Presenter (Name and Title): Bobbie Danielson-Human Resources Director, Jessica Seibert-County Administrator	Estimated Time Needed: 30
---	-------------------------------------

Summary of Issue:
LELS Tentative Agreement Discussion

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:*



Board of County Commissioners Agenda Request

7D

Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Ratify LELS 2021-2023 Agreement

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Bobbie Danielson, HR Director		Department: HR Dept.
Presenter (Name and Title): Jessica Seibert, County Administrator, or Bobbie Danielson, HR Director		Estimated Time Needed: 8 Minutes
Summary of Issue: <p>The LELS union represents 5 positions in our Sheriff's office. The parties recently reached a tentative agreement in mediation. Results of the union vote are pending at time of agenda deadline. Agreement attached. A few highlights of tentative agreement include: Wages 1/1/2021 - pattern settlement, 1/2% general adjustment, plus step, not to exceed the maximum, plus one-time lump sum payment of \$354.23. 1/1/2022 - conversion to open range scale, 5% within range movement, not to exceed the maximum. 7/1/2022 (no retroactivity) - \$0.50 per hour (or equivalent for salaried staff) within range movement, not to exceed the maximum. 1/1/2023 - 5% within range movement, not to exceed the maximum.</p> <p>Employees will remain on the Open Range Scale through December 31, 2023 at which point the Union may elect to convert to the pay schedule attached as Appendix B (step schedule).</p> <p>While on the Open Range Scale, employees whose wage is below the maximum of the appropriate pay range will receive a minimum of 2% within range movement, not to exceed the maximum, on January 1, along with any other negotiated increase.</p> <p>Increase to employer's contribution towards health insurance premiums as outlined on page 9 of the Agreement.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to ratify the attached 2021-2023 LELS Agreement and to authorize the Chair, Administrator, and HR Director to sign. Also, authorize the County Administrator to make final edits if any are necessary following discussion with the business agent (text is under review at time of agenda deadline). This ratification is contingent upon the union membership voting to accept the tentative agreement.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

AGREEMENT

By and Between

AITKIN COUNTY



and

LAW ENFORCEMENT LABOR SERVICES



REPRESENTING:
SHERIFF'S OFFICE SUPERVISORY UNIT
LOCAL #504

January 1, 2021, through December 31, 2023

ARTICLE	TABLE OF CONTENTS	PAGE
	PREAMBLE	3
	TERMS AND RELATIONS	3
ARTICLE 1.	RECOGNITION	3
ARTICLE 2.	VESTED RIGHT OF MANAGEMENT	4
ARTICLE 3.	EMPLOYMENT STATUS	4
ARTICLE 4.	PROBATION	4
ARTICLE 5.	EXPENSES/LOSS OR DAMAGE	5
ARTICLE 6.	UNIFORMS AND POST LICENSE	5
ARTICLE 7.	MEDICAL EXAMINATIONS	6
ARTICLE 8.	WORK HOURS	6
ARTICLE 9.	PAY PERIOD	6
ARTICLE 10.	LEAVES OF ABSENCE	6
ARTICLE 11.	HOLIDAYS	7
ARTICLE 12.	VACATIONS	7
ARTICLE 13.	SICK LEAVE BENEFITS/CARE OF RELATIVES	8
ARTICLE 14.	RETIREMENT	8
ARTICLE 15.	INSURANCE AND BONDS	8
ARTICLE 16.	INDIVIDUAL AGREEMENT	10
ARTICLE 17.	GRIEVANCE PROCEDURE	10
ARTICLE 18.	DISCIPLINE	12
ARTICLE 19.	DISCHARGE AND LOUDERMILL HEARING	12
ARTICLE 20.	SAVINGS AND SEPARABILITY CLAUSE	13
ARTICLE 21.	WAGES	13
ARTICLE 22.	MSRS HCSP	15
ARTICLE 23.	INDEMNIFICATION	15
ARTICLE 24.	EXPIRATION	15
	APPENDIX A	18
	APPENDIX B	20
	MOA: EARLY RETIREMENT INCENTIVE	21

SHERIFF'S OFFICE SUPERVISORY UNIT

AGREEMENT

By and Between

AITKIN COUNTY

AND

**LAW ENFORCEMENT LABOR SERVICES, LOCAL #504
(Sheriff's Office Supervisory Unit)**

PREAMBLE

Aitkin County, hereinafter referred to as the "Employer" and Law Enforcement Labor Services, Local 504, representing employees in those classifications covered by this Agreement, hereinafter referred to as the "Union", agree to the following provisions covering wages, hours and working conditions during the period of this Agreement. This Agreement shall supersede and replace all previous agreements between the parties hereto.

TERMS AND RELATIONS

This Agreement is intended to secure proper employment terms and conditions of said Employer and to advance friendly relations between the Employer and the employees. Both the Employer and the employees agree to carry it out fairly.

ARTICLE 1. RECOGNITION

1.1 Law Enforcement Labor Services, Inc. shall be recognized as the sole and exclusive representative for the Supervisory Unit as set forth in the Certification of Exclusive Representative, Case No. 22PRE0935 dated December 28, 2021 by the Bureau of Mediation Services, State of Minnesota, to with:

All essential supervisory employees employed by the Aitkin County Sheriff's Department, Aitkin, Minnesota, who are public employees within the meaning of Minn. Stat. §179A.03, subd. 14, excluding confidential and all other employees.

1.2 REPRESENTATION. The Union shall be the sole representative of all classifications of employees covered by this Agreement in collective bargaining with the Employer, and there shall be no discrimination against any employee because of non-Union affiliation.

1.3 CHECKOFF. In recognition of the Union as the exclusive representative, the Employer shall deduct from the pay of all employees an amount sufficient to provide payment of initiation fees and dues established by the Union from the wages of all employees who expressly authorize, in writing, such a deduction. The Employer shall remit such deduction to the appropriate designated representative of Law Enforcement Labor Services, Inc.

The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this section.

- 1.4 TIME OFF. The Employer agrees to grant reasonable and necessary time off, without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention or serve in any capacity or other Official Union business, provided one (1) week's written notice is given to the Sheriff by the Union, specifying length of time off. The Union agrees that in making its request for time off for Union activities, due consideration shall be given to the number of individuals affected in order that there shall be no disruption of the Employer's operations due to lack of available employees.

The Employer will not pay any employee to come in on their scheduled time or day(s) off for negotiations, but when on-duty, the Employer will permit the Union's Negotiating Committee, comprised of up to two members of the bargaining unit, to appear at all negotiation meetings with the Employer without the loss of pay.

