



ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: January 2, 2024

Where: Government Center Board Room

The public is invited to join the meeting remotely by phone call:

Phone: 1-415-655-0001

Access Code: 2555 911 3996

Meeting Password: 7282

9:00 a.m.

1) J. Mark Wedel, County Board Chair

- A) Call to Order**
- B) Pledge of Allegiance**
- C) Approval of the Agenda**

9:05 a.m.

D) Citizens Public Comment- Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and finds answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-727 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 times will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.

A) Correspondence File-

December 19, 2023 - January 1, 2024

B) Approve County Board Minutes-

December 19, 2023

C) Approve County Board Minutes-

2024 Budget Hearing 12-12-23

3) ADJOURN 2023 Board

9:10 a.m.

4) Jessica Seibert – County Administrator

- A) Call to Order 2024 Board Meeting**
- B) Nomination for Board Chair and Vice Chair**

9:15 a.m.

5) Consent Agenda

A) Adopt Resolution-

License to Sell Tobacco Products - Mudflats Bar & Grill

B) Approve-

ESST Policy

C) Approve Electronic Funds Transfers

EFT through 12-25-23

D) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 12-14-23

E) Approve Manual Warrants/Voids/Corrections-

ELAN 12-07-23

F) Approve Commissioner's Vouchers

Commissioner Warrants 12-22-23

G) Approve-

Great River Energy Utility Easements

H) Approve-

Natural Resources Advisory Committee Appointments

I) Approve-

Adopt Updated Safety Policy and Emergency Action Plan for Employees

- 9:17 a.m.
- 6) Kathleen Ryan – Chief Financial Officer
A) Approve Statement of Work - CLA, SBITA Consulting
- 9:30 a.m.
- 7) Tara Snyder - County Recorder
A) Approve Arcasearch Contract
- 9:45 a.m.
- 8) Andrew Carlstrom – Environmental Services Director
A) First Reading - Amendment to Vacation Short Term Rentals - Discussion Only
- 9:55 a.m.
- 9) Jessica Seibert – County Administrator
A) Adopt Resolution - 2024 Board of Commissioners Meeting Procedures
B) Approve 2024 Board Meeting Schedule
C) Adopt Resolution - Designation of Official County Newspaper
D) Adopt Resolution - Minimum Commissioner Salary
E) Adopt Resolution - County Veteran Service Officer
F) Adopt Resolution - 2024 Committee Appointments
G) Administrator Updates
H) CARE Appropriation - Discussion Only
- 10:20 a.m.
- 10) Board of Commissioners
A) Commissioner Committee Updates
- ADJOURN



AITKIN COUNTY BOARD OF COMMISSIONERS

December 19, 2023

9:00 a.m.

Government Center Board Room

Regular Session Minutes

1.A **CALL TO ORDER**

Chair Wedel called the meeting to order at 9:00 a.m.

Attendee Name	Title	Status
J. Mark Wedel	District #1	Present
Laurie Westerlund	District #2	Present
Travis Leiviska	District #3	Present
Bret Sample	District #4	Present
Michael Kearney	District #5	Present
Jessica Seibert	County Administrator	Present
April Kellerman	Administrative Assistant	Present

1.B **PLEDGE OF ALLEGIANCE**

1.C **APPROVAL OF AGENDA**

Motion Approve the agenda, as amended.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Michael Kearney
	Added Item 7F

1.D **Health & Human Services (see separate HHS Agenda)**

1.E **Citizens Public Comment - None**

2 **CONSENT AGENDA**

Motion Approve the Consent Agenda.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Bret Sample

A) Correspondence File-

December 12, 2023 - December 18, 2023

B) Approve County Board Minutes-

December 12, 2023

C) Approve Electronic Funds Transfers

Total	\$243,374.88
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D) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 12-07-23

	General	State	Taxes	LLCC	Total
	\$1,406.85	\$89,558.76	\$1,526.32	\$41.45	\$92,533.38

E) Adopt Resolution-

LG220 Application for Exempt Gambling - Ducks Unlimited Garrison Wildlife

F) Adopt Resolution-

Reaffirm Change Funds

G) Adopt Resolution-

Electronic Funds Transfers

H) Adopt Resolution-

County Liquor Licenses 2024

I) Approve County Board Minutes-

COW 12-08-23

J) Approve Auditor Vouchers-

Sales/Use and Diesel Tax, November 2023

General	\$194.14	R&B	\$592.94	Trust	\$29.59	LLCC	\$141.71
Parks	\$49.48					Total	\$1,007.86

K) Approve Auditor Vouchers-

Property Tax Overpays 12-15-23

General	\$19.44	Taxes&Penalties	\$4,454.46			Total	\$4,473.90
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L) Adopt Resolution-

County On, Off and Sunday Sale Liquor License - Red Rock Bar & Grill

M) Adopt Resolution-

Appointment of Mail and Absentee Ballot Board

N) Approve-

Approve Job Re-evaluation (Child Support Specialist)

Regular Agenda

3A John Welle – County Engineer

Motion to:

Adopt Resolution - Award Contract 20241

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Michael Kearney
SECONDER:	Commissioner Bret Sample

3B John Welle – County Engineer

Motion to:

Adopt Resolution - Award Contract 20242

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Travis Leiviska

3C John Welle – County Engineer

Motion to:

Adopt Resolution - Award Contract 20243

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Michael Kearney
SECONDER:	Commissioner Travis Leiviska

4A Jim Bright – Facilities Coordinator

Motion to:

Approve Boiler/Chiller Replacement

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Travis Leiviska
SECONDER:	Commissioner Laurie Westerlund

5A Andrew Carlstrom – Environmental Services Director

Motion to:

Approve Expansion of McGregor Recycling Center

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Michael Kearney

6A Mike Dangers – County Assessor

Motion to:

Approve Individual Disaster Abatement and Credit - Parcel 24-1-085200

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Laurie Westerlund

7A Jessica Seibert – County Administrator

Motion to:

Adopt Resolution - 2024 Elected Officials Salaries

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Travis Leiviska

7B Jessica Seibert – County Administrator

Motion to:

Adopt Resolution - 2024 Commissioners Salaries

RESULT:	APPROVED (3 TO 2)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Travis Leiviska
	Roll Call Vote - Commissioner Sample & Commissioner Kearney voted No

7C Jessica Seibert – County Administrator

Motion to:

Approve 2024 Budget Resolutions

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Michael Kearney
SECONDER:	Commissioner Travis Leiviska
	2024 Budget

Approve 2024 Budget Resolutions

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Travis Leiviska
	2024 Levy

Approve 2024 Budget Resolutions

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Michael Kearney
	2024 Appropriations

Approve 2024 Budget Resolutions

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Travis Leiviska
	Fund Transfers 2024 Budget

Approve 2024 Budget Resolutions

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Michael Kearney
	2023 Reserve Funds

Approve 2024 Budget Resolutions

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Michael Kearney
	Fund Transfer to Long Lake Conservation Center

Approve 2024 Budget Resolutions

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Travis Leiviska
SECONDER:	Commissioner Laurie Westerlund
	Fund Transfer to Support Survey/GIS

Approve 2024 Budget Resolutions

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Michael Kearney
	2024 Boat & Water Safety Agreement Budget

Approve 2024 Budget Resolutions

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Travis Leiviska
	2024 ECRL Levy

Approve 2024 Budget Resolutions

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Michael Kearney
2024 Unorganized Townships

Approve 2024 Budget Resolutions

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Travis Leiviska
2024 ACSW and Snake River Watershed Appropriations

Approve 2024 Budget Resolutions

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska
2023 Ditch Fund Budgets

Approve 2024 Budget Resolutions

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Michael Kearney
2024 Non-Levy Budgets

Approve 2024 Budget Resolutions

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Laurie Westerlund
County Ditch and County Development Transfers

Approve 2024 Budget Resolutions

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Travis Leiviska
Unorganized Road & Bridge Transfers

7D Jessica Seibert – County Administrator

Motion to:

Approve 5-Year Capital Plan

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Travis Leiviska
SECONDER: Commissioner Laurie Westerlund

7E Jessica Seibert – County Administrator

Informational Only

Administrator Updates

MACA Executive Committee, Chat GPT

8A Board of Commissioners

Informational Only

Board of Commissioners Committees

Lakes & Pines, Planning Commission, Brainerd 1 Watershed 1 Plan

9A Jessica Seibert – County Administrator

Motion to Close Meeting Under MN Statute 13D.03 Subd.1(b) Labor Negotiations

Motion made at 11: 09 a.m.

MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska

Motion to Reopen Meeting

Motion made at 12:21 p.m.

MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Travis Leiviska

Motion to Adjourn

Motion made at 12:21 p.m.

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Travis Leiviska

Next Meeting: Tuesday, January 2, 2024

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

Jessica Seibert
County Administrator



2C

AITKIN COUNTY BOARD OF COMMISSIONERS

December 12, 2023

6:05 p.m.

Government Center Training Room

2024 Budget Hearing Minutes

1.A CALL TO ORDER

Chair Wedel called the meeting to order at 6:09 p.m.

Attendee Name	Title	Status
J. Mark Wedel	District #1	Present
Laurie Westerlund	District #2	Present
Travis Leiviska	District #3	Present
Bret Sample	District #4	Present
Michael Kearney	District #5	Present
Jessica Seibert	County Administrator	Present
April Kellerman	Administrative Assistant	Present

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda.

RESULT:	APPROVED (5 to 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Laurie Westerlund

2 2024 Budget Hearing

3 **Public Comment** William Smith, Shamrock Township, addressed the Board.

Motion to Adjourn

Motion made at 6:40 p.m.

RESULT:	APPROVED (5 to 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Bret Sample

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

4B
Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Nomination for Board Chair and Vice Chair

<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: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 minutes
Summary of Issue: 375.13 CHAIR The County Board, at it's first session in each year, shall elect from it's members a Chair and Vice Chair. The Chair shall preside at it's meetings and sign all documents requiring signature on it's behalf. The Chair's signature, attested by the clerk of the County Board, shall be binding as the signature of the Board. In case of the absence or incapacity of the Chair, the Vice-chair shall perform the Chair's duties. if the Chair or Vice-chair are absent from any meeting, all documents requiring the signature of the Board shall be signed by the majority of it and attested by the clerk. History: (663) RL s 429; 1937 c 165 s 1 ; 1978 c 743 s 15; 1982 c 435 s 2; 1984 c 629 s 2; 1986 c 444		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Elect Board Chair and Vice-Chair		
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>		



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Approve License to Sell Tobacco Products - Mudflats Bar & Grill, LLC

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor's Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: A new application for license to sell tobacco products for the period ending March 31, 2024 for Mudflats Bar & Grill, LLC, dba Mudflats Bar & Grill - 36569 State Highway 18, Aitkin, MN 56431 Town of Wealthwood.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to adopt resolution for approval of application for license to sell tobacco products for Mudflats Bar & Grill LLC, dba Mudflats Bar & Grill - 36569 State Highway 18, Aitkin, MN 56431 Town of Wealthwood.		
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.

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

ADOPTED January 2, 2024

By Commissioner: xxx

20240102-xxx

Approve License to Sell Tobacco Products - Mudflats Bar & Grill, LLC dba Mudflats Bar & Grill

WHEREAS, application approval is subject to the completion of all paperwork in full.

WHEREAS, license is valid upon approval through the period ending March 31, 2024.

NOW THEREFORE BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the application for license to sell tobacco products through the period ending March 31, 2024 to Mudflats Bar & Grill, LLC, dba Mudflats Bar & Grill - 36569 State Highway 18, Aitkin, MN 56431 Town of Wealthwood.

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

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}
COUNTY OF AITKIN}

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

Witness my hand and seal this 2nd day of January 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Approve ESST Policy

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

The Board adopted a draft ESST (Earned Sick and Safe Time) policy in early December. It has reviewed by Department Heads and finalized. A copy is attached. The department heads will continue to have discussions related to this policy and monitor ongoing ESST recommendations as this new law is implemented across the state. If any future changes are recommended, they will be brought to the Board for review and consideration.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Adopt final ESST policy. This ESST policy will be effective January 1, 2024.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No Please Explain:

**Aitkin County Personnel Policy, Supplemental Policy
Earned Sick and Safe Time (ESST) Policy
Effective January 1, 2024**

Section 1. Introduction and Accrual

Effective January 1, 2024, the employer will provide all employees (full-time, part-time, temporary, seasonal, substitute, and intermittent) who work 80 or more hours in a calendar year with up to 48 hours of paid sick and safe leave for care of themselves, their family members, or another designee as described in Section 4 below.

For purposes of this ESST policy and calculating 80 or more hours of “work” in a calendar year, all PTO, overtime hours worked, and holiday hours shall count as time “worked”. Comp time, personal leave, extended sick leave hours, workers’ compensation, PTO cash out time, and unpaid leaves of absence do not count as time “worked” for purposes of calculating 80 or more hours of “work” in a calendar year for purposes of this ESST policy.

A “year” is defined as a calendar year.

Eligible employees begin accruing ESST immediately upon their hire.

This ESST Policy does not apply to volunteers, independent contractors, or elected officials.

Under this new ESST law, eligible employees will accrue one hour of earned sick and safe time for every 30 hours worked, up to a maximum of 48 hours of earned sick and safe time in a calendar year.

Earned sick and safe time may be used in the smallest increment of time tracked by the employer's payroll system which is currently .001 hours, unless indicated otherwise by departmental recordkeeping systems in the Sheriff’s office and/or Highway department.

Note: The expanded benefits under this ESST policy, such as less restrictive notice requirements, expanded definition of “family member”, and any other provision that is less restrictive than other county and departmental policies only applies to ESST usage (i.e. the first 48 hours of accrued leave usage per calendar year, or up to 80 hours if any carryover applies).

Section 2. Designation / Advisory / ESST Carryover

A. Advisory for Full-time and Part-time Employees who work 80 or more hours in a Calendar Year

ESST is not a new bank of time. The employer already provides PTO and Personal Leave to full-time and part-time employees under the personnel policy or collective bargaining agreement(s). The first 48 hours of *PTO, Extended Sick Leave, and/or Personal Leave (hereinafter referred to as accrued time)* used per calendar year will be designated as ESST (or up to 80 hours if any carryover applies). If an employee chooses to use all of their available accrued time for reasons other than those outlined in this policy as ESST eligible hours, they will not be provided with additional ESST hours. Employees will **not** be provided with additional ESST hours once their available ESST hours have been exhausted.

Employees may use the first 48 hours of accrued time for the same purposes and under the same conditions as earned sick and safe time provides (or up to 80 hours if any carryover applies). Only the first 48 hours of accrued time qualify as ESST (or up to 80 hours if any carryover applies).

Employees may carryover any unused ESST from [calendar] year to year, up to a maximum of 80 hours ESST.

For purposes of accruing ESST, FLSA Exempt (salaried) employees are deemed to work 40 hours in each workweek, unless the employee's normal workweek is less than 40 hours, in which case they will accrue ESST based on their normal workweek.

B. Advisory for Temporary, Seasonal, Substitute, and Intermittent Employees who work 80 or more hours in a Calendar Year

The employer shall provide one hour of earned sick and safe time for every 30 hours worked, up to a maximum of 48 hours of earned sick and safe time in a calendar year. Employees will not be provided with additional ESST hours once their available ESST hours have been exhausted.

Employees may carryover any unused ESST from [calendar] year to year, up to a maximum of 80 hours ESST.

C. During years when carryover of unused ESST applies, ESST accruals shall not exceed 80 hours at any given time.

Section 3. ESST Eligible Use

Eligible employees may use accrued earned sick and safe time for:

(A) an employee's:(i) mental or physical illness, injury, or other health condition;(ii) need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or(iii) need for preventive medical or health care;

(B) care of a family member as defined in Section 4 below:(i) with a mental or physical illness, injury, or other health condition;(ii) who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or(iii) who needs preventive medical or health care;

(C) absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:(i) seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;(ii) obtain services from a victim services organization;(iii) obtain psychological or other counseling;(iv) seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or(v) seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking;

(D) closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency;

(E) the employee's inability to work or telework because the employee is:(i) prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness

related to a public emergency; or(ii) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis; and

(F) when it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease. For the purposes of this paragraph, a public emergency shall include a declared emergency as defined in MN Statutes §12.03 or a declared local emergency under MN Statutes §12.29.

An employee may use earned sick and safe time for all or part of a shift, depending on their need.

The employer shall not require, as a condition of an employee using ESST, that the employee seek or find a replacement worker to cover the hours the employee uses as earned sick and safe time.

Section 4. Definition of "Family Member"

For the purpose of this ESST Policy, "Family Member" means:

(A) an employee's:(i) child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;(ii) spouse or registered domestic partner;(iii) sibling, stepsibling, or foster sibling;(iv) biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;(v) grandchild, foster grandchild, or step-grandchild;(vi) grandparent or step-grandparent;(vii) a child of a sibling of the employee;(viii) a sibling of the parents of the employee; or(ix) a child-in-law or sibling-in-law;

(B) any of the family members listed in clause (1) of a spouse or registered domestic partner;

(C) any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and

(D) up to one individual annually designated by the employee. *It is the employee's responsibility to notify HR in writing by January 10th of each year who this one individual shall be designated as. The employee's initial designation will carry over from year to year unless amended in writing by January 10th of each year. Send written designation to: HR@co.aitkin.mn.us or Aitkin County HR, Government Center, 307 2nd St NW, Room 312, Aitkin, MN 56431.*

Note: This expanded definition of "family member" only applies to ESST usage (i.e. the first 48 hours of accrued leave usage per calendar year, or up to 80 hours if any carryover applies).

Section 5. Other Relevant Definitions

"Domestic abuse" has the meaning given in section 51801.

"Health care professional" means any person licensed, certified, or otherwise authorized under federal or state law to provide medical or emergency services, including doctors, physician assistants, nurses, advanced practice registered nurses, mental health professionals, and emergency room personnel.

"Sexual assault" means an act that constitutes a violation under sections 609.342 to 609.3453 or 609.352.

"Stalking" has the meaning given in section 609.749.

Section 6. Pay / Insurance / Seniority / FMLA / No Use of ESST on Scheduled Days Off

For purposes of this ESST Policy, Earned Sick and Safe Time will be paid at the wage the employee would have earned had they worked that shift. This includes night shift differential pay when applicable.

PTO hours "cashed out" does not counted towards the 48 hours of ESST use (or up to 80 hours if any carryover applies).

The employer will maintain coverage under any group insurance policy for the employee and any dependents as if the employee was not using ESST, provided, however, that the employee must continue to pay any employee share of the cost of such benefits.

In accordance with the ESST law, an employee returning from ESST leave is entitled to retain their seniority status as if there had been no interruption in service, unless stated otherwise in the applicable collective bargaining agreement.

ESST time runs concurrent with FMLA, as applicable.

Earned Sick and Safe Time cannot be used on an employee's scheduled day off.

Section 7. Notice to Employer

If the need for ESST use is foreseeable, employees must provide their Department Head 7 days advance notice of the intention to use earned sick and safe time. If an employee does not provide notice for foreseeable leave, earned sick and safe time may be denied.

If the need is unforeseeable, employees must provide their Department Head notice of the need for earned sick and safe time as soon as practicable.

Section 8. Documentation

(A) When an employee uses earned sick and safe time for more than three consecutive days, the HR Director or designee may require reasonable documentation that the earned sick and safe time is covered by this policy.

(B) For ESST time related to health conditions, reasonable documentation may include a signed statement by a health care professional indicating the need for use of earned sick and safe time. However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation for the purposes of this paragraph may include a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose covered by this policy, sufficient to document the applicable use and section.

(C) For ESST time related to domestic abuse, sexual assault, or stalking, the employer will accept a court record or documentation signed by a volunteer or employee of a victims services organization, an attorney, a police officer, or an antiviolence counselor as reasonable documentation.

(D) For ESST time related to care for a family member, the employer will accept as reasonable documentation a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose covered by this policy, sufficient to document the applicable use and section, as reasonable documentation.

(E) An employee is not required to disclose specific details relating to domestic abuse, sexual assault, or stalking or the details of an employee's or an employee's family member's medical condition as related to an employee's request to use earned sick and safe time.

Section 9. Transfer, Termination, and Rehire

Employees who are transferred to a different job classification for the same employer will retain their accrued and unused earned sick and safe time on account.

Accrued and unused ESST time is not paid out upon the employee's resignation, retirement, layoff, or termination.

Employees who separate employment and are rehired within 180 days will retain their previously accrued and unused earned sick and safe time on account.

Section 10. Retaliation Prohibited

The employer shall not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee who uses earned sick and safe time.

Section 11. Disclaimer

In cases where departmental policies, procedures, or practices are more restrictive than this ESST policy, the ESST policy will prevail. As an example, for the first 48 hours of paid leave, no notice is required under ESST for unforeseeable leave (or up to 80 hours if any carryover applies).

Details and interpretations surrounding this new ESST law are still forthcoming from the Department of Labor. This policy is subject to change at the employer's discretion.

Section 12. Questions

Questions or concerns regarding this ESST Policy may be directed to the Aitkin County Human Resources Department. HR@co.aitkin.mn.us or 218-927-7306



Earned sick and safe time employee notice

Employees in Minnesota are entitled to Earned Sick and Safe Time (ESST), a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is the calendar year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, can be determined by looking at the employee's earnings statement that they receive at the end of each pay period. For Full-time and Part-time Employees who work 80 or more hours in a Calendar Year, the first 48 hours of YTD Accrued and YTD Taken [PTO, Extended Sick Leave, and/or Personal Leave combined] is designated as ESST (or up to 80 hours if any carryover applies). For Temporary, Seasonal, Substitute, and Intermittent Employees who work 80 or more hours in a Calendar Year [employees who do not accrue PTO, Extended Sick Leave, and/or Personal Leave], the ESST accruals will be titled as such and also shown in the YTD Accrued and YTD Taken columns. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform their Department Head by phone, email or other communication as far in advance as possible, but at least 7 days in advance. In situations where an employee cannot provide advance notice, the employee should contact their Department Head by phone, email or other communication as soon as they know they will be unable to work.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.



Board of County Commissioners Agenda Request

5C
Agenda Item #

Requested Meeting Date: 1/2/2024

Title of Item: EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams	Department: County Treasurer	
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru 12/25/2023		
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.

ELECTRONIC FUNDS TRANSFER

Thru December 25, 2023 Board Meeting January 2, 2024

Abstract Number	Date	Amount	Reason
21906	12/15/23	\$1,007.86	Auditor Abstract
21908	12/14/23	\$204.70	Manual Abstract
21909	12/15/23	\$678,448.12	Payroll Abstract
21910	12/15/23	\$7,635.74	Auditor Abstract
21911	12/19/23	\$13,519.09	Commissioner Abstract
21912	12/22/23	\$996,258.30	Commissioner Abstract
21913	12/22/23	\$4,671.96	Auditor Abstract
21915	12/21/23	\$13,447.39	Manual Abstract

\$0
Voids/No ACH
21907
21914

\$1,715,193.16

S:Board Report:2023 EFT Board Report Thru Date

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
 12/14/23 10:07AM

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
	8410 Bremer Bank						
3	01-044-904-0000-6360		151.60	MED FSA CLAIMS 2023	12/09/2023	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		26.30	MED FSA CLAIMS 2023	12/10/2023	Flex Plan Withdrawals	N
	8410 Bremer Bank		177.90	2 Transactions			
1 Fund Total:			177.90	General Fund	1 Vendors	2 Transactions	

KMR1
 12/14/23 10:07AM

Aitkin County



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

13 Taxes & Penalties

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		26.80	RETURNED PMT-CLOSED ACCT - P3	3110	Cur - Property Taxes	N
	8410 Bremer Bank		26.80	1 Transactions			
13 Fund Total:			26.80	Taxes & Penalties	1 Vendors	1 Transactions	
Final Total:			204.70	2 Vendors	3 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	177.90	General Fund
	13	26.80	Taxes & Penalties
All Funds		204.70	Total

Approved by,

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WLB1
12/18/23 4:08PM

Aitkin County



5E

5 Health & Human Services

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	5462 Bremer Bank (Elan ACH) 05-430-700-4800-6405		32.91	BUSINESS CARDS (JJ) 11/30/2023 11/30/2023		Office Supplies	N
2	05-430-700-4800-6805		106.17	MH TRANS - BUS TICKET 11/30/2023 11/30/2023		Mh Init - Transportation (416)	N
	5462 Bremer Bank (Elan ACH)		139.08	2 Transactions			
5 Fund Total:			139.08	Health & Human Services	1 Vendors	2 Transactions	
Final Total:			139.08	1 Vendors	2 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
5462 Bremer Bank (Elan ACH)							
8	01-049-000-0000-6485		15.29	DELL PRECISION PANEL COVER	09-10859-52071	Computer/Technology Supplies	N
3	01-120-000-0000-6240		50.00	NACVSO 2024 JOSH 01/01/2024 12/31/2024	11	Membership/Dues/Association Fees	N
2	01-120-000-0000-6240		50.00	NACVSO 2024 PENNY 01/01/2024 12/31/2024	11222023	Membership/Dues/Association Fees	N
15	01-200-000-0000-6460		8.99	216 LOCK	1878-171385	Deputy Supplies	N
13	01-200-003-0000-6241		425.00	221 LE SEMINARS	2026729	Registration Fee	N
11	01-200-200-0000-6268		226.69	JOLENE TRAINING DULUTH	213984	Training, Development	N
12	01-200-003-0000-6241		300.00	217 MSA CONFERENCE	297990	Registration Fee	N
14	01-200-003-0000-6241		300.00	221 MSA CONFERENCE	298220	Registration Fee	N
5	01-122-000-0000-6405		30.15	SAFETY VESTS - SHANNON	706951	Office, Film, & Field Supplies	N
7	01-122-000-0000-6405		30.15	SAFETY VESTS	706951	Office, Film, & Field Supplies	N
6	01-392-000-0000-6405		30.15	SAFETY VESTS - BROCK	706951	Office, Film, & Field Supplies	N
16	01-200-000-0000-6360		5.00	SPYPOINT MONTHLY FEE	CE486A8D-0010	Services, Labor, Contracts	N
4	01-122-000-0000-6360		15.99	MONTHLY ZOOM CONTRACT 11/22/2023 12/21/2023	INV228398727	Services, Labor, Contracts	N
1	01-043-000-0000-6360		57.00	MLS ACCESS FEE	ORD-62468-N0L3B7	Services, Labor, Contracts, GIS Mapping	N
5462 Bremer Bank (Elan ACH)			1,544.41	14 Transactions			
1 Fund Total:			1,544.41	General Fund	1 Vendors	14 Transactions	

WLB1
12/18/23 4:08PM

Aitkin County



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

10 Trust

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9	5462 Bremer Bank (Elan ACH) 10-923-000-0000-6268		75.00	TOM P WILDLIFE TRACKING CLASS	782419	Staff Training, Development	N
	5462 Bremer Bank (Elan ACH)		75.00	1 Transactions			
10 Fund Total:			75.00	Trust	1 Vendors	1 Transactions	