ARTICLE 2. VESTED RIGHT OF MANAGEMENT

The right to employ, transfer, direct and discipline employees and the management of the property and equipment of the Aitkin County is reserved and shall be vested exclusively in the County Board, including the sole authority of the County Board to define "cause" for management action. The County Board through authority vested through the Minnesota State Statutes shall have the right to determine how many individuals will be employed or retained together with the right to exercise full control and discipline in the proper conduct of its operation. The Aitkin County Board shall have the sole right to contract for any work it chooses, and direct employees to perform such work wherever located in its jurisdiction. The County Board shall have the exclusive right to determine the hours of employment and the length of the work week and to make changes in the detail of the employment of the various employees from time to time as is deemed necessary for the efficient operation of the Sheriff's Department, and the Union and the members agree to cooperate with the County Board in all respects to promote the efficient operation of the Sheriff's Department. The Union will be notified by the County Board of any said changes or adjustments. The provisions of this Article are subject to the procedural rights of the employees as set forth in the other Articles contained in this Agreement.

ARTICLE 3. EMPLOYMENT STATUS

A regular employee is hereby defined as a person hired to fill a full-time permanent position.

ARTICLE 4. PROBATION

- 4.1 PROBATION. All employees newly hired in a position covered by this Agreement, except the position of Undersheriff, shall serve a one (1) year probationary period of continuous service. During such probationary period they shall be subject to dismissal for any reason without recourse to the grievance procedure.

Employees who have completed their probationary period as outlined for the Deputy/Jailer Dispatcher Bargaining Unit shall be entitled to immediate coverages for all benefits upon transfer to a position within the Supervisory Unit.

- 4.2 TRANSFER OF EMPLOYEES FROM LICENSED ESSENTIAL UNIT. Any employee who is appointed to the position of Undersheriff shall be on a leave of absence from the Licensed Essential Unit without pay for up to ten (10) years. All accrued vacation, personal leave, and sick leave shall carry forward with them to the Supervisory Unit. Their bargaining unit seniority shall be tolled (frozen) and remain with the Licensed Essential Unit until the Undersheriff returns to the Licensed Essential Unit.
- 4.3 TERMINATION OF APPOINTMENT – UNDERSHERIFF. The Undersheriff serves in a unique position of trust and in a confidential relationship with the Sheriff. The parties therefore agree that the Sheriff may terminate the appointment of the Undersheriff at any time, upon written notice and without cause. The parties further agree that termination of the appointment of the Undersheriff is not and shall not be construed as disciplinary action, and said termination of appointment is not subject to the grievance procedure of this Agreement. Upon termination of appointment, the Undersheriff may elect to return to the previous position held in an Aitkin County non-supervisory bargaining unit as outlined in Article 4.2 above, provided he/she holds more seniority in that bargaining unit than the least senior employee in the applicable job class. Termination from employment with Aitkin County is subject to the Grievance Procedure.

ARTICLE 5. EXPENSES/LOSS OR DAMAGE

- 5.1 EXPENSES. In accordance with the established policy of the County of Aitkin on presentation of expense report with receipts, all employees, when away from their homes overnight because of their duty, or outside the County, shall be reimbursed for food and lodging expenses during their absence.
- 5.2 LOSS OR DAMAGE. Employees shall not be charged for loss or damage to equipment unless clear proof of negligence is shown. This Article is not to be construed as applying to charging for normal usage or wear and tear on equipment.

ARTICLE 6. UNIFORMS AND POST LICENSE

The County agrees to supply to all regular full-time employees, three (3) winter and three (3) summer uniforms. Replacements will be furnished when needed.

The Employer shall contribute 100% of the cost of the license fee required by the Minnesota Peace Officer Standards and Training Board (POST) when licensure is required by the Employer.

ARTICLE 7. MEDICAL EXAMINATIONS

Physical, mental or other examinations required by the Employer shall be promptly complied with by all employees, provided, however, the Employer shall pay for all such examinations. Examinations not to exceed one (1) in any one (1) year, unless the employee has suffered serious injury or illness during the year. Employees shall receive their regular compensation and shall not be deducted pay for time spent during an examination required by the Employer. If the employee disagrees with the results of the medial examination required by the Employer, the employee may be examined by a doctor chosen by the employee or the Union. The Employer shall not be required to pay for said examination. Any further examinations shall only be done in accordance with disability law.

ARTICLE 8. WORK HOURS

The Sheriff's Department maintains the facilities on a twenty-four (24) hour a day basis. Supervisory personnel may be required to respond on a twenty-four (24) hour a day basis. The normal work week is forty (40) hours. However, it is expected that employees will provide service necessary to carry out the functions of the position. This includes weekends and nights as required.

ARTICLE 9. PAY PERIOD

All employees covered by this Agreement shall be paid bi-weekly on Friday for work performed during the previous pay period. If a holiday falls on Friday, pay day will be the last workday before the holiday. Each employee shall be provided with a statement of gross earnings and an itemized statement of all deductions made for any purpose.

ARTICLE 10. LEAVES OF ABSENCE

- 10.1 FAMILY AND MEDICAL LEAVE. Eligible employees will be granted FMLA in accordance with legal mandates and County policy.
- 10.2 LEAVE OF ABSENCE. Any employee desiring leave of absence from his or her employment shall secure written permission from the County Administrator. Except as required by law, the maximum leave of absence shall be two (2) thirty (30) day periods and may be extended for like periods upon approval of the County Administrator. During the period of absence, the employee shall not engage in gainful employment. An employee who engages in gainful employment while on a leave of absence shall be deemed to have voluntarily quit employment with Aitkin County. The employee must make suitable arrangements for continuation of health insurance, union dues, and other benefit payments before the leave may be approved by the Employer.
- 10.3 PERSONAL LEAVE. Full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to thirty-six (36) hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death.

10.4 BEREAVEMENT LEAVE. Full-time (probationary and non-probationary) employees will be allowed a maximum of three (3) days (24 hours) leave without loss of pay when a death occurs in an employee's family, which shall be construed in this section to mean spouse, life partner, child, stepchild, parent, stepparent, sibling, step sibling, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Two (2) additional days (16 hours) may be allowed when extensive travel is necessary (greater than 250 miles one way), subject to the approval of the Employer. Additional time, if needed, may be allowed by the Employer, but such additional time in excess of the five (5) days (40 hours) provided above shall be charged against the employee's sick leave.

ARTICLE 11. HOLIDAYS

All regular full-time employees (probationary and non-probationary) shall be entitled to eight (8) hours of holiday pay for the following holidays:

New Year's Day	Labor Day
Presidents Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Fourth of July	Christmas Day

When any of the above-named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the preceding Friday.

Employees shall be entitled to four (4) hours of holiday pay for Christmas Eve only in the years when the holiday falls on a Monday through Thursday. If Christmas Eve falls on a Friday, Saturday or Sunday there is no holiday pay provided.

ARTICLE 12. VACATIONS

12.1 Regular full-time employees shall be granted vacation based on length of County employment as follows:

<u>Completed Years of Service</u>	<u>Rate of Accumulation of Vacation Days Per Month of Work</u>	<u>Working Days Employee May Earn as Vacation Per Year</u>
0-3	1.0	12
3-5	1.25	15
5-10	1.50	18
10-15	1.75	21
15+	2.0	24

Upon termination of employment, permanent employees shall be paid for any accumulated vacation credits, unless the employee is terminated for just cause.

- 12.2 MAXIMUM ACCRUAL. Employees are expected to use their accumulated vacation within the year of accrual. Vacation leave may be accumulated up to a maximum of 280 hours. Vacation hours over 280 hour maximum shall be forfeited as accumulated on a monthly basis until such time as the employee is below the 280 hour maximum.
- 12.3 VACATION CASH OUT. Employees who have used at least twelve (12) vacation days in the previous twelve (12) month period may elect pay in lieu of accumulated vacation hours, for up to ten (10) days once in any calendar year.

ARTICLE 13. SICK LEAVE BENEFITS/CARE OF RELATIVES

Full-time (probationary and non-probationary) employees are allowed to accumulate sick leave at the rate of eight (8) hours per month of continuous employment. Employees are allowed to accumulate up to a maximum of 960 hours (120 working days) of sick leave. Upon separation, employees shall not be paid for any unused sick leave.

Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as; spouse, child, stepchild, adult child, parent, stepparent, mother-in-law, father-in-law, or grandchild. The County Sheriff or designee, at his/her discretion, may require a doctor's certificate showing the nature of an injury or illness.

Sick leave may be used because of illness or injury of the employee's sibling or grandparent as well. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

The County may require a doctor's certificate for the need of an employee's absence.

Employees who have completed their probationary period as outlined for the Deputy/Jailer Bargaining Unit shall be entitled to immediate coverages for all sick leave benefits upon transfer to a position within the Supervisory Unit.

ARTICLE 14. RETIREMENT

The parties agree and understand that PERA retirement benefits are governed by Minnesota statutes.

ARTICLE 15. INSURANCE AND BONDS

- 15.1 GROUP HEALTH INSURANCE. The Employer agrees to offer a Group Health Insurance plan equivalent to existing coverage, subject to the provisions of this Article and limitations, benefit and conditions established by the contract with the insurance carrier.

The aggregate value of benefits provided by the group health insurance contract for employees covered by this collective bargaining agreement shall not be reduced, unless the employer and union agree to a reduction in benefits.

In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

The Employer shall contribute on behalf of eligible permanent and probationary employees working thirty (30) or more hours per week as follows:

HSA Compatible Plan	Employer's Share of the Premium per month	Employee's Share of the Premium per month
Single	\$618.10 per month for 2021. \$675.74 per month for 2022 \$To be determined for 2023	\$0/month for 2021. \$0/month for 2022. \$0/month for 2023.
Single + 1	\$1,211.04 per month for 2021. \$1,293.52 per month for 2022 \$ To be determined for 2023	\$190.00/month for 2021. \$260.00/month for 2022. \$310.00/month for 2023. ***
Family	\$1,441.38 per month for 2021. \$1,529.80 per month for 2022 \$ To be determined for 2023	\$360.00/month for 2021. \$410.00/month for 2022. \$460.00/month for 2023. ***

***For 2023, the employer and employee will split the premium increase 50:50, not to exceed the numbers above.

The Employer's contribution shall not exceed the cost of the premium.

The employer may offer a waiver plan by county policy.

The employee may "buy up" to available higher cost plans by paying the premium difference. However, note, there is no employer HSA contribution offered on the higher cost plans.

Effective June 1, 2021, the Employer shall make a contribution to each eligible employee's HSA account, pro-rated by pay period [over 24 pay periods per calendar year], as follows:

Single	\$2,260 per year, pro-rated by pay period
Single + 1	\$3,260 per year, pro-rated by pay period
Family	\$3,260 per year, pro-rated by pay period

Eligible employees will receive a pro-rated HSA contribution for all pay periods in which the employee is in a compensated payroll status or on FMLA.

The Employer shall be obligated to make only one (1) HSA account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

15.2 LIABILITY INSURANCE. The County of Aitkin agrees to furnish, at no cost to the employee, liability insurance to protect officers in amounts equal to the County's statutory liability for claims where the County has a duty of indemnification pursuant to Minnesota Statute Section §466.07.

15.3 LIFE INSURANCE. The County Board agrees to provide and pay for a life insurance policy of \$25,000.00 for all employees and to provide life insurance coverage in the amount of \$15,000.00 for their spouses and dependents to age 26, subject to carrier restrictions.

15.4 BONDS AND PREMIUMS. Should the Employer require any employee to give bond, cash bond shall not be compulsory, and any standard premium involved shall be paid by the Employer. The primary obligation to procure the bond shall be on the Employer. If the Employer cannot arrange for a bond within ninety (90) days, he must notify the employee in writing. Failure to so notify shall relieve the employee of the bonding requirement.

If the proper notice is given, the employee shall be allowed thirty (30) days from the date of such notice to make his/her bonding requirements. Standard premiums only on said bond to be paid by the Employer. The standard premium shall be that premium paid by the Employer for bonds applicable to all other of its employees in similar classifications. Any excess premium to be paid by the employee.

15.5 LONG TERM DISABILITY. The Employer shall provide Long Term Disability Insurance reimbursement for full-time permanent employees in accordance with the Personnel Policy. Part-time employees are not eligible for LTD.

Full-time permanent employees shall have the option to purchase other voluntary benefits as offered by the Employer at the employee's cost in accordance with the terms of the policy between the Employer and insurance carrier.

ARTICLE 16. INDIVIDUAL AGREEMENT

The Employer agrees not to enter into any contract or agreement with any employees, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement.

ARTICLE 17. GRIEVANCE PROCEDURE

17.1 Crucial to the cooperative spirit with which this Agreement is made and in the sense of fairness and justice brought by the parties to the adjudicator of employee grievance, should an employee feel that their rights and privileges under this Agreement have been violated, they shall consult with their Union Steward. The Steward shall arrange for a Step 1 grievance meeting. Discharges shall be handled as specified in Article 19, except as

provided in Article 4 of this Agreement. Any such dispute, complaint or grievance shall be deemed to have been waived if not presented in writing by the aggrieved employee within fourteen (14) calendar days following the known occurrence out of which the grievance arose or from the first date of which the grievance could reasonably be assumed to be known.