WLB1
 12/18/23 4:08PM
 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
10	5462 Bremer Bank (Elan ACH) 19-521-000-0000-6230		14.95	WEBSITE DOMAIN RENEWAL 12/31/2023 12/31/2024	4715110303635416	Printing, Publishing & Adv	N
	5462 Bremer Bank (Elan ACH)		14.95	1 Transactions			
19 Fund Total:			14.95	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:			1,634.36	3 Vendors	16 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,544.41	General Fund
10	75.00	Trust
19	14.95	Long Lake Conservation Center
All Funds	1,634.36	Total

Approved by,

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Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	139.08	Health & Human Services
All Funds		139.08	Total

Approved by,

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Total Elan paid 12.7.23 = \$1,773.44

WLB1
12/19/23 3:42PM

Aitkin County



5F

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

Page 1

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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			
10121	Leiviska/Travis 01-001-000-0000-6330		755.87	1154 MI @ .655	12082023	Transportation/Travel/Parking	N
10121	Leiviska/Travis		755.87	1 Transactions			
3334	MCIT 01-001-000-0000-6171		47.37	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		47.37	1 Transactions			
1	DEPT Total:		803.24	Commissioners	2 Vendors	2 Transactions	
12	DEPT			Court Administration			
86460	Sheriff Dakota County 01-012-000-0000-6265		80.00	SERVICE 01F800000125	01F800000125	Sheriff Services	N
86460	Sheriff Dakota County		80.00	1 Transactions			
12	DEPT Total:		80.00	Court Administration	1 Vendors	1 Transactions	
40	DEPT			Auditor			
9561	Amazon Business 01-040-000-0000-6405		59.96	EAR BUDS (2- CB, HW)	1GJW-VHYW-NY4J	Office Supplies	N
	01-040-000-0000-6405		53.64	POST-ITS AND PENS	1GJW-VHYW-NY4J	Office Supplies	N
9561	Amazon Business		113.60	2 Transactions			
999999000	IMPERIAL OPERATING MN LLC 01-040-000-0000-5119		60.00	REFUND LIQUOR 57B-2023 CLOSED	2023 REFUND	Liquor Licenses	N
	01-040-000-0000-5132		20.85	REFUND TOBACCO 14-2023 CLOSED	2023 REFUND	Cigarette License Fees	N
999999000	IMPERIAL OPERATING MN LLC		80.85	2 Transactions			
2966	MACO 01-040-000-0000-6240		360.00	2024 MACO DUES	2024 DUES	Membership/Dues/Association Fees	N
2966	MACO		360.00	1 Transactions			
6108	MACO 01-040-000-0000-6241		300.00	2024 MACO CONF - KR	2024 CONF	Registration Fee	N
				02/20/2024 02/22/2024			
6108	MACO		300.00	1 Transactions			

Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
3195	MCCC LOCKBOX							
	01-040-000-0000-6266			7,576.70	2024 IFS SUPPORT 01/01/2024 12/31/2024	2401008	Data Processing/Computer Services	N
	01-040-000-0000-6266			900.00	2024 JIC - ENHANCE FUND 01/01/2024 12/31/2024	2401008	Data Processing/Computer Services	N
	01-040-000-0000-6266			1,250.00	2024 JIC DUES 01/01/2024 12/31/2024	2401008	Data Processing/Computer Services	N
3195	MCCC LOCKBOX			9,726.70	3 Transactions			
3334	MCIT							
	01-040-000-0000-6171			26.49-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
	01-040-021-0000-6171			9.45-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT			35.94-	2 Transactions			
3267	Peysar/Kirk							
	01-040-000-0000-6332			317.46	HYATT / AMC CONF 12/04/2023 12/06/2023	1721210501	Hotel / Motel Lodging	N
	01-040-000-0000-6241			300.00	2024 MACO CONFERENCE - KP	200002965	Registration Fee	N
3267	Peysar/Kirk			617.46	2 Transactions			
999999000	Ukura's Bottle Shop							
	01-040-000-0000-5119			30.00	REFUND PRORATED LIQUOR (SOLD)	11202023	Liquor Licenses	N
999999000	Ukura's Bottle Shop			30.00	1 Transactions			
40	DEPT Total:			11,192.67	Auditor	8 Vendors	14 Transactions	
42	DEPT				Treasurer			
9152	ACI Payments Inc							
	01-042-000-0000-5524			5.00	HANDLING FEE FOR RETURN ACH	1000106689	Handling Fee (Nfs Check)	N
9152	ACI Payments Inc			5.00	1 Transactions			
11603	Girard's Business Solutions,Inc.							
	01-042-000-0000-6360			472.00	GIRARDS 1 YR SERVICE CONTRACT	2401AITCOU	Services, Labor, Contracts	N
11603	Girard's Business Solutions,Inc.			472.00	1 Transactions			
4173	Grams/Lori							
	01-042-000-0000-6241			300.00	MACO CONF	2/20-2/22/23	Registration Fee	N
	01-042-000-0000-6332			398.14	MACO CONF	2/20-2/22/23	Hotel / Motel Lodging	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
4173	Grams/Lori		698.14		2 Transactions		
2966	MACO 01-042-000-0000-6240		360.00	2024 MACO DUES	2024 DUES	Membership/Dues/Association Fees	N
2966	MACO		360.00		1 Transactions		
3334	MCIT 01-042-000-0000-6171		14.25-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		14.25-		1 Transactions		
4689	Metro Sales Inc 01-042-000-0000-6342		187.00	BEGIN METER 509,756 RICOHH COP	INV2424204	Office Equipment Rental/Contracts	N
4689	Metro Sales Inc		187.00		1 Transactions		
42	DEPT Total:		1,707.89	Treasurer	6 Vendors	7 Transactions	
43	DEPT			Assessor			
10452	AT&T Mobility 01-043-000-0000-6220		317.38	ASSESSOR I-PADS	287298660812	Telephone	N
10452	AT&T Mobility		317.38		1 Transactions		
3018	Marshall & Swift-Boeckh, LLC 01-043-000-0000-6360		681.20	CORELOGIC COMMERCIAL BOOK	2964201	Services, Labor, Contracts, GIS Mapping	N
3018	Marshall & Swift-Boeckh, LLC		681.20		1 Transactions		
3334	MCIT 01-043-000-0000-6171		26.91	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
	01-043-000-0000-6171		12.84-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
	01-043-000-0000-6171		368.14-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		354.07-		3 Transactions		
3810	Paulbeck's County Market 01-043-000-0000-6335		544.47	ASSESSOR'S FUEL CHARGES	9277327	Gas/Vehicle Fuel Charges	N
3810	Paulbeck's County Market		544.47		1 Transactions		
13934	The Tire Barn 01-043-000-0000-6302		39.00	TIRE ROTATION & REPAIR	70663	Vehicle Maintenance	N
13934	The Tire Barn		39.00		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
43	DEPT Total:		1,227.98	Assessor	5 Vendors	7 Transactions	
44	DEPT			Central Services			
13722	Quadient Finance USA, Inc. 01-044-048-0000-6205		3,530.30	POSTAGE	6665	Postage	N
13722	Quadient Finance USA, Inc.		3,530.30		1 Transactions		
86235	The Office Shop Inc 01-044-000-0000-6342		119.51	OFFICE SHOP -OLD COPIER BILL 11/07/2023 11/29/2023	329496-0	Office Equipment Rental/Contracts	N
86235	The Office Shop Inc		119.51		1 Transactions		
44	DEPT Total:		3,649.81	Central Services	2 Vendors	2 Transactions	
45	DEPT			Motor Pool			
13934	The Tire Barn 01-045-000-0000-6302		59.98	LIBE, OIL, FILTER-CAR # 7	70702	Vehicle Maintenance	N
13934	The Tire Barn		59.98		1 Transactions		
45	DEPT Total:		59.98	Motor Pool	1 Vendors	1 Transactions	
49	DEPT			Information Technologies			
5893	CTC 01-049-000-0000-6283		155.00	DECEMBER CTC	21310486	Programming, Services, Contracts	N
5893	CTC		155.00		1 Transactions		
88880	Datacomm Computers & Networks Inc 01-049-000-0000-6485		138.00	2 UPS BATTERY, HHS	16488	Computer/Technology Supplies	N
88880	Datacomm Computers & Networks Inc		138.00		1 Transactions		
10231	eGoldfax 01-049-000-0000-6266		272.97	DECEMBER FAX SERVICE	EGOLD-12053579	Software Fees/License Fees	N
10231	eGoldfax		272.97		1 Transactions		
14071	Marco Technologies LLC 01-049-000-0000-6283		594.00	MARCO PROF.SERVICE - FIREWALL	INV11905377	Programming, Services, Contracts	Y
	01-049-000-0000-6283		3,125.00	MARCO-PROF.SERV-FIREWALL	INV11906852	Programming, Services, Contracts	Y

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
14071	Marco Technologies LLC		3,719.00		2 Transactions		
3334	MCIT 01-049-000-0000-6171		25.26-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		25.26-		1 Transactions		
9086	Orekhov/Vladimir 01-049-000-0000-6330		155.40	TRAVEL TO GOV IT SYMPOSIUM	VLAD-REIMBURSE	Transportation/Travel/Parking	N
9086	Orekhov/Vladimir		155.40		1 Transactions		
3951	Pro West & Associates, Inc 01-049-000-0000-6283		82.14	GISLINK FIREWALL TECH SUPPORT	008061	Programming, Services, Contracts	N
3951	Pro West & Associates, Inc		82.14		1 Transactions		
13719	SAVOR/MAX 01-049-000-0000-6330		45.00	PARKING	MAX-REIMBURSE	Transportation/Travel/Parking	N
	01-049-000-0000-6330		158.73	MILEAGE FROM BRD TO STPAU	MAX-REIMBURSE	Transportation/Travel/Parking	N
	01-049-000-0000-6339		15.17	DINNER REIMBURSEMENT	MAX-REIMBURSE	Meals (Overnight)	N
13719	SAVOR/MAX		218.90		3 Transactions		
9930	SHI International Corp. 01-049-000-0000-6485		128.00	WINDOWS 11 LICENSE	B16585485	Computer/Technology Supplies	N
9930	SHI International Corp.		128.00		1 Transactions		
49	DEPT Total:		4,844.15	Information Technologies	9 Vendors	12 Transactions	
52	DEPT			Administration			
9561	Amazon Business 01-052-000-0000-6405		62.46	OFFICE SUPPLIES	1NFX-RTK7-Y3VL	Office Supplies	N
	01-052-000-0000-6405		279.00	NEW PRINTER FOR ADMIN. ASSISTA 11/24/2023	1Y6P-TGGH-7KXC 11/24/2023	Office Supplies	N
9561	Amazon Business		341.46		2 Transactions		
3334	MCIT 01-052-000-0000-6171		11.59-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		11.59-		1 Transactions		
13412	Pemberton, Sorlie, Rufer & Kershner PLLP 01-052-000-0000-6263		454.50	PEMBERTON LAW JULY 2023	106	Contract Legal Services	Y

Aitkin County



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

1 General Fund

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	
	01-052-000-0000-6263		70.00	PEMBERTON LAW AUGUST 2023 08/01/2023 08/31/2023	107	Contract Legal Services	Y
	01-052-000-0000-6263		235.00	PEMBERTON LAW SEPT. 2023 09/01/2023 09/30/2023	108	Contract Legal Services	Y
13412	Pemberton, Sorlie, Rufer & Kershner PLLP		759.50	3 Transactions			
86235	The Office Shop Inc						
	01-052-000-0000-6405		101.58	OFFICE SUPPLIES	1135562-0	Office Supplies	N
86235	The Office Shop Inc		101.58	1 Transactions			
52	DEPT Total:		1,190.95	Administration	4 Vendors	7 Transactions	
53	DEPT			Human Resources			
10293	Aitkin Co Human Resources						
	01-053-000-0000-6205		31.85	USPS RETURN ITEMS	12072023	Postage	N
	01-053-000-0000-6240		20.00	NOTARY FEE-BOBBIE	12072023	Membership/Dues/Association Fees	N
	01-053-000-0000-6265		232.75	7 BACKGROUND CHECKS	12072023	Background Check Fee	N
	01-053-000-0000-6405		32.00	CHECK PURCHASE	12072023	Office Supplies	N
10293	Aitkin Co Human Resources		316.60	4 Transactions			
86222	Aitkin Independent Age						
	01-053-000-0000-6230		30.65	INVOICE 967948 10/04/2023 12/07/2023	483648	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		30.65	INVOICE 968960 10/11/2023 10/14/2023	483648	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		30.65	INVOICE 969872 10/18/2023 10/21/2023	483648	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		30.65	INVOICE 970814 10/25/2023 10/28/2023	483648	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		122.60	4 Transactions			
9561	Amazon Business						
	01-053-000-0000-6405		834.92	OFFICE SUPPLIES -TONERS	1XNW-CYYP-4WQF	Office Supplies	N
9561	Amazon Business		834.92	1 Transactions			
15240	AT&T Mobility (Central Serv)						
	01-053-000-0000-6220		99.54	OCT. 26-NOV. 25 PHONE BILL 10/26/2023 11/25/2023	287299383308X120	Telephone	N