Any controversy arising out of the interpretation of, or adherence to, the terms and provisions of this Agreement shall be settled by the grievance procedure hereinafter set forth: Should a difference arise between the Employer and the Union or employees as to the meaning and application of the provisions of this Agreement or as to the compliance of either party with any of its obligations under this Agreement, or should there be any complaint or grievance by an employee, the Union or the Employer, an earnest effort shall be made to settle such differences immediately under the following procedure:

Step 1. Between the employee affected, Steward, and Human Resources Director.

Step 2. Should the Union feel that the reply of the Human Resources Director is unsatisfactory, the Union shall immediately submit the facts in writing to the County Administrator. The parties shall arrange for a meeting within five (5) calendar days for negotiation of the issue. If the parties desire, a representative of the Union and a representative of the Employer shall attend said meetings. If the issue remains unresolved it shall be submitted within ten (10) calendar days to arbitration in accordance with Step 3.

Step 3. Any dispute, difference or grievance relative to the interpretation of or adherence to the terms of this Agreement which has not been concluded through the above procedure within ten (10) calendar days after reduction in writing in the manner hereinabove provided, the matter may be referred by either party within five (5) calendar days to arbitration. For grievance matters involving written disciplinary action, discharge, or termination, the assignment of an arbitrator shall be consistent with Minnesota Statute §626.892. For all other grievances, a neutral arbitrator may be mutually agreed upon by the representatives of the parties. Should the representatives of the Union and the Employer fail to agree upon a neutral arbitrator within five (5) additional calendar days, the neutral arbitrator shall be appointed as follows:

- 17.2 ARBITRATOR'S AUTHORITY. The Commissioner of the Minnesota Bureau of Mediation Services shall be called upon to submit a panel of seven (7) neutral arbitrators. After said panel has been submitted to the parties by the Bureau of Mediation Services, the Neutral arbitrator shall be selected by striking six (6) names. The first strike to be determined by drawing lots, the seventh remaining name shall be the neutral arbitrator. The decision of the arbitrator shall be final and binding on the Union, the Employer and any employee affected in a controversy so settled. If either party fails to abide by the decision of the arbitrator, the parties will then be allowed to use whatever legal recourse they deem necessary. The Union and the Employer shall share equally any cost for the arbitrator. The arbitrator shall not add to, subtract from, or vary the terms of this Agreement. The arbitrator shall only determine issues submitted in writing. All decisions must be rendered in

accordance with the language of this Agreement or written interpretation pertaining thereto signed by the parties to this Agreement or their representatives.

- 17.3 WAIVER. If a grievance is not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and Union in each step.
- 17.4 CHOICE OF REMEMDY. If as a result of the written Employer response in Step 2 the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 3 of this grievance procedure or to another procedure such as Veterans Preference or Fair Employment. If appealed to any procedure other than Step 3, the grievance shall not be subject to the arbitration procedure provided in Step 3. The aggrieved employee shall indicate in writing which procedure is to be used – Step 3 of this grievance procedure or an alternative procedure. The election set forth above shall not apply to claims subject to the jurisdiction of the United States Equal Employment Opportunity Commission unless allowed by law.

ARTICLE 18. DISCIPLINE

- 18.1 Disciplinary action, including oral reprimand, written reprimand, suspension without pay, demotion, or discharge, may be imposed upon an employee for just cause. Any disciplinary action imposed may be processed as a grievance through the grievance procedure outlined in Article 11. Oral reprimands may not be processed beyond Step 3 of the grievance procedure.
- 18.2 Employees have a right to make a clear request for union representation before or during an investigatory interview if the discussion could in any way lead to their being disciplined or terminated.

ARTICLE 19. DISCHARGE AND LOUDERMILL HEARING

This Article 19 shall pertain to discharge cases only, except as provided in Article 4 of this Agreement.

- 19.1 An action to discharge an employee shall be taken by the appointing authority only after a Loudermill Hearing has been held between the designated Union representative and employee, and the County Administrator, or the Employee has waived their Loudermill rights. The employee and the Union shall be given written notice of the charges against the employee, a detailed summary of the underlying investigation, if any, and of the Loudermill Hearing date and time at least ten (10) calendar days prior to the meeting. The Union and the employee shall be present at the meeting, and the Union shall present

information relevant to the proposed discharge and may present witnesses and evidence. The Sheriff and/or Human Resources Director shall have the right to present information, witnesses and evidence at the meeting. This meeting shall be in lieu of Step 1 of the Grievance Procedure set forth in Article 17 of this Agreement.

- 19.2 In the event the appointing authority proceeds to discharge, then a grievance relating to discharge shall be filed at Step 2 of the Grievance Procedure within ten (10) working days of the date of the discharge action.

ARTICLE 20. SAVINGS AND SEPARABILITY CLAUSE

If any Articles or Section of this Agreement or any riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, or if any Article, Section or rider is contrary to a state or federal administrative ruling or in violation of state or federal legislation or administrative regulations, the remainder of this contract and any rider thereto, or the application of such Article or Section to persons or circumstances other than those to which it had been held invalid or to which compliance with or enforcement of has been restrained, shall not be affected thereby.

In the event that any Article or Section of this Agreement is held invalid or enforcement of or compliance with which has been restrained, as set forth, the parties affected thereby shall enter into immediate Collective Bargaining negotiations, upon the request of the Union or the County, for the purpose of arriving at a mutually satisfactory replacement, pertaining to the same subject matter for such Article or Section during the period of invalidity or restraint.

ARTICLE 21. WAGES

- 21.1 **Effective January 1, 2021**, employees covered by this Agreement shall be paid in accordance with Appendix A.

1/1/2021 One-half percent (1/2%) general adjustment. Employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on January 1, 2021.

1/1/2021 One-time lump sum payment of \$354.23 per employee.

In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

Effective January 1, 2022, employees covered by this Agreement shall be paid in accordance with Appendix A. Employees whose wage is below the maximum of the appropriate pay range will receive 5% within range movement, not to exceed the maximum.

Effective July 1, 2022 (no retroactivity), employees covered by this Agreement shall be paid in accordance with Appendix A. Employees whose wage is below the maximum of the appropriate pay range will receive a \$0.50 per hour (or equivalent for salaried staff) within range movement, not to exceed the maximum.

Effective January 1, 2023, employees covered by this Agreement shall be paid in accordance with Appendix A. Employees whose wage is below the maximum of the appropriate pay range will receive 5% within range movement, not to exceed the maximum.

Employees will remain on the Open Range Scale through December 31, 2023 at which point the Union may elect to convert to the pay schedule attached as Appendix B. No Employee shall move to a lesser rate of pay if the Open Range Scale is not retained after December 31, 2023.

Effective January 1, 2024, adjustments to the Minimum and Maximum pay on the Open Range Scale shall be negotiated between the Employer and the Union.

- 21.2 While on the Open Range Scale, employees whose wage is below the maximum of the appropriate pay range will receive a minimum of 2% within range movement, not to exceed the maximum, on January 1, along with any other negotiated increase. This guaranteed minimum of 2% within range movement does not apply during years when the State of Minnesota imposes levy limits on counties. When levy limits apply, this Section 21.2 shall be reopened for negotiation. If the Open Range Scale is eliminated, this Section 21.2 shall become null and void.
- 21.3 The Employer does not consider the Open Range Scale to include any elements of pay for performance. If the employer desires to move to a pay for performance system in the future it must be negotiated with the Union. There is no guarantee that the Union will agree to a pay for performance system.
- 21.4 All employees shall remain at their rate of pay at the expiration date of this Agreement until a new Agreement is executed by the parties.
- 21.5 Overtime Hours. Overtime compensation will be based on status under the Fair Labor Standards Act. All non-exempt employees who are assigned by the Employer to work in excess of forty (40) hours in a work week shall be compensated for such overtime hours at the rate of one and one-half (1 ½) times the regular straight time rate of pay.
- 21.6 Termination. Employees who terminate employment prior to the date of County Board approval of this Agreement shall not be eligible for retroactive wage adjustments.
- 21.7 An employee who is promoted to a higher paid classification shall be placed on the step that results in at least a \$0.25 per hour increase (or \$520/year increase for full-time salaried/FLSA exempt positions). Thereafter, the employee would receive increases as provided for by the Agreement.

21.8 An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase (or \$1,560/year increase for full-time salaried/FLSA exempt positions).

ARTICLE 22. MSRS HCSP

22.1 All employees (probationary and non-probationary) will contribute the following amount to the MSRS HCSP: \$75.00 per paycheck.

22.2 *This section applies only to employees who were hired on or before April 1, 2008, after completion of ten (10) years continuous service, and who were eligible for severance pay under either the Licensed Essential bargaining agreement or the Non-Licensed Essential bargaining agreement prior to promotion to this Law Enforcement Labor Services Supervisory unit:* For employees who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA, the County will deposit 100% of the employee's severance pay and accrued but unused vacation into a MSRS HCSP account upon retirement or resignation in good standing.

ARTICLE 23. INDEMNIFICATION

Should future amendment to Minn. Stat. §471.44 or §466.07 impact employees' terms and conditions of employment, the Union or Employer may elect to re-open the Labor Agreement to meet and negotiate.

ARTICLE 24. EXPIRATION

The period of this Agreement shall be from the 1st day of January, 2021, until the 31st day of December, 2023, and shall continue in full force and effect from year to year thereafter, unless written notice of intention to terminate or modify this Agreement is given by either party to the other party sixty (60) days prior to the date of expiration or any anniversary thereof. Such notice may be delivered personally or by certified mail and if by mail, the notice must be received sixty (60) days prior to the expiration or anniversary date thereof. If the notice is to terminate, this Agreement shall then terminate on the anniversary date next following. If the notice is to change or modify, such notice shall specify the changes or modifications demanded.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 14th day of June, 2022.

AITKIN COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
County Administrator