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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
15240	AT&T Mobility (Central Serv)		99.54		1 Transactions		
88880	Datacomm Computers & Networks Inc 01-053-000-0000-6485		1,564.00	DESKTOP COMPUTER- NICOLE	16578	Computer/Technology Supplies	N
88880	Datacomm Computers & Networks Inc		1,564.00	1 Transactions			
9762	Faul Psychological PLLC 01-053-000-0000-6265		1,300.00	PSYCH EVALUATION X2 11/09/2023 11/29/2023	1759	Background Check Fee	6
9762	Faul Psychological PLLC		1,300.00	1 Transactions			
12048	McDowell Agency, Inc./The 01-053-000-0000-6265		198.00	BACKGROUND FEES (3) 11/01/2023 11/30/2023	150953	Background Check Fee	N
12048	McDowell Agency, Inc./The		198.00	1 Transactions			
3334	MCIT 01-053-000-0000-6171		16.69-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		16.69-	1 Transactions			
13412	Pemberton, Sorlie, Rufer & Kershner PLLP 01-053-000-0000-6263		336.50	PEMBERTON LAW JULY 2023	106	Contract Legal Services	Y
	01-053-000-0000-6263		990.50	PEMBERTON LAW AUGUST 2023 08/01/2023 08/31/2023	107	Contract Legal Services	Y
	01-053-000-0000-6263		263.00	PEMBERTON LAW SEPT. 2023 09/01/2023 09/30/2023	108	Contract Legal Services	Y
13412	Pemberton, Sorlie, Rufer & Kershner PLLP		1,590.00	3 Transactions			
86235	The Office Shop Inc 01-053-000-0000-6405		322.56	END OF YEAR RESTOCK	1135564-0	Office Supplies	N
86235	The Office Shop Inc		322.56	1 Transactions			
9894	Vault Health 01-053-000-0000-6265		225.20	NON-DOT DRUG TEST (4)	FL00611920	Background Check Fee	6
	01-053-000-0000-6360		61.16	DOT DRUG TEST (1)	FL00611920	Services, Labor, Contracts	6
9894	Vault Health		286.36	2 Transactions			
53	DEPT Total:		6,617.89	Human Resources	11 Vendors	20 Transactions	

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
60	DEPT			Elections			
9561	Amazon Business						
	01-060-000-0000-6405		155.88	BASKETS FOR BALLOTS	1LXX-V69M-96XH	Office Supplies	N
	01-060-000-0000-6405		14.99	LETTER OPENERS	1LXX-V69M-96XH	Office Supplies	N
	01-060-000-0000-6405		12.97	BLUETOOTH ADAPTER	1LXX-V69M-96XH	Office Supplies	N
9561	Amazon Business		183.84	3 Transactions			
9212	Dominion Voting Systems Inc.						
	01-060-000-0000-6360		7,187.34	ICE ANNUAL FIRMWARE LICENSE 01/01/2024 12/31/2024	DVS151736	Services, Labor, Contracts	N
9212	Dominion Voting Systems Inc.		7,187.34	1 Transactions			
3334	MCIT						
	01-060-000-0000-6171		1.34-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		1.34-	1 Transactions			
60	DEPT Total:		7,369.84	Elections	3 Vendors	5 Transactions	
90	DEPT			Attorney			
10452	AT&T Mobility						
	01-090-000-0000-6220		243.27	ATTORNEY CELLPHONES	287301408597	Telephone	N
10452	AT&T Mobility		243.27	1 Transactions			
783	Canon Financial Services, Inc						
	01-090-000-0000-6342		358.10	CONTRACT CHARGE 12/01/2023 12/31/2023	31753549	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		358.10	1 Transactions			
880	Carlton County Sheriff's Office						
	01-090-000-0000-6264		50.00	SUBPEONA 01CR22886 SAUTER	202301775	Sheriff Services	N
880	Carlton County Sheriff's Office		50.00	1 Transactions			
2390	Itasca Co Sheriff						
	01-090-000-0000-6264		75.00	SUB SERVICE INV. 202302431	202302431	Sheriff Services	N
2390	Itasca Co Sheriff		75.00	1 Transactions			
3195	MCCC LOCKBOX						
	01-090-000-0000-6266		17,650.00	MCAPS DUES ETC.	2401232	Computer Research	N

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1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
3195	MCCC LOCKBOX				17,650.00				1 Transactions			
3334	MCIT											
		01-090-000-0000-6171			19.20	2022 Work Comp Audit		WCAUDIT1541		Workers Compensation		N
		01-090-000-0000-6171			25.00	2022 Work Comp Audit		WCAUDIT1541		Workers Compensation		N
3334	MCIT				5.80				2 Transactions			
3337	Minnesota County Attorneys Association											
		01-090-000-0000-6240			3,765.00	2024 MCAA DUES		M109		Membership/Dues/Association Fees		N
3337	Minnesota County Attorneys Association				3,765.00				1 Transactions			
91025	Otter Tail County Sheriff's Office											
		01-090-000-0000-6264			86.50	SUBPOENA 01VB22808 UHREN		20231430		Sheriff Services		N
91025	Otter Tail County Sheriff's Office				86.50				1 Transactions			
9489	Redwood Toxicology Laboratory, Inc											
		01-090-000-0000-6265			45.00	PRE-TRIAL TESTING		122891202311		Drug & Forfeiture MS 387.213		6
9489	Redwood Toxicology Laboratory, Inc				45.00				1 Transactions			
86235	The Office Shop Inc											
		01-090-000-0000-6405			59.90	OFFICE SUPPLIES		1135442-0		Office Supplies		N
86235	The Office Shop Inc				59.90				1 Transactions			
5173	Thomson Reuters-West Publishing											
		01-090-000-0000-6406			377.94	LIBRARY PLAN CHARGES		849429246		Law Publ. & Subscriptions		N
						11/01/2023	11/30/2023					
5173	Thomson Reuters-West Publishing				377.94				1 Transactions			
90	DEPT Total:				22,716.51	Attorney			11 Vendors		12 Transactions	
100	DEPT					Recorder						
10452	AT&T Mobility											
		01-100-000-0000-6220			49.77	RECORDER CELL PHONE		287323078605		Telephone		N
						10/26/2023	11/25/2023					
10452	AT&T Mobility				49.77				1 Transactions			
2966	MACO											
		01-100-000-0000-6240			360.00	2024 MACO DUES		2024 DUES		Membership/Dues/Association Fees		N

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

1 General Fund

Vendor No.	Name	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
2966	MACO			360.00		1 Transactions		
3334	MCIT							
	01-100-000-0000-6171			14.25-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT			14.25-		1 Transactions		
13850	NORTHSTAR							
	01-100-000-0000-6405			192.82	VITAL CERTIFICATE PAPER	51215847	Office Supplies	N
13850	NORTHSTAR			192.82		1 Transactions		
86235	The Office Shop Inc							
	01-100-000-0000-6405			55.45	ENVELOPES	1134353-0	Office Supplies	N
	01-100-000-0000-6405			215.75	HP BLACK INK-ABSTRACT PRINTER	1134764-0	Office Supplies	N
	01-100-000-0000-6405			62.00	GC 1ST FLR COPIER-STAPLES	329511-0	Office Supplies	N
86235	The Office Shop Inc			333.20		3 Transactions		
100	DEPT Total:			921.54	Recorder	5 Vendors	7 Transactions	
110	DEPT				Courthouse Maintenance			
9561	Amazon Business							
	01-110-000-0000-6415			66.18	COAT RACK FOR BOARD ROOM	13GT-K1G6-G16K	Operational Supplies	N
	01-110-000-0000-6415			63.98	COFFEE CUPS FOR BOARDROOM	1H6J-RHL9-F9T4	Operational Supplies	N
9561	Amazon Business			130.16		2 Transactions		
10296	Battery Wholesale, Inc.							
	01-110-000-0000-6415			45.00	BATTERY RETURN CORE	227190BEM	Operational Supplies	N
10296	Battery Wholesale, Inc.			45.00		1 Transactions		
1754	Garrison Disposal Company, Inc							
	01-110-000-0000-6255			575.22	MONTHLY GARBAGE SERVICE	348393	Garbage	N
					11/01/2023 11/30/2023			
1754	Garrison Disposal Company, Inc			575.22		1 Transactions		
14559	Goodin Company							
	01-110-000-0000-6415			48.53	OUTSIDE FAUCET REPAIR KIT	6651992-00	Operational Supplies	N
14559	Goodin Company			48.53		1 Transactions		
3334	MCIT							
	01-110-000-0000-6171			440.00-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	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
3334	MCIT		440.00-		1 Transactions		
89765	Minnesota Elevator, Inc 01-110-000-0000-6360		379.07	MONTHLY SERVICE 11/01/2023 11/30/2023	1045223	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc		379.07		1 Transactions		
8287	Mn Dept Of Labor & Industry 01-110-000-0000-6271		30.00	ANNUAL OPERATING PERMIT 12/25/2023 12/25/2024	ABR0320509X	Inspection Fees	N
8287	Mn Dept Of Labor & Industry		30.00		1 Transactions		
10698	Stericycle, Inc 01-110-000-0000-6360		30.10	STERI-SAFE 12/01/2023 12/31/2023	8005282310	Services, Labor, Contracts	6
10698	Stericycle, Inc		30.10		1 Transactions		
110	DEPT Total:		798.08	Courthouse Maintenance	8 Vendors	9 Transactions	
120	DEPT			Veterans Service			
86222	Aitkin Independent Age 01-120-000-0000-6230		450.00	AITKIN AGE VETERANS DAY AD 11/08/2023 11/08/2023	1349042	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		450.00		1 Transactions		
10452	AT&T Mobility 01-120-000-0000-6220		99.54	FIRST NET NOVEMBER 10/26/2023 11/25/2023	28729858569612032	Telephone	N
10452	AT&T Mobility		99.54		1 Transactions		
3334	MCIT 01-120-000-0000-6171		8.97-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		8.97-		1 Transactions		
86235	The Office Shop Inc 01-120-000-0000-6405		741.93	OFFICE SHOP PRINTER CARTRIDGES 12/07/2023 12/07/2023	1135434	Office Supplies	N
	01-120-000-0000-6405		270.89	OFFICE SHOP PRINTER CARTRIDGE 12/07/2023 12/07/2023	1135465	Office Supplies	N

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1 General Fund

Vendor No.	Name	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
				Service Dates	Paid On Bhf #	On Behalf of Name	
86235	The Office Shop Inc		1,012.82		2 Transactions		
9933	WEX BANK - Veteran Services						
	01-120-000-0000-6335		111.39	FLEET NOVEMBER 11/08/2023	93795256	Gas/Vehicle Fuel Charges	N
				12/07/2023			
9933	WEX BANK - Veteran Services		111.39		1 Transactions		
120	DEPT Total:		1,664.78	Veterans Service	5 Vendors	6 Transactions	
122	DEPT			Planning & Zoning			
86222	Aitkin Independent Age						
	01-122-000-0000-6230		69.75	DEC PC	1356727	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		69.75		1 Transactions		
170	Aitkin Motor Company						
	01-122-000-0000-6302		66.16	OIL CHANGE 16 FORD ESCAPE	46115	Vehicle Maintenance	N
170	Aitkin Motor Company		66.16		1 Transactions		
9561	Amazon Business						
	01-122-000-0000-6405		43.23	PENCILS, ERASERS, LEAD	1CGLV96GN7VR	Office, Film, & Field Supplies	N
9561	Amazon Business		43.23		1 Transactions		
15239	AT&T Mobility (P&Z)						
	01-122-000-0000-6220		223.65	MONTHLY CELLULAR CONTRACT 10/26/2023	287301120814	Telephone	N
				11/25/2023			
15239	AT&T Mobility (P&Z)		223.65		1 Transactions		
10118	Bristow/Jane						
	01-122-000-0000-6278		100.00	BOA MEETING	121123	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		133.62	BOA MILEAGE	121123	BOA/PC Mileage	N
10118	Bristow/Jane		233.62		2 Transactions		
783	Canon Financial Services, Inc						
	01-122-000-0000-6342		219.42	MONTHLY COPIER CONTRACT 12/01/2023	31753550	Office Equipment Rental/Contracts	N
				12/31/2023			
783	Canon Financial Services, Inc		219.42		1 Transactions		
15142	Christensen/Charles						
	01-122-000-0000-6278		100.00	BOA MEETING	121123	Advisory Board/Committee Per Diem	Y

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1 General Fund

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	
15142	Christensen/Charles		183.19	BOA MILEAGE	121123	BOA/PC Mileage	N
				2 Transactions			
9825	McGregor Print Pros, LLC		250.00	PERMIT CARDS	3356	Office, Film, & Field Supplies	Y
9825	McGregor Print Pros, LLC		250.00				
				1 Transactions			
3334	MCIT		86.55-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
			304.74-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		391.29-				
				2 Transactions			
10117	Olson/Dake		100.00	BOA MEETING	121123	Advisory Board/Committee Per Diem	Y
			79.91	BOA MILEAGE	121123	BOA/PC Mileage	N
10117	Olson/Dake		179.91				
				2 Transactions			
4010	Rasley Oil Company		276.44	MONTHLY FUEL CHARGES	AITCOZOS	Gas/Vehicle Fuel Charges	N
				11/01/2023 11/30/2023			
4010	Rasley Oil Company		276.44				
				1 Transactions			
12077	Stromberg/Kevin		100.00	BOA MEETING	121123	Advisory Board/Committee Per Diem	Y
			69.44	BOA MILEAGE	121123	BOA/PC Mileage	N
12077	Stromberg/Kevin		169.44				
				2 Transactions			
8612	Veenker/Thomas H		100.00	BOA MEETING	121223	Advisory Board/Committee Per Diem	Y
			93.01	BOA MILEAGE	121223	BOA/PC Mileage	N
8612	Veenker/Thomas H		193.01				
				2 Transactions			
122	DEPT Total:		1,716.53	Planning & Zoning			
					13 Vendors	19 Transactions	
123	DEPT			Coroner			
3987	Ramsey County Medical Examiner						
			1,686.00	J.A.F AUTOPSY	MEDEX-035455	Autopsies--Pathologist, Xrays, Etc	N
			1,569.00	B.E.T AUTOPSY	MEDEX-035464	Autopsies--Pathologist, Xrays, Etc	N