By: _____
Human Resources Director

LAW ENFORCEMENT LABOR SERVICES, LOCAL # 504

By: _____
Secretary-Treasurer, Local No. 504

By: _____
President, Local No. 504

By: _____
Business Agent

Law Enforcement Labor Services Supervisory Unit
January 1, 2021

Undersheriff, Grade 15

Jail Administrator, Grade 14

Assistant Jail Administrator, Grade 10

Dispatch Supervisor / Co-Jail Program Coordinator, Grade 9

STS Coordinator / Co-Jail Program Coordinator, Grade 7

APPENDIX A Wage Schedules

MODIFIED UNIFORM WAGE SCALE, JANUARY 1, 2021																One-half percent (0.5%) General Adjustment 1/1/2021
Grade	Minimum	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O	
20	\$ 43.97	\$ 45.27	\$ 46.61	\$ 47.99	\$ 49.41	\$ 50.87	\$ 52.37	\$ 53.92	\$ 55.52	\$ 57.17	\$ 58.86	\$ 60.61	\$ 62.40	\$ 63.73	\$ 65.64	
19	\$ 42.35	\$ 43.60	\$ 44.89	\$ 46.21	\$ 47.58	\$ 48.99	\$ 50.44	\$ 51.93	\$ 53.47	\$ 55.05	\$ 56.68	\$ 58.36	\$ 60.09	\$ 61.36	\$ 63.20	
18	\$ 40.73	\$ 41.93	\$ 43.16	\$ 44.44	\$ 45.75	\$ 47.10	\$ 48.50	\$ 49.93	\$ 51.41	\$ 52.93	\$ 54.50	\$ 56.11	\$ 57.78	\$ 59.00	\$ 60.77	
17	\$ 39.10	\$ 40.26	\$ 41.44	\$ 42.67	\$ 43.92	\$ 45.22	\$ 46.56	\$ 47.93	\$ 49.35	\$ 50.81	\$ 52.32	\$ 53.87	\$ 55.46	\$ 56.63	\$ 58.33	
16	\$ 37.48	\$ 38.58	\$ 39.72	\$ 40.89	\$ 42.10	\$ 43.34	\$ 44.62	\$ 45.94	\$ 47.30	\$ 48.69	\$ 50.13	\$ 51.62	\$ 53.15	\$ 54.27	\$ 55.90	
15	\$ 35.86	\$ 36.91	\$ 38.00	\$ 39.12	\$ 40.27	\$ 41.46	\$ 42.68	\$ 43.94	\$ 45.24	\$ 46.58	\$ 47.95	\$ 49.37	\$ 50.83	\$ 51.91	\$ 53.46	
14	\$ 34.23	\$ 35.24	\$ 36.28	\$ 37.34	\$ 38.44	\$ 39.58	\$ 40.74	\$ 41.94	\$ 43.18	\$ 44.46	\$ 45.77	\$ 47.12	\$ 48.52	\$ 49.54	\$ 51.03	
13	\$ 32.61	\$ 33.57	\$ 34.55	\$ 35.57	\$ 36.62	\$ 37.69	\$ 38.80	\$ 39.95	\$ 41.13	\$ 42.34	\$ 43.59	\$ 44.88	\$ 46.20	\$ 47.18	\$ 48.59	
12	\$ 30.99	\$ 31.90	\$ 32.83	\$ 33.80	\$ 34.79	\$ 35.81	\$ 36.87	\$ 37.95	\$ 39.07	\$ 40.22	\$ 41.41	\$ 42.63	\$ 43.89	\$ 44.81	\$ 46.16	
11	\$ 29.36	\$ 30.22	\$ 31.11	\$ 32.02	\$ 32.96	\$ 33.93	\$ 34.93	\$ 35.96	\$ 37.01	\$ 38.10	\$ 39.23	\$ 40.38	\$ 41.57	\$ 42.45	\$ 43.72	
10	\$ 27.74	\$ 28.55	\$ 29.39	\$ 30.25	\$ 31.14	\$ 32.05	\$ 32.99	\$ 33.96	\$ 34.96	\$ 35.99	\$ 37.04	\$ 38.14	\$ 39.26	\$ 40.09	\$ 41.29	
9	\$ 26.12	\$ 26.88	\$ 27.66	\$ 28.47	\$ 29.31	\$ 30.17	\$ 31.05	\$ 31.96	\$ 32.90	\$ 33.87	\$ 34.86	\$ 35.89	\$ 36.94	\$ 37.72	\$ 38.85	
8	\$ 24.49	\$ 25.21	\$ 25.94	\$ 26.70	\$ 27.48	\$ 28.28	\$ 29.11	\$ 29.97	\$ 30.84	\$ 31.75	\$ 32.68	\$ 33.64	\$ 34.63	\$ 35.36	\$ 36.42	
7	\$ 22.87	\$ 23.53	\$ 24.22	\$ 24.93	\$ 25.65	\$ 26.40	\$ 27.17	\$ 27.97	\$ 28.79	\$ 29.63	\$ 30.50	\$ 31.39	\$ 32.32	\$ 32.99	\$ 33.98	
6	\$ 21.25	\$ 21.86	\$ 22.50	\$ 23.15	\$ 23.83	\$ 24.52	\$ 25.24	\$ 25.97	\$ 26.73	\$ 27.51	\$ 28.32	\$ 29.15	\$ 30.00	\$ 30.63	\$ 31.55	
5	\$ 19.62	\$ 20.19	\$ 20.78	\$ 21.38	\$ 22.00	\$ 22.64	\$ 23.30	\$ 23.98	\$ 24.67	\$ 25.39	\$ 26.14	\$ 26.90	\$ 27.69	\$ 28.26	\$ 29.11	
4	\$ 18.00	\$ 18.52	\$ 19.05	\$ 19.60	\$ 20.17	\$ 20.76	\$ 21.36	\$ 21.98	\$ 22.62	\$ 23.28	\$ 23.95	\$ 24.65	\$ 25.37	\$ 25.90	\$ 26.68	
3	\$ 16.38	\$ 16.85	\$ 17.33	\$ 17.83	\$ 18.35	\$ 18.88	\$ 19.42	\$ 19.98	\$ 20.56	\$ 21.16	\$ 21.77	\$ 22.41	\$ 23.06	\$ 23.54	\$ 24.24	
2	\$ 14.75	\$ 15.17	\$ 15.61	\$ 16.06	\$ 16.52	\$ 16.99	\$ 17.48	\$ 17.99	\$ 18.51	\$ 19.04	\$ 19.59	\$ 20.16	\$ 20.74	\$ 21.17	\$ 21.81	
1	\$ 13.13	\$ 13.50	\$ 13.89	\$ 14.28	\$ 14.69	\$ 15.11	\$ 15.54	\$ 15.99	\$ 16.45	\$ 16.92	\$ 17.41	\$ 17.91	\$ 18.43	\$ 18.81	\$ 19.37	

OPEN RANGE SCALE FOR JANUARY 1, 2022					OPEN RANGE SCALE FOR JULY 1, 2022				
Grade	MIN		MAX		Grade	MIN		MAX	
	FLSA Non-Exempt		FLSA Exempt			FLSA Non-Exempt		FLSA Exempt	
20	\$ 46.18	\$ 68.96	\$96,048.46	\$143,436.44	20	\$ 48.95	\$ 68.96	\$ 101,809.57	\$ 143,436.44
19	\$ 44.47	\$ 66.40	\$92,500.98	\$138,115.22	19	\$ 47.14	\$ 66.40	\$ 98,046.05	\$ 138,115.22
18	\$ 42.77	\$ 63.84	\$88,953.50	\$132,794.00	18	\$ 45.33	\$ 63.84	\$ 94,282.52	\$ 132,794.00
17	\$ 41.06	\$ 61.28	\$85,406.02	\$127,472.78	17	\$ 43.52	\$ 61.28	\$ 90,519.00	\$ 127,472.78
16	\$ 39.36	\$ 58.73	\$81,858.54	\$122,151.56	16	\$ 41.71	\$ 58.73	\$ 86,755.48	\$ 122,151.56
15	\$ 37.65	\$ 56.17	\$78,311.06	\$116,830.34	15	\$ 39.90	\$ 56.17	\$ 82,991.96	\$ 116,830.34
14	\$ 35.94	\$ 53.61	\$74,763.58	\$111,509.12	14	\$ 38.09	\$ 53.61	\$ 79,228.44	\$ 111,509.12
13	\$ 34.24	\$ 51.05	\$71,216.10	\$106,187.90	13	\$ 36.28	\$ 51.05	\$ 75,464.92	\$ 106,187.90
12	\$ 32.53	\$ 48.49	\$67,668.62	\$100,866.68	12	\$ 34.47	\$ 48.49	\$ 71,701.40	\$ 100,866.68
11	\$ 30.83	\$ 45.94	\$64,121.14	\$ 95,545.46	11	\$ 32.66	\$ 45.94	\$ 67,937.87	\$ 95,545.46
10	\$ 29.12	\$ 43.38	\$60,573.66	\$ 90,224.24	10	\$ 30.85	\$ 43.38	\$ 64,174.35	\$ 90,224.24
9	\$ 27.42	\$ 40.82	\$57,026.18	\$ 84,903.02	9	\$ 29.04	\$ 40.82	\$ 60,403.20	\$ 84,903.02
8	\$ 25.71	\$ 38.26	\$53,478.70	\$ 79,581.80	8	\$ 27.23	\$ 38.26	\$ 56,638.40	\$ 79,581.80
7	\$ 24.01	\$ 35.70	\$49,931.22	\$ 74,260.58	7	\$ 25.42	\$ 35.70	\$ 52,873.60	\$ 74,260.58
6	\$ 22.30	\$ 33.14	\$46,383.74	\$ 68,939.36	6	\$ 23.62	\$ 33.14	\$ 49,129.60	\$ 68,939.36
5	\$ 20.59	\$ 30.59	\$42,836.26	\$ 63,618.14	5	\$ 21.81	\$ 30.59	\$ 45,364.80	\$ 63,618.14
4	\$ 18.89	\$ 28.03	\$39,288.78	\$ 58,296.92	4	\$ 20.00	\$ 28.03	\$ 41,600.00	\$ 58,296.92
3	\$ 17.18	\$ 25.47	\$35,741.30	\$ 52,975.70	3	\$ 18.19	\$ 25.47	\$ 37,835.20	\$ 52,975.70
2	\$ 15.48	\$ 22.91	\$32,193.82	\$ 47,654.48	2	\$ 16.38	\$ 22.91	\$ 34,070.40	\$ 47,654.48
1	\$ 13.77	\$ 20.35	\$28,646.34	\$ 42,333.26	1	\$ 14.57	\$ 20.35	\$ 30,305.60	\$ 42,333.26

Appendix A continued on next page.

APPENDIX A, Continued
Wage Schedules

OPEN RANGE SCALE FOR JANUARY 1, 2023				
Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
20	\$ 50.90	\$ 70.34	\$ 105,881.95	\$ 146,305.16
19	\$ 49.02	\$ 67.73	\$ 101,967.89	\$ 140,877.52
18	\$ 47.14	\$ 65.12	\$ 98,053.83	\$ 135,449.88
17	\$ 45.26	\$ 62.51	\$ 94,139.76	\$ 130,022.23
16	\$ 43.38	\$ 59.90	\$ 90,225.70	\$ 124,594.59
15	\$ 41.50	\$ 57.29	\$ 86,311.64	\$ 119,166.94
14	\$ 39.61	\$ 54.68	\$ 82,397.58	\$ 113,739.30
13	\$ 37.73	\$ 52.07	\$ 78,483.51	\$ 108,311.65
12	\$ 35.85	\$ 49.46	\$ 74,569.45	\$ 102,884.01
11	\$ 33.97	\$ 46.85	\$ 70,655.39	\$ 97,456.37
10	\$ 32.09	\$ 44.24	\$ 66,741.33	\$ 92,028.72
9	\$ 30.20	\$ 41.64	\$ 62,819.33	\$ 86,601.08
8	\$ 28.32	\$ 39.03	\$ 58,903.94	\$ 81,173.43
7	\$ 26.44	\$ 36.42	\$ 54,988.54	\$ 75,745.79
6	\$ 24.56	\$ 33.81	\$ 51,094.78	\$ 70,318.15
5	\$ 22.68	\$ 31.20	\$ 47,179.39	\$ 64,890.50
4	\$ 20.80	\$ 28.59	\$ 43,264.00	\$ 59,462.86
3	\$ 18.92	\$ 25.98	\$ 39,348.61	\$ 54,035.21
2	\$ 17.04	\$ 23.37	\$ 35,433.22	\$ 48,607.57
1	\$ 15.15	\$ 20.76	\$ 31,517.82	\$ 43,179.92

APPENDIX B

Revert to Step Schedule

12/31/2023 OPEN RANGE SCALE CONVERTED TO STEP SCHEDULE

Grade	MIN														MAX
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
20	\$ 50.90	\$ 52.29	\$ 53.68	\$ 55.07	\$ 56.46	\$ 57.85	\$ 59.23	\$ 60.62	\$ 62.01	\$ 63.40	\$ 64.79	\$ 66.17	\$ 67.56	\$ 68.95	\$ 70.34
19	\$ 49.02	\$ 50.36	\$ 51.70	\$ 53.03	\$ 54.37	\$ 55.70	\$ 57.04	\$ 58.38	\$ 59.71	\$ 61.05	\$ 62.38	\$ 63.72	\$ 65.06	\$ 66.39	\$ 67.73
18	\$ 47.14	\$ 48.43	\$ 49.71	\$ 50.99	\$ 52.28	\$ 53.56	\$ 54.85	\$ 56.13	\$ 57.41	\$ 58.70	\$ 59.98	\$ 61.27	\$ 62.55	\$ 63.84	\$ 65.12
17	\$ 45.26	\$ 46.49	\$ 47.72	\$ 48.96	\$ 50.19	\$ 51.42	\$ 52.65	\$ 53.89	\$ 55.12	\$ 56.35	\$ 57.58	\$ 58.81	\$ 60.05	\$ 61.28	\$ 62.51
16	\$ 43.38	\$ 44.56	\$ 45.74	\$ 46.92	\$ 48.10	\$ 49.28	\$ 50.46	\$ 51.64	\$ 52.82	\$ 54.00	\$ 55.18	\$ 56.36	\$ 57.54	\$ 58.72	\$ 59.90
15	\$ 41.50	\$ 42.62	\$ 43.75	\$ 44.88	\$ 46.01	\$ 47.14	\$ 48.27	\$ 49.39	\$ 50.52	\$ 51.65	\$ 52.78	\$ 53.91	\$ 55.04	\$ 56.16	\$ 57.29
14	\$ 39.61	\$ 40.69	\$ 41.77	\$ 42.84	\$ 43.92	\$ 45.00	\$ 46.07	\$ 47.15	\$ 48.22	\$ 49.30	\$ 50.38	\$ 51.45	\$ 52.53	\$ 53.61	\$ 54.68
13	\$ 37.73	\$ 38.76	\$ 39.78	\$ 40.81	\$ 41.83	\$ 42.85	\$ 43.88	\$ 44.90	\$ 45.93	\$ 46.95	\$ 47.98	\$ 49.00	\$ 50.02	\$ 51.05	\$ 52.07
12	\$ 35.85	\$ 36.82	\$ 37.80	\$ 38.77	\$ 39.74	\$ 40.71	\$ 41.68	\$ 42.66	\$ 43.63	\$ 44.60	\$ 45.57	\$ 46.55	\$ 47.52	\$ 48.49	\$ 49.46
11	\$ 33.97	\$ 34.89	\$ 35.81	\$ 36.73	\$ 37.65	\$ 38.57	\$ 39.49	\$ 40.41	\$ 41.33	\$ 42.25	\$ 43.17	\$ 44.09	\$ 45.01	\$ 45.93	\$ 46.85
10	\$ 32.09	\$ 32.96	\$ 33.82	\$ 34.69	\$ 35.56	\$ 36.43	\$ 37.30	\$ 38.17	\$ 39.03	\$ 39.90	\$ 40.77	\$ 41.64	\$ 42.51	\$ 43.38	\$ 44.24
9	\$ 30.20	\$ 31.02	\$ 31.83	\$ 32.65	\$ 33.47	\$ 34.29	\$ 35.10	\$ 35.92	\$ 36.74	\$ 37.55	\$ 38.37	\$ 39.19	\$ 40.00	\$ 40.82	\$ 41.64
8	\$ 28.32	\$ 29.08	\$ 29.85	\$ 30.61	\$ 31.38	\$ 32.14	\$ 32.91	\$ 33.67	\$ 34.44	\$ 35.20	\$ 35.97	\$ 36.73	\$ 37.50	\$ 38.26	\$ 39.03
7	\$ 26.44	\$ 27.15	\$ 27.86	\$ 28.58	\$ 29.29	\$ 30.00	\$ 30.71	\$ 31.43	\$ 32.14	\$ 32.85	\$ 33.56	\$ 34.28	\$ 34.99	\$ 35.70	\$ 36.42
6	\$ 24.56	\$ 25.22	\$ 25.89	\$ 26.55	\$ 27.21	\$ 27.87	\$ 28.53	\$ 29.19	\$ 29.85	\$ 30.51	\$ 31.17	\$ 31.83	\$ 32.49	\$ 33.15	\$ 33.81
5	\$ 22.68	\$ 23.29	\$ 23.90	\$ 24.51	\$ 25.12	\$ 25.72	\$ 26.33	\$ 26.94	\$ 27.55	\$ 28.16	\$ 28.76	\$ 29.37	\$ 29.98	\$ 30.59	\$ 31.20
4	\$ 20.80	\$ 21.36	\$ 21.91	\$ 22.47	\$ 23.03	\$ 23.58	\$ 24.14	\$ 24.69	\$ 25.25	\$ 25.81	\$ 26.36	\$ 26.92	\$ 27.48	\$ 28.03	\$ 28.59
3	\$ 18.92	\$ 19.42	\$ 19.93	\$ 20.43	\$ 20.93	\$ 21.44	\$ 21.94	\$ 22.45	\$ 22.95	\$ 23.46	\$ 23.96	\$ 24.47	\$ 24.97	\$ 25.47	\$ 25.98
2	\$ 17.04	\$ 17.49	\$ 17.94	\$ 18.39	\$ 18.84	\$ 19.30	\$ 19.75	\$ 20.20	\$ 20.65	\$ 21.11	\$ 21.56	\$ 22.01	\$ 22.46	\$ 22.92	\$ 23.37
1	\$ 15.15	\$ 15.55	\$ 15.95	\$ 16.35	\$ 16.75	\$ 17.16	\$ 17.56	\$ 17.96	\$ 18.36	\$ 18.76	\$ 19.16	\$ 19.56	\$ 19.96	\$ 20.36	\$ 20.76