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1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
3987	Ramsey County Medical Examiner				3,255.00							
							2 Transactions					
9151	River Valley Forensic Services PA											
	01-123-000-0000-6260				500.00	J.A.F. EXAMINATION		2289		Autopsies--Pathologist, Xrays, Etc		6
	01-123-000-0000-6262				250.00	OCT SERVICES		2289		Coroner Fees		6
9151	River Valley Forensic Services PA				750.00		2 Transactions					
123	DEPT Total:				4,005.00	Coroner		2 Vendors		4 Transactions		
200	DEPT					Enforcement						
9561	Amazon Business											
	01-200-200-0000-6405				65.24	GLOVES AND USB TO HDMI CABLE		134R-T6DT-VX7Y		VCET - AIM Office Supplies		N
	01-200-200-0000-6405				18.50	REFUND DISPLAY PORT TO HDMI		17KK-NNHJ-NMRP		VCET - AIM Office Supplies		N
	01-200-000-0000-6180				760.00	DEPUTY CAPS		1CGL-V96G-ML41		Clothing Allowance		N
	01-200-000-0000-6405				109.92	STICKY NOTES, STENO PADS; CLIP		1CGL-V96G-ML41		Office Supplies		N
	01-200-200-0000-6405				94.58	MOUSE AND TABLET CASE		1JD3-9CWQ-MTWY		VCET - AIM Office Supplies		N
	01-200-000-0000-6405				62.58	BINDERS, PKT FOLDERS; FILE DIV		1NVN-G1G7-6D7K		Office Supplies		N
	01-200-200-0000-6405				25.49	AMAZON BASICS DISPLAY PORT		1NVN-G1G7-6D7K		VCET - AIM Office Supplies		N
9561	Amazon Business				1,099.31		7 Transactions					
339	Applied Concepts Inc											
	01-200-000-0000-6460				12,002.50	RADARS		S293622		Deputy Supplies		N
339	Applied Concepts Inc				12,002.50		1 Transactions					
9138	ASAP Towing											
	01-200-000-0000-6359				156.00	23002269		10582		Wrecker Service		Y
9138	ASAP Towing				156.00		1 Transactions					
9926	AT&T (VCET)											
	01-200-200-0000-6265				175.00	LEA TRACKING NUMBER - 9402		488844		Programs		N
9926	AT&T (VCET)				175.00		1 Transactions					
9203	AT&T Mobility (Sheriff's)											
	01-200-000-0000-6220				2,127.24	DEPUTY CELL & SQUAD PC		287297906116		Telephone		N
	01-200-200-0000-6260				89.46	CI PHONES		287297906116		CI Funds		N
	01-200-200-0000-6265				434.71	VCET PHONE & HOT SPOT		287297906116		Programs		N
9203	AT&T Mobility (Sheriff's)				2,651.41		3 Transactions					
10338	Bennett/Keith											

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1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
10338	Bennett/Keith	01-200-000-0000-6180			195.00	#225 REIMBURSE BOOTS		11282023		Clothing Allowance		Y
					195.00		1 Transactions					
3393	Bruss/Cheryl	01-200-000-0000-6180			69.00	#218, #221 UNIFORM ALTERATIONS		557612-557613		Clothing Allowance		Y
					69.00		1 Transactions					
783	Canon Financial Services, Inc	01-200-000-0000-6342			170.74	ADMIN COPIER LEASE		31753544		Office Equipment Rental/Contracts		N
						12/01/2023	12/31/2023					
					170.74		1 Transactions					
88880	Datacomm Computers & Networks Inc	01-200-000-0000-6266			1,522.00	#207 COMPUTER		16587		Data Processing/Computer Services		N
					1,522.00		1 Transactions					
1775	Galls LLC	01-200-000-0000-6460			36.56	CLASS A GLOVES		026250692		Deputy Supplies		N
					36.56		1 Transactions					
10166	Madsen/Jeff	01-200-000-0000-6180			195.00	#227 BOOT REIMBURSEMENT		12182023		Clothing Allowance		N
					195.00		1 Transactions					
3334	MCIT	01-200-000-0000-6171			1,381.53-	2022 Work Comp Audit		WCAUDIT1541		Workers Compensation		N
		01-200-000-0000-6171			8.02-	2022 Work Comp Audit		WCAUDIT1541		Workers Compensation		N
					1,389.55-		2 Transactions					
11197	Mid-States Organized Crime Information	01-200-200-0000-6265			3,800.00	2 - COVERT VICEO SURVEILLANCE		492		Programs		N
					3,800.00		1 Transactions					
12110	Revelin Vehicle Solutions, LLC	01-200-000-0000-6610			2,700.00	#218 UPFIT SQUAD		268		Equipment & Radios		Y
					2,700.00		1 Transactions					
10289	Roger's Two Way Radio, Inc.	01-200-200-0000-6265			300.00	PROGRAMMING RADUI		24526		Programs		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
10289	Roger's Two Way Radio, Inc.		300.00		1 Transactions		
10340	Safariland, LLC 01-200-000-0000-6460		2,835.60	GLOCK TLR LIGHTS	I23-157787	Deputy Supplies	Y
10340	Safariland, LLC		2,835.60		1 Transactions		
9930	SHI International Corp. 01-200-000-0000-6360		4,000.00	CRADLE POINT SUBSCRIPTION	B17706688	Services, Labor, Contracts	N
9930	SHI International Corp.		4,000.00		1 Transactions		
86235	The Office Shop Inc 01-200-000-0000-6405		46.03	RESTOCK PEN SUPPLY	1135703-0	Office Supplies	N
	01-200-000-0000-6405		49.86	PENS BLACK & BLUE	1135703-1	Office Supplies	N
86235	The Office Shop Inc		95.89		2 Transactions		
13934	The Tire Barn 01-200-000-0000-6302		686.58	#226 INTAKE MANIFOLD; OIL CHNG	70345	Vehicle Maintenance	N
	01-200-000-0000-6302		70.68	#220 OIL CHANGE	70357	Vehicle Maintenance	N
	01-200-000-0000-6302		756.00	#220 TIRES	70528	Vehicle Maintenance	N
	01-200-000-0000-6302		70.68	#212 OIL CHANGE; ROTATE TIRES	70541	Vehicle Maintenance	N
	01-200-200-0000-6265		1,023.21	NISSAN TITAN REPAIRS-AIMVCET	70615	Programs	N
	01-200-000-0000-6302		70.68	#211 OIL CHANGE; ROTATE TIRES	70648	Vehicle Maintenance	N
	01-200-000-0000-6302		95.68	#207 OIL CHANGE; ROTATE TIRES	70658	Vehicle Maintenance	N
	01-200-000-0000-6302		25.00	#218 TIRE REPAIR	70699	Vehicle Maintenance	N
	01-200-000-0000-6302		142.66	#216 OIL CHANGE; WIPER BLADE	70715	Vehicle Maintenance	N
	01-200-000-0000-6302		477.46	OLD 224 HEAT ACTUATOR	70798	Vehicle Maintenance	N
	01-200-000-0000-6302		1,013.92	#216 TIRES	70849	Vehicle Maintenance	N
13934	The Tire Barn		4,432.55		11 Transactions		
3518	Voyageur Press Of Mcgregor, Inc 01-200-000-0000-6230		47.00	ADMIN PAPER	48013	Printing, Publishing & Adv	N
3518	Voyageur Press Of Mcgregor, Inc		47.00		1 Transactions		
9302	WEX Bank 01-200-000-0000-6335		7,150.32	DEPUTY GAS	93902261	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		7,150.32		1 Transactions		
9932	WEX BANK - Sheriff's Department 01-200-000-0000-6335		81.36	#221 GAS	93756061	Gas/Vehicle Fuel Charges	N

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
9932	WEX BANK - Sheriff's Department		81.36		1 Transactions		
200	DEPT Total:		42,325.69	Enforcement	22 Vendors	42 Transactions	
202	DEPT			Boat & Water			
3334	MCIT						
	01-202-000-0000-6171		55.73-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		55.73-	1 Transactions			
202	DEPT Total:		55.73-	Boat & Water	1 Vendors	1 Transactions	
203	DEPT			Snowmobile			
3334	MCIT						
	01-203-000-0000-6171		21.91-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		21.91-	1 Transactions			
9302	WEX Bank						
	01-203-000-0000-6335		211.92	B/W - SNOWMOBILE GAS	93902261	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		211.92	1 Transactions			
203	DEPT Total:		190.01	Snowmobile	2 Vendors	2 Transactions	
204	DEPT			ATV			
9203	AT&T Mobility (Sheriff's)						
	01-204-000-0000-6220		88.00	#208 CELL & SQUAD PC	287297906116	Telephone	N
9203	AT&T Mobility (Sheriff's)		88.00	1 Transactions			
3334	MCIT						
	01-204-000-0000-6171		12.08-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		12.08-	1 Transactions			
9302	WEX Bank						
	01-204-000-0000-6335		227.96	B/W GAS - ATV GAS	93902261	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		227.96	1 Transactions			
204	DEPT Total:		303.88	ATV	3 Vendors	3 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
206	DEPT			Forfeitures			
117	Aitkin County Sheriff 01-206-000-0000-6466		26.00	TITLE FORF. VEH 23001514	11181	Forfeiture Supplies	N
117	Aitkin County Sheriff		26.00	1 Transactions			
206	DEPT Total:		26.00	Forfeitures	1 Vendors	1 Transactions	
252	DEPT			Corrections			
10165	Advanced Correctional Healthcare, Inc. 01-252-000-0000-6262		18,150.92	JAN 2024 MEDICAL SERVICES	135891	Contract Service or Medical Service	6
	01-252-000-0000-6262		337.50	MENTAL HEALTH 12/1 -2.25 HRS	136519	Contract Service or Medical Service	6
10165	Advanced Correctional Healthcare, Inc.		18,488.42	2 Transactions			
117	Aitkin County Sheriff 01-252-003-0000-6240		35.00	GERVAIS FOOD PROTECT. MANAGER	11182	Membership/Dues/Association Fees	N
117	Aitkin County Sheriff		35.00	1 Transactions			
9561	Amazon Business 01-252-252-0000-6465		179.00	BASKETBALL HOOP	16KH-MGTH-K6R4	Inmate Welfare Supplies	N
9561	Amazon Business		179.00	1 Transactions			
9203	AT&T Mobility (Sheriff's) 01-252-000-0000-6220		99.54	DISPATCH CELL, TRANSPORT CELL	287297906116	Telephone	N
9203	AT&T Mobility (Sheriff's)		99.54	1 Transactions			
3393	Bruss/Cheryl 01-252-000-0000-6180		8.00	OLIVIA PANT ALTERATION	557612-557613	Clothing Allowance	Y
3393	Bruss/Cheryl		8.00	1 Transactions			
9085	Climate Makers Inc 01-252-000-0000-6360		2,507.68	KITCHEN EXHAUST REPAIR	110285	Services, Labor, Contracts	N
9085	Climate Makers Inc		2,507.68	1 Transactions			
10855	Culligan Soft Water 01-252-000-0000-6342		55.00	DECEMBER COOLER RENTAL	150X01526102	Tower Lease and Rental/Contracts	N
10855	Culligan Soft Water		55.00	1 Transactions			
88880	Datacomm Computers & Networks Inc 01-252-000-0000-6480		1,213.00	JAIL LIBRARY COMPUTER	16586	Small Furniture/Equipment	N

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
88880	Datacomm Computers & Networks Inc		1,213.00		1 Transactions		
5557	Eddy/Nancy 01-252-003-0000-6330		95.46	EDDY-FOOD SHOW IN DULUTH-MILES	12052023	School Transportation/Travel/Parking	Y
5557	Eddy/Nancy		95.46		1 Transactions		
1598	Ferrara's Htg Air Cond & Refrig Inc 01-252-000-0000-6590		844.00	REPLACE OVEN THERMOSTAT	12650	Repair & Maintenance Supplies	N
1598	Ferrara's Htg Air Cond & Refrig Inc		844.00		1 Transactions		
14559	Goodin Company 01-252-252-0000-6360		249.30	PARTS FOR TOILETS & URINALS	6651998-01	Services, Labor, Contracts	N
14559	Goodin Company		249.30		1 Transactions		
15362	GuidePoint Pharmacy #114 Aitkin 01-252-000-0000-6430		1,573.02	INMATE RX'S	30	Medical Expense/Supplies - Inmates	N
	01-252-000-0000-6430		151.96	INMATE MEDICATIONS	684	Medical Expense/Supplies - Inmates	N
15362	GuidePoint Pharmacy #114 Aitkin		1,724.98		2 Transactions		
2340	Hyytinen Hardware Hank 01-252-000-0000-6461		10.44	PAINT FOR JAIL	14534/1	Jail Supplies	N
2340	Hyytinen Hardware Hank		10.44		1 Transactions		
3334	MCIT 01-252-000-0000-6171		1,083.25-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
	01-252-000-0000-6171		34.62-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
	01-252-000-0000-6171		60.00-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		1,177.87-		3 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 01-252-000-0000-6254		241.61	TOWER SHELTER	345401501	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		241.61		1 Transactions		
89765	Minnesota Elevator, Inc 01-252-000-0000-6360		211.57	DEC MNTHLY SERVICE	1049197	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc		211.57		1 Transactions		
8287	Mn Dept Of Labor & Industry 01-252-000-0000-6360		20.00	PRESSURE VESSEL & BOILER	ABR0319717X	Services, Labor, Contracts	N