MEMORANDUM OF AGREEMENT (EARLY RETIREMENT INCENTIVE)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Law Enforcement Labor Services Local Union No. 504 (hereafter "Union").

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

WHEREAS, during negotiations for the 2021-2023 collective bargaining agreement, the parties discussed early retirement incentives; and

WHEREAS, the employer incorporated an early retirement incentive provision into the Aitkin County Personnel Policy manual in January 2019.

NOW, THEREFORE, the parties agree as follows:

1. Employees of this bargaining unit who meet the criteria defined in the Aitkin County Personnel Policy for participation in the early retirement incentive in 2022 and 2023 will have the opportunity to participate.
2. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this MOA to be executed this 14th day of June, 2022.

FOR LOCAL NO. 504:

FOR COUNTY OF AITKIN:

Secretary/Treasurer, Local No. 504

Chairperson,
Aitkin County Board of Commissioners

President, Local No. 504

County Administrator

Business Agent

Human Resources Director



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Administrator Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Brittany Searle	Department: Administration	
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 10
Summary of Issue:		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Board of County Commissioners Agenda Request

9

Agenda Item #

Requested Meeting Date:

Title of Item:

REGULAR AGENDA	Action Requested by: County Business
----------------	---

Committee	Freq.	Schedule	Current Board Representative
Association of MN Counties (AMC)			
Environmental & Natural Resources Policy			Commissioner Ann Marcotte
General Government			Commissioner Don Niemi
Health & Human Services			HHS Director Cynthia Bennett
Public Safety Committee			Commissioner Laurie Westerlund
Transportation Policy			Commissioner Brian Napstad
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Npstad
Aitkin County CARE Board	Monthly	3rd Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-Monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8-9x yearly	3rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-Monthly	3rd Wednesday	Westerlund, Niemi (Alt)
Arrowhead Regional Development Council	Quarterly	3rd Thursday	Niemi, Westerlund (Alt)
ATV Committee	Monthly		Napstad and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Napstad, Marcotte (Alt)
Budget Committee	Most Months	1st Tuesday	Marcotte and Napstad
East Central Regional Library Board	Monthly	2nd Monday	Niemi, Napstad (Alt)
Economic Development	Monthly	1st Wednesday	Napstad and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x Year	Monday	Marcotte, Westerlund (Alt)
Facilities/Technology	As needed		Wedel and Westerlund
H&HS Advisory (Liaison)	Monthly except July	1st Thursday	Westerlund and Wedel
Historical Society	Monthly	4th Wednesday	Wedel
Joint Powers Natural Resource Board	Odd Months	4th Monday	Napstad
Lakes and Pines	Monthly	3rd Monday	Niemi, Marcotte (Alt)
Law Library	Quarterly	Set by Judget	Marcotte, Niemi (Alt)
McGregor Airport Commission	Monthly	Last Wednesday	Napstad
Mille Lacs Fisheries Input Group	8-10x Year		Westerlund
Mille Lacs Watershed	10x Year	3rd Monday	Westerlund, Niemi (Alt)
Mississippi Headwaters Board	Monthly	4th Friday	Marcotte, Napstad (Alt)
MN Rural Caucus	8x Year	Varies	Niemi, Westerlund (Alt)
Natural Resources Advisory Committee	8-10x Year	2nd Monday	Marcotte and Napstad
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Napstad, Engineer Welle, Niemi (Alt)
Northeast MN ECB	5-6x Year	4th Thursday	Napstad, Dan Guida (Alt)
Northeast Waste Advisory Committee	Quarterly	2nd Monday	Napstad, Westerlund (Alt)
Northern Counties Land use Coordinating Board	Monthly	1st Thursday	Marcotte, Napstad (Alt)
Ordinance	As needed		Napstad and Marcotte
Personnel/Insurance	As needed	2nd Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3rd Monday	Marcotte, Westerlund (Alt)
Rum 1W1P Policy Committee	Quarterly		Westerlund, Niemi (Alt)
Snake River Watershed	Monthly	4th Monday	Niemi, Napstad (Alt)
Snake River 1W1P Policy			Niemi, Napstad (Alt)
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly	2nd Thursday	Westerlund