Aitkin County



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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8287	Mn Dept Of Labor & Industry		20.00		1 Transactions		
3789	Pan-O-Gold Baking Company 01-252-000-0000-6418		90.57	BREAD & BUNS	10002423334004	Groceries	N
3789	Pan-O-Gold Baking Company		90.57		1 Transactions		
9808	Performance Foodservice 01-252-000-0000-6418		1,274.20	GROCERIES	827143	Groceries	N
	01-252-000-0000-6418		1,504.84	GROCERIES	835297	Groceries	N
	01-252-000-0000-6418		2,423.11	GROCERIES	843035	Groceries	N
9808	Performance Foodservice		5,202.15		3 Transactions		
4010	Rasley Oil Company 01-252-000-0000-6330		184.01	TRANSPORT GAS	AITCOSHES	Prisoner Transportation & Travel	N
4010	Rasley Oil Company		184.01		1 Transactions		
10771	Regional Diagnostic Radiology 01-252-000-0000-6262		237.48	K.N. 12/4/23	RDR537747	Contract Service or Medical Service	6
10771	Regional Diagnostic Radiology		237.48		1 Transactions		
86235	The Office Shop Inc 01-252-000-0000-6405		84.99	BLACK TONER	1135489-0	Office Supplies	N
	01-252-000-0000-6405		82.99	BREAK RM PRINTER	1135891-0	Office Supplies	N
86235	The Office Shop Inc		167.98		2 Transactions		
10005	Watson/Linda 01-252-252-0000-6360		20.00	INDIGENT HAIRCUTS	12112023	Services, Labor, Contracts	Y
10005	Watson/Linda		20.00		1 Transactions		
9302	WEX Bank 01-252-000-0000-6335		23.45	TRANSPORT GAS	93902261	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		23.45		1 Transactions		
252	DEPT Total:		30,730.77	Corrections	24 Vendors	31 Transactions	
253	DEPT			Sentence to Serve			
9203	AT&T Mobility (Sheriff's) 01-253-000-0000-6220		38.23	STS AIR CARD	287297906116	Telephone	N

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9203	AT&T Mobility (Sheriff's)		38.23		1 Transactions		
3334	MCIT 01-253-000-0000-6171		102.90-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		102.90-		1 Transactions		
4010	Rasley Oil Company 01-253-000-0000-6335		169.99	STS GAS	AITCOSHERS	Gas/Vehicle Fuel Charges	N
	01-253-003-0000-6335		18.01	314 TRAINING- GAS	AITCOSHERS	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company		188.00		2 Transactions		
13934	The Tire Barn 01-253-000-0000-6302		1,665.88	05 DODGE AXLES; BRAKES	70535	Vehicle Maintenance	N
13934	The Tire Barn		1,665.88		1 Transactions		
253	DEPT Total:		1,789.21	Sentence to Serve	4 Vendors	5 Transactions	
254	DEPT			Enhanced 911 System			
86467	Auto Value Aitkin 01-254-000-0000-6610		138.99	GENERATOR TOWER BATTERY	40232992	Equipment	N
86467	Auto Value Aitkin		138.99		1 Transactions		
14797	Everbridge, Inc 01-254-000-0000-6360		6,895.85	EVERBRIDGE	M79220	Services, Labor, Contracts	N
14797	Everbridge, Inc		6,895.85		1 Transactions		
3455	Motorola Inc 01-254-000-0000-6610		5,942.75	BATTERIES ; CHARGER	8281775003	Equipment	N
3455	Motorola Inc		5,942.75		1 Transactions		
254	DEPT Total:		12,977.59	Enhanced 911 System	3 Vendors	3 Transactions	
255	DEPT			Crime Victims			
3334	MCIT 01-255-000-0000-6171		15.10	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		15.10		1 Transactions		

Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
255	DEPT Total:				15.10	Crime Victims			1 Vendors		1 Transactions
257	DEPT					Community Corrections					
10265	AT&T Mobility (Community Correct)										
	01-257-000-0000-6215				45.20	WIRELESS PHONE SERVICE - ADMIN	10/26/2023 11/25/2023	287332245168		Wireless Telephone Services	N
	01-257-255-0000-6215				45.20	WIRELESS PHONE SERVICE - JUV	10/26/2023 11/25/2023	287332245168		Wireless Telephone Services	N
	01-257-257-0000-6215				225.94	WIRELESS PHONE SERVICE - ADULT	10/26/2023 11/25/2023	287332245168		Wireless Telephone Services	N
	01-257-258-0000-6215				45.17	WIRELESS PHONE SERVICE - SC	10/26/2023 11/25/2023	287332245168		Wireless Telephone Services	N
10265	AT&T Mobility (Community Correct)				361.51				4 Transactions		
783	Canon Financial Services, Inc										
	01-257-000-0000-6360				104.86	CANON COPIER CONTRACT	12/20/2023 01/19/2024	31719700		Services, Labor, Contracts	N
783	Canon Financial Services, Inc				104.86				1 Transactions		
3195	MCCC LOCKBOX										
	01-257-000-0000-6266				5,545.55	CSTS AND USER GROUP ANNUAL DUE	01/01/2024 12/31/2024	2401007		Software Fees/License Fees	N
3195	MCCC LOCKBOX				5,545.55				1 Transactions		
3334	MCIT										
	01-257-000-0000-6171				2.18-	2022 Work Comp Audit		WCAUDIT1541		Workers Compensation Insurance	N
	01-257-000-0000-6171				463.09-	2022 Work Comp Audit		WCAUDIT1541		Workers Compensation Insurance	N
3334	MCIT				465.27-				2 Transactions		
11997	Minnesota Monitoring, Inc										
	01-257-267-0000-6342				1,778.75	EHM RENTAL COST	11/01/2023 11/30/2023	14340		Office Equipment Rental/Contracts	N
11997	Minnesota Monitoring, Inc				1,778.75				1 Transactions		
4010	Rasley Oil Company										
	01-257-255-0000-6335				30.19	JUVENILE AGENT FUEL		AITCOPROS NOV		Gas/Vehicle Fuel Charges	N
	01-257-257-0000-6335				48.88	ADULT AGENT FUEL		AITCOPROS NOV		Gas/Vehicle Fuel Charges	N
	01-257-258-0000-6335				75.53	SOBRIETY COURT AGENT FUEL		AITCOPROS NOV		Gas/Vehicle Fuel Charges	N

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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	
4010	Rasley Oil Company				154.60				
						3 Transactions			
9489	Redwood Toxicology Laboratory, Inc	01-257-267-0000-6274			102.48	DRUG TESTING LAB FEES	022399202311	Drug Testing Fee	6
						11/01/2023 11/30/2023			
9489	Redwood Toxicology Laboratory, Inc				102.48				
						1 Transactions			
257	DEPT Total:				7,582.48	Community Corrections	7 Vendors	13 Transactions	
280	DEPT					Emergency Management			
	3334 MCIT	01-280-000-0000-6171			31.60-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
	3334 MCIT				31.60-				
						1 Transactions			
280	DEPT Total:				31.60-	Emergency Management	1 Vendors	1 Transactions	
391	DEPT					Solid Waste			
	15239 AT&T Mobility (P&Z)	01-391-000-0000-6220			44.73	MONTHLY CELLULAR CONTRACT	287301120814	Telephone	N
						10/26/2023 11/25/2023			
15239	AT&T Mobility (P&Z)				44.73				
						1 Transactions			
	2340 Hyytinen Hardware Hank	01-391-000-0000-6405			9.96	KEYS FOR R/C CENTER	14836/1	Office, Film, & Field Supplies	N
2340	Hyytinen Hardware Hank				9.96				
						1 Transactions			
	4010 Rasley Oil Company	01-391-000-0000-6335			67.46	MONTHLY FUEL CHARGES	AITCOZOS	Gas/Vehicle Fuel Charges	N
						11/01/2023 11/30/2023			
4010	Rasley Oil Company				67.46				
						1 Transactions			
	10341 Rian Tree	01-391-000-0000-6360			1,500.00	TREE CLEARING AT AITKIN R/C	121323	Services, Labor, Contracts	Y
10341	Rian Tree				1,500.00				
						1 Transactions			
	11507 Waste Management of Minnesota, Inc	01-391-060-0000-6360			13,654.73	RECYCLING CONTRACT	010927228089	Recycling Contract	N
						11/01/2023 11/30/2023			

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1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099	On Behalf of Name
11507	Waste Management of Minnesota, Inc				13,654.73				1 Transactions			
391	DEPT Total:				15,276.88	Solid Waste			5 Vendors			5 Transactions
392	DEPT					Water Wells						
2340	Hyytinen Hardware Hank	01-392-000-0000-6405			6.49	SWITCH FOR LIGHT IN WATER LAB		15028/1		Office, Film, & Field Supplies		N
2340	Hyytinen Hardware Hank				6.49			1 Transactions				
392	DEPT Total:				6.49	Water Wells			1 Vendors			1 Transactions
600	DEPT					Ag Society, Soil & Water, Ag Inspect						
111	Aitkin Co Soil & Water	01-600-552-0000-6801			1,328.24	DNR / CITY PARK PROJECT		215593-2		Soil & Water Appropriations		N
		01-600-552-0000-5397			18,960.00	LWM / 2024		24-25		Soil & Water Water Planning Grant		N
		01-600-552-0000-5397			18,960.00	LWM / 2025		24-25		Soil & Water Water Planning Grant		N
		01-600-552-0000-5397			22,689.00	WCA 2024/2025		24-25		Soil & Water Water Planning Grant		N
111	Aitkin Co Soil & Water				61,937.24			4 Transactions				
600	DEPT Total:				61,937.24	Ag Society, Soil & Water, Ag Inspect			1 Vendors			4 Transactions
601	DEPT					Extension						
11187	Regents Of The University of Minnesota	01-601-000-0000-6262			19,670.25	Q4 2023 MOA YD BILLING		0300033444		Univ Of Minn Contracts		N
11187	Regents Of The University of Minnesota				19,670.25			1 Transactions				
601	DEPT Total:				19,670.25	Extension			1 Vendors			1 Transactions
711	DEPT					Economic Development						
3334	MCIT	01-711-000-0000-6171			22.46	2022 Work Comp Audit		WCAUDIT1541		Workers Compensation		N
3334	MCIT				22.46			1 Transactions				
8819	Mille Lacs Energy Coop-Aitkin	01-711-043-0000-6801			840,035.25	BROADBAND/ADMIN PAYMENT		CARE-21-001 1-O-F		CDBG-CV Broadband Grant Expenditures		N
						09/30/2023		11/30/2023				

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Aitkin County



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

1 General Fund

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
8819	Mille Lacs Energy Coop-Aitkin		840,035.25		1 Transactions		
711	DEPT Total:		840,057.71	Economic Development	2 Vendors	2 Transactions	
1	Fund Total:		1,103,368.81	General Fund		251 Transactions	

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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
44	DEPT 10203 Brendel/William 02-044-251-0000-6268		7,000.00	Central Services ORGANIZATION DEVELOP. NOV. 23	8	Staff Training, Development	Y
	10203 Brendel/William		7,000.00	1 Transactions			
44	DEPT Total:		7,000.00	Central Services	1 Vendors	1 Transactions	
700	DEPT 10343 Trails Inn Quadna Mountain LLC 02-700-909-0000-6800		2,000.00	Promotion,Airport,Tourism, Misc. BUSINESS DEVELOPMENT & RECREAT	121520231	Business Develop.Rec Reserve Expense G	
	10343 Trails Inn Quadna Mountain LLC		2,000.00	1 Transactions			
700	DEPT Total:		2,000.00	Promotion,Airport,Tourism, Misc.	1 Vendors	1 Transactions	
2	Fund Total:		9,000.00	Reserves Fund		2 Transactions	

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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			
9561	Amazon Business 03-301-000-0000-6405		83.64	OFFICE SUPPLIES	1HXT-7Y7X-P6F9	Office Supplies	N
9561	Amazon Business		83.64	1 Transactions			
10855	Culligan Soft Water 03-301-000-0000-6342		55.00	WATER COOLER RENTAL	150-10020584-1	Office Equipment Rental/Contracts	N
10855	Culligan Soft Water		55.00	1 Transactions			
3334	MCIT 03-301-000-0000-6171		9.00	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
	03-301-000-0000-6171		3,836.85	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		3,845.85	2 Transactions			
9671	Pitney Bowes Global Financial Services 03-301-000-0000-6342		81.30	LEASE	3106403505	Office Equipment Rental/Contracts	N
9671	Pitney Bowes Global Financial Services		81.30	1 Transactions			
301	DEPT Total:		4,065.79	R&B Administration	4 Vendors	5 Transactions	
302	DEPT			R&B Engineering/Construction			
7053	Bill's Sportsman's Service 03-302-000-0000-6550		59.99	AUGER BLADE	0-01405	R & B Engineer Supplies	Y
7053	Bill's Sportsman's Service		59.99	1 Transactions			
3334	MCIT 03-302-000-0000-6171		752.00	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
	03-302-000-0000-6171		1,166.15	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		414.15	2 Transactions			
302	DEPT Total:		474.14	R&B Engineering/Construction	2 Vendors	3 Transactions	
303	DEPT			R&B Highway Maintenance			
195	Aitkin Tire Shop 03-303-000-0000-6590		115.00	REPAIR PARTS	0-062955	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		150.00	REPAIR LABOR	0-062955	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		100.00	REPAIR PARTS	0-062956	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		900.00	TIRE	0-062956	Repair & Maintenance Supplies	Y

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Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
195	Aitkin Tire Shop	03-303-000-0000-6590			50.00	REPAIR LABOR		0-062956		Repair & Maintenance Supplies		Y
					1,315.00		5 Transactions					
9561	Amazon Business	03-303-000-0000-6417			119.99	PALISADE SHOP SUPPLIES		17FF-NQ69-PKP6		Shop/Building Maintenance		N
9561	Amazon Business				119.99		1 Transactions					
9402	Ammala Excavating/Allen	03-303-000-0000-6521			2,531.25	2023 GRADING		.		Maintenance Supplies		Y
		03-303-000-0000-6521			2,531.25	2023 GRADING		.		Maintenance Supplies		Y
9402	Ammala Excavating/Allen				5,062.50		2 Transactions					
12106	Antoine Electric	03-303-000-0000-6605			1,088.79	AITKIN SHOP		3093		Building & Structure Related Expenditure		Y
12106	Antoine Electric				1,088.79		1 Transactions					
7916	AT&T Mobility (R&B)	03-303-000-0000-6220			38.23	PAUL'S IPAD SVC		ACCT 287303768387		Telephone		N
		03-303-000-0000-6220			38.23	MIKE LAPTOP SVC		ACCT 287303768387		Telephone		N
		03-303-000-0000-6220			38.23	CAROL LAPTOP SVC		ACCT 287303768387		Telephone		N
7916	AT&T Mobility (R&B)				114.69		3 Transactions					
14052	Best Oil Company	03-303-000-0000-6570			2,545.95	SWATARA		50515		Motor Fuel & Lubricants		Y
14052	Best Oil Company				2,545.95		1 Transactions					
660	Blaszak/Florian D.	03-303-000-0000-6181			195.00	2023 BOOT REIMBURSEMENT		L&M FLEET		Safety Footwear Allowance		N
660	Blaszak/Florian D.				195.00		1 Transactions					
14887	Cintas Corporation	03-303-000-0000-6360			14.98	SHOP LAUNDRY		4175985971		Services, Labor, Contracts		N
		03-303-000-0000-6360			18.66	SHOP LAUNDRY		4176706732		Services, Labor, Contracts		N
14887	Cintas Corporation				33.64		2 Transactions					
2763	Countryside Sanitation, LLC	03-303-000-0000-6255			117.00	NOV 23 MCGREGOR		4380		Garbage		Y
		03-303-000-0000-6255			117.00	DEC 23 MCGREGOR		4380		Garbage		Y
		03-303-000-0000-6255			81.90	NOV 23 PALISADE		4381		Garbage		Y

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Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
2763	Countryside Sanitation, LLC	03-303-000-0000-6255			81.90	DEC 23 PALISADE	4381	Garbage	Y
					397.80	4 Transactions			
9326	Dehn Oil Company	03-303-000-0000-6570			6,854.49	PALISADE DIESEL	25221021	Motor Fuel & Lubricants	N
		03-303-000-0000-6570			13,423.95	MCGRATH DIESEL	25221026	Motor Fuel & Lubricants	N
9326	Dehn Oil Company				20,278.44	2 Transactions			
7060	Federated Co-Ops Inc.	03-303-000-0000-6423			640.08	MCGRATH SHOP PROPANE	2019846	Fuel for Buildings	N
7060	Federated Co-Ops Inc.				640.08	1 Transactions			
8622	Frontier Communications Holdings LLC	03-303-000-0000-6220			91.73	JACOBSON	218-752-6591	Telephone	N
		03-303-000-0000-6220			91.73	MCGREGOR	218-768-4481	Telephone	N
		03-303-000-0000-6220			91.73	PALISADE	218-845-2607	Telephone	N
8622	Frontier Communications Holdings LLC				275.19	3 Transactions			
1754	Garrison Disposal Company, Inc	03-303-000-0000-6255			140.28	AITKIN SHOP	348475	Garbage	N
1754	Garrison Disposal Company, Inc				140.28	1 Transactions			
7525	Hometown Bldg Supply	03-303-000-0000-6417			540.28	MCGREGOR SHOP	2312-097294	Shop/Building Maintenance	N
7525	Hometown Bldg Supply				540.28	1 Transactions			
2340	Hyytinen Hardware Hank	03-303-000-0000-6417			10.99	MCGRATH SHOP	14395/1	Shop/Building Maintenance	N
2340	Hyytinen Hardware Hank				10.99	1 Transactions			
91187	Lake Country Power	03-303-000-0000-6254			116.60	NOV 23 JACOBSON	1400073000	Utilities-Gas and Electric	N
		03-303-000-0000-6254			115.13	NOV 23 SWATARA	140946401	Utilities-Gas and Electric	N
		03-303-000-0000-6254			63.00	NOV 23 CSAH 6	143093502	Utilities-Gas and Electric	N
91187	Lake Country Power				294.73	3 Transactions			
2831	Little Falls Machine Inc	03-303-000-0000-6590			279.37	REPAIR PARTS	369698	Repair & Maintenance Supplies	N
		03-303-000-0000-6590			279.37	REPAIR PARTS	369698	Repair & Maintenance Supplies	N

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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	
2831	Little Falls Machine Inc		838.12	REPAIR PARTS	369698	Repair & Maintenance Supplies	N
				3 Transactions			
2941	M R Sign Co Inc		2,075.00	6' SIGN POSTS	222586	Signs & Posts	N
2941	M R Sign Co Inc		2,075.00				
				1 Transactions			
15300	MCGREGOR ACE HARDWARE		20.69	MCGREGOR SHOP	A96486	Shop/Building Maintenance	N
15300	MCGREGOR ACE HARDWARE		20.69				
				1 Transactions			
3334	MCIT		5,398.00	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
			130.00	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		5,528.00				
				2 Transactions			
12927	Midwest Machinery Co.		1,299.32	REPAIR PARTS	9871232	Repair & Maintenance Supplies	N
12927	Midwest Machinery Co.		1,299.32				
				1 Transactions			
9692	Minnesota Energy Resources Corporation		727.63	NAT GAS: AITKIN SHOP	0506048841-0001	Fuel for Buildings	N
9692	Minnesota Energy Resources Corporation		727.63				
				1 Transactions			
10948	MN Dept of Labor & Industry		30.00	PRESSURE VESSELS/BOILER	ABR0319712X	Shop/Building Maintenance	N
10948	MN Dept of Labor & Industry		30.00				
				1 Transactions			
9491	Nistler/Tony		16,110.00	SALT SAND	38191	Winter Sand	Y
9491	Nistler/Tony		16,110.00				
				1 Transactions			
8436	Northland Parts		107.88	MCGREGOR SHOP SUPPLIES	ACCT 3741	Shop/Building Maintenance	N
			8.99	REPAIR PARTS	ACCT 3741	Repair & Maintenance Supplies	N
			65.74	REPAIR PARTS	ACCT 3741	Repair & Maintenance Supplies	N
			22.96	REPAIR PARTS	ACCT 3741	Repair & Maintenance Supplies	N
8436	Northland Parts		205.57				
				4 Transactions			

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10720	Nuss Truck Group Inc 03-303-000-0000-6590		295.28	REPAIR PARTS	PSO053392-1	Repair & Maintenance Supplies	N
10720	Nuss Truck Group Inc		295.28	1 Transactions			
10412	O'Reilly Auto Parts 03-303-000-0000-6417		41.97	AITKIN SHOP SUPPLIES	1878-172610	Shop/Building Maintenance	N
	03-303-000-0000-6590		15.30	REPAIR PARTS	1878-172610	Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts		57.27	2 Transactions			
3871	People's Security Co. Inc, 03-303-000-0000-6417		378.75	PALISADE SHOP	244461	Shop/Building Maintenance	N
3871	People's Security Co. Inc,		378.75	1 Transactions			
11900	Pomp's Tire Service, Inc 03-303-000-0000-6590		876.00	REPAIR LABOR	2300003773	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		287.32	REPAIR PARTS	2300003773	Repair & Maintenance Supplies	N
11900	Pomp's Tire Service, Inc		1,163.32	2 Transactions			
15211	Quality Disposal Systems Inc 03-303-000-0000-6255		70.79	GARBAGE: MCGRATH	ACCT 1652085	Garbage	N
15211	Quality Disposal Systems Inc		70.79	1 Transactions			
4070	Riley Auto Supply 03-303-000-0000-6590		75.45	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		49.45	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		103.76	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
4070	Riley Auto Supply		228.66	3 Transactions			
14812	SCI Broadband/Savage Communications 03-303-000-0000-6220		155.02	PHONE/INTERNET	ACCT 009-038972	Telephone	N
14812	SCI Broadband/Savage Communications		155.02	1 Transactions			
8230	State Of Minnesota 03-303-000-0000-6590		50.00	2024 DECALS	.	Repair & Maintenance Supplies	N
8230	State Of Minnesota		50.00	1 Transactions			
6097	Verizon Wireless 03-303-000-0000-6220		454.90	DEPT CELL PHONES	9950704644	Telephone	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
6097	Verizon Wireless		454.90	1 Transactions		
5295	Ziegler Inc					
	03-303-000-0000-6590		327.66	REPAIR PARTS	IN001263111	Repair & Maintenance Supplies N
	03-303-000-0000-6590		68.53	REPAIR PARTS	IN001279242	Repair & Maintenance Supplies N
5295	Ziegler Inc		396.19	2 Transactions		
303	DEPT Total:		63,137.86	R&B Highway Maintenance	35 Vendors	62 Transactions
307	DEPT			R&B Capital Infrastructure		
7652	Erickson Engineering Co.					
	03-307-000-0000-6269		342.50	PROFESSIONAL SERVICES	16181	Professional Services Y
7652	Erickson Engineering Co.		342.50	1 Transactions		
307	DEPT Total:		342.50	R&B Capital Infrastructure	1 Vendors	1 Transactions
308	DEPT			R&B Equipment & Facilities		
88880	Datacomm Computers & Networks Inc					
	03-308-000-0000-6610		10,290.00	TECH COMPUTERS	16580	Equipment N
88880	Datacomm Computers & Networks Inc		10,290.00	1 Transactions		
308	DEPT Total:		10,290.00	R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:		78,310.29	Road & Bridge		72 Transactions

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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			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-400-430-0408-6435		271.84	PH BUDGET LINE-FHV SUPPLIES 12/06/2023 12/06/2023	134R-T6DT-NNKY	Public Health Program Related Supplies	N
	05-400-440-0410-6405		3.19	AGENCY-PACKING TAPE 11/30/2023 11/30/2023	136J-N776-4FXY	Office Supplies	N
	05-400-440-0410-6405		5.68	AGENCY-SHEET PROTECTORS 12/03/2023 12/03/2023	19D1-R1DH-WL9X	Office Supplies	N
	05-400-430-0408-6435		581.96	PH BUDGET LINE-COS LINE 12/04/2023 12/04/2023	19KQ-MKVN-4YF9	Public Health Program Related Supplies	N
	05-400-440-0410-6405		9.88	AGENCY-NOTE-STENO PADS/LABELS 12/09/2023 12/09/2023	19VX-HV3K-KF79	Office Supplies	N
	05-400-440-0410-6405		5.85	AGENCY-AVERY ADDRESS LABELS 12/02/2023 12/02/2023	1JD3-9CWQ-R36X	Office Supplies	N
	05-400-410-0413-6430		43.68	PH-WIC LANCETS 12/07/2023 12/07/2023	1LWK-PR37-1CD7	WIC - Medical Supplies	N
	05-400-440-0410-6405		5.39	AGENCY-COMPRESSED AIR 12/07/2023 12/07/2023	1LWK-PR37-1CD7	Office Supplies	N
	05-400-450-0451-6435		107.95	PH BUDGET-HE ASD FAIR 12/10/2023 12/10/2023	1LWK-PR3Y-NFRV	Public Health Program Related Supplies	N
	05-400-440-0410-6405		106.78	PH-PRINTER INK (EM) 12/04/2023 12/04/2023	1QCR-VTL1-63HD	Office Supplies	N
	05-400-450-0451-6435		974.89	PH BUDGET-HE DENTAL SUPPLIES 12/09/2023 12/09/2023	1T9P-KMQG-GFR3	Public Health Program Related Supplies	N
	05-400-450-0451-6435		277.61	HE-NE FOR SCHOOLS/COMM 11/30/2023 11/30/2023	1VQT-CKDR-3PQG	Public Health Program Related Supplies	N
	05-400-430-0408-6435		201.64	PH BUDGET LINE-FHV SUPPLIES 12/05/2023 12/05/2023	1YJD-F6NM-9FLD	Public Health Program Related Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		2,596.34	13 Transactions			
248	Association of Mn Counties						
	05-400-440-0410-6241		56.00	ADMIN-AMC CONFERENCE REG		Meeting/Conference Registration Fee	N
248	Association of Mn Counties		56.00	1 Transactions			
783	Canon Financial Services, Inc						
	05-400-440-0410-6342		25.20	OSS COPIER CONTRACT 12/01/2023 12/31/2023	31753546	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		288.36	PH COPIER CONTRACT 12/01/2023 12/31/2023	31753547	Office Equipment Rental/Contracts	N

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	05-400-440-0410-6342		40.42	MAILROOM COPIER CONTRACT	31753548	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		353.98	12/01/2023 12/31/2023 3 Transactions			
14746	Control Solutions, Inc.						
	05-400-400-0402-6430		374.00	COVID-VAX-VACCINE DATA LOGGERS	2378	DP & C - Medical Supplies	N
14746	Control Solutions, Inc.		374.00	12/08/2023 12/08/2023 1 Transactions			
9590	FFF Enterprises						
	05-400-400-0402-6432		1,639.74	IMMZ.-HEP B VACCINE	92247800	Vaccine Cost	N
9590	FFF Enterprises		1,639.74	11/29/2023 11/29/2023 1 Transactions			
2386	Information Systems Corp						
	05-400-440-0410-6266		1,310.40	APP EXTENDER LICENSE/MAINT	M30805	Software Fees/License Fees	N
2386	Information Systems Corp		1,310.40	03/01/2024 02/28/2025 1 Transactions			
3195	MCCC LOCKBOX						
	05-400-440-0410-6266		175.00	2024 JIC-IFS ENH FUND CMHS	2401008	Software Fees/License Fees	N
	05-400-440-0410-6266		1,060.74	2024 IFS GENERAL SUPPORT CMHS	2401008	Software Fees/License Fees	N
	05-400-440-0410-6266		126.00	2024 MNCCC DUES FOR JIC CMHS	2401008	Software Fees/License Fees	N
3195	MCCC LOCKBOX		1,361.74	01/01/2024 12/31/2024 01/01/2024 12/31/2024 01/01/2024 12/31/2024 3 Transactions			
3334	MCIT						
	05-400-440-0410-6171		468.16	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		468.16	1 Transactions			
8287	Mn Dept Of Labor & Industry						
	05-400-440-0410-6360		1.40	BOILER INSPECTION 2023	ABR0320511X	Services, Labor, Contracts	N
8287	Mn Dept Of Labor & Industry		1.40	1 Transactions			
3336	Office Of MN. IT Services						
	05-400-440-0410-6360		3.97	LANGUAGE SERVICES	W23110404	Services, Labor, Contracts	N
				12/13/2023 12/13/2023			

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Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
3336	Office Of MN. IT Services				3.97				1 Transactions			
88859	Spee*Dee-St Cloud	05-400-430-0408-6360			195.48	FAP SERVICE - 111	10/30/2023	929340		Services, Labor, Contracts		N
88859	Spee*Dee-St Cloud				195.48				1 Transactions			
10698	Stericycle,Inc	05-400-440-0410-6360			16.86	STERI-SAFE	12/01/2023	8005282310		Services, Labor, Contracts		6
10698	Stericycle,Inc				16.86				1 Transactions			
10930	Tidholm Productions	05-400-450-0451-6360			6,037.85	PH BUDGET LINE-HED-FAMILY	12/07/2023	3579 5692		Services, Labor, Contracts		Y
10930	Tidholm Productions				6,037.85				1 Transactions			
400	DEPT Total:				14,415.92	Public Health Department			13 Vendors		29 Transactions	
420	DEPT					Income Maintenance						
88284	Aitkin Co Recorder	05-420-650-4800-6800			13.00	MA ESTATE DEATH CERTIFICATE				Program Expenses Direct Charge Ffp		N
88284	Aitkin Co Recorder	05-420-650-4800-6800			26.00	MA ESTATE DEATH CERTIFICATE	12/07/2023	105074		Program Expenses Direct Charge Ffp		N
88284	Aitkin Co Recorder				39.00				2 Transactions			
9608	AMAZON CAPITAL SERVICES (HHS only)	05-420-600-4800-6405			7.52	AGENCY-PACKING TAPE	11/30/2023	136J-N776-4FX Y		Office Supplies		N
9608	AMAZON CAPITAL SERVICES (HHS only)	05-420-600-4800-6405			13.38	AGENCY-SHEET PROTECTORS	12/03/2023	19D1-R1DH-WL9X		Office Supplies		N
9608	AMAZON CAPITAL SERVICES (HHS only)	05-420-600-4800-6405			23.29	AGENCY-NOTE-STENO PADS/LABELS	12/09/2023	19VX-HV3K-KF79		Office Supplies		N
9608	AMAZON CAPITAL SERVICES (HHS only)	05-420-600-4800-6405			23.66	IM-CD'S FOR RECORDS TRANSFER	11/29/2023	1GTT-NPMX-3T1C		Office Supplies		N
9608	AMAZON CAPITAL SERVICES (HHS only)	05-420-600-4800-6405			13.79	AGENCY-AVERY ADDRESS LABELS	12/02/2023	1JD3-9CWQ-R36X		Office Supplies		N
9608	AMAZON CAPITAL SERVICES (HHS only)	05-420-600-4800-6405			12.70	AGENCY-COMPRESSED AIR	12/07/2023	1LWK-PR37-1CD7		Office Supplies		N

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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		27.66	IM-PLANNER (SP) 12/05/2023 12/05/2023	1P9H-DHYG-H437	Office Supplies	N
	05-420-600-4800-6405		118.86	IM-TONER (JG) 11/29/2023 11/29/2023	1YWK-66WD-9J74	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		240.86	8 Transactions			
248	Association of Mn Counties						
	05-420-600-4800-6241		132.00	ADMIN-AMC CONFERENCE REG		Meeting/Conference Registration Fee	N
248	Association of Mn Counties		132.00	1 Transactions			
783	Canon Financial Services, Inc						
	05-420-640-4800-6342		120.14	CS COPIER CONTRACT 12/01/2023 12/31/2023	31753543	Office Equipment Rental/Contracts	N
	05-420-600-4800-6342		59.39	OSS COPIER CONTRACT 12/01/2023 12/31/2023	31753546	Office Equipment Rental/Contracts	N
	05-420-600-4800-6342		95.27	MAILROOM COPIER CONTRACT 12/01/2023 12/31/2023	31753548	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		274.80	3 Transactions			
11051	Department of Human Services						
	05-420-620-4400-6026		4,966.64	MCRE/GAMC/NONRES ESTATE 10/01/2023 10/31/2023	A300MM1T01I	State Share - GAMC Estate	N
	05-420-650-4400-6025		2,049.32	MA LTC UN 65 10/01/2023 10/31/2023	A300MM1T01I	State/Fed Share - MA Program	N
	05-420-650-4400-6025		43.02	G8 MH TCM CV CY20 10/01/2023 10/31/2023	A300MM1T01I	State/Fed Share - MA Program	N
	05-420-650-4400-6025		301.82	G8 LTC LT65 CY20 10/01/2023 10/31/2023	A300MM1T01I	State/Fed Share - MA Program	N
	05-420-650-4400-6026		141.22	MA ESTATE COLLECTIONS-FED 10/01/2023 10/31/2023	A300MM1T01I	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		70.60	MA ESTATE COLLECTIONS-STATE 10/01/2023 10/31/2023	A300MM1T01I	State/Fed Share - MA Estate	N
	05-420-620-4100-6011		1,593.20	MAXIS GRH RECOVERIES 10/23/2023 10/31/2023	A300MX01248I	County Share - Ga	N
	05-420-630-4100-6011		49.89	MAXIS FS RECEOVERIES 10/23/2023 10/31/2023	A300MX01248I	County Share-Food Support	N
11051	Department of Human Services		9,215.71	8 Transactions			
2386	Information Systems Corp						

Aitkin County



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	
	05-420-600-4800-6266		3,088.80	APP EXTENDER LICENSE/MAINT 03/01/2024 02/28/2025	M30805	Software Fees/License Fees	N
2386	Information Systems Corp		3,088.80	1 Transactions			
3195	MCCC LOCKBOX						
	05-420-600-4800-6266		412.50	2024 JIC-IFS ENH FUND CMHS 01/01/2024 12/31/2024	2401008	Software Fees/License Fees	N
	05-420-600-4800-6266		2,500.31	2024 IFS GENERAL SUPPORT CMHS 01/01/2024 12/31/2024	2401008	Software Fees/License Fees	N
	05-420-600-4800-6266		297.00	2024 MNCCC DUES FOR JIC CMHS 01/01/2024 12/31/2024	2401008	Software Fees/License Fees	N
3195	MCCC LOCKBOX		3,209.81	3 Transactions			
3334	MCIT						
	05-420-600-4800-6171		50.12	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		50.12	1 Transactions			
8287	Mn Dept Of Labor & Industry						
	05-420-600-4800-6360		3.30	BOILER INSPECTION 2023	ABR0320511X	Services, Labor, Contracts	N
8287	Mn Dept Of Labor & Industry		3.30	1 Transactions			
3336	Office Of MN. IT Services						
	05-420-600-4800-6360		9.36	LANGUAGE SERVICES 12/13/2023 12/13/2023	W23110404	Services, Labor, Contracts	N
3336	Office Of MN. IT Services		9.36	1 Transactions			
88859	Spee*Dee-St Cloud						
	05-420-600-4800-6205		69.82	IM SERVICE - 101 10/30/2023 12/02/2023	929340	Postage	N
88859	Spee*Dee-St Cloud		69.82	1 Transactions			
15347	St Louis County - PHHS						
	05-420-650-4400-6211		198.72	MTM ADMIN FEE NON-FFP 10/10/2023 10/10/2023	IP-00026805	Medical Assistance - MTM Admin	N
	05-420-650-4400-6211		187.68	MTM ADMIN FEE NON-FFP 10/24/2023 10/24/2023	IP-00026809	Medical Assistance - MTM Admin	N
15347	St Louis County - PHHS		386.40	2 Transactions			
10698	Stericycle,Inc						

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-420-600-4800-6360		39.73	STERI-SAFE 12/01/2023 12/31/2023	8005282310	Services, Labor, Contracts	6
10698	Stericycle, Inc		39.73	1 Transactions			
420	DEPT Total:		16,759.71	Income Maintenance	13 Vendors	33 Transactions	
430	DEPT			Social Services			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-430-700-4800-6405		12.07	AGENCY-PACKING TAPE 11/30/2023 11/30/2023	136J-N776-4FX	Office Supplies	N
	05-430-700-4800-6405		21.50	AGENCY-SHEET PROTECTORS 12/03/2023 12/03/2023	19D1-R1DH-WL9X	Office Supplies	N
	05-430-700-4800-6405		37.41	AGENCY-NOTE-STENO PADS/LABELS 12/09/2023 12/09/2023	19VX-HV3K-KF79	Office Supplies	N
	05-430-710-3650-6027		11.99	SS- PLANNER -PERM PLANNING 12/04/2023 12/04/2023	1G77J-P6HL-1TK6	Serv For Concurrent Perm Plan	N
	05-430-700-4800-6405		22.14	AGENCY-AVERY ADDRESS LABELS 12/02/2023 12/02/2023	1JD3-9CWQ-R36X	Office Supplies	N
	05-430-700-4800-6405		20.40	AGENCY-COMPRESSED AIR 12/07/2023 12/07/2023	1LWK-PR37-1CD7	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		125.51	6 Transactions			
248	Association of Mn Counties						
	05-430-700-4800-6241		212.00	ADMIN-AMC CONFERENCE REG		Meeting/Conference Registration Fee	N
248	Association of Mn Counties		212.00	1 Transactions			
783	Canon Financial Services, Inc						
	05-430-700-4800-6342		95.38	OSS COPIER CONTRACT 12/01/2023 12/31/2023	31753546	Office Equipment Rental/Contracts	N
	05-430-700-4800-6342		153.01	MAILROOM COPIER CONTRACT 12/01/2023 12/31/2023	31753548	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		248.39	2 Transactions			
2386	Information Systems Corp						
	05-430-700-4800-6266		4,960.80	APP EXTENDER LICENSE/MAINT 03/01/2024 02/28/2025	M30805	Software Fees/License Fees	N
2386	Information Systems Corp		4,960.80	1 Transactions			
3195	MCCC LOCKBOX						

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-430-700-4800-6266		662.50	2024 JIC-IFS ENH FUND CMHS 01/01/2024 12/31/2024	2401008	Software Fees/License Fees	N
	05-430-700-4800-6266		4,015.65	2024 IFS GENERAL SUPPORT CMHS 01/01/2024 12/31/2024	2401008	Software Fees/License Fees	N
	05-430-700-4800-6266		477.00	2024 MNCCC DUES FOR JIC CMHS 01/01/2024 12/31/2024	2401008	Software Fees/License Fees	N
3195	MCCC LOCKBOX		5,155.15		3 Transactions		
3334	MCIT 05-430-700-4800-6171		205.98-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		205.98-		1 Transactions		
8287	Mn Dept Of Labor & Industry 05-430-700-4800-6360		5.30	BOILER INSPECTION 2023	ABR0320511X	Services, Labor, Contracts	N
8287	Mn Dept Of Labor & Industry		5.30		1 Transactions		
3336	Office Of MN. IT Services 05-430-700-4800-6360		15.02	LANGUAGE SERVICES 12/13/2023 12/13/2023	W23110404	Services, Labor, Contracts	N
3336	Office Of MN. IT Services		15.02		1 Transactions		
10657	Quadient Finance USA, Inc 05-430-000-0000-1205		2,000.00	POSTAGE 12/03/2023 12/03/2023	AITKIN00000114658	Postage Account	N
10657	Quadient Finance USA, Inc		2,000.00		1 Transactions		
10698	Stericycle,Inc 05-430-700-4800-6360		63.81	STERI-SAFE 12/01/2023 12/31/2023	8005282310	Services, Labor, Contracts	6
10698	Stericycle,Inc		63.81		1 Transactions		
86235	The Office Shop Inc 05-430-700-4800-6405		12.66	SS-NAME PLATE (AB) 11/29/2023 11/29/2023	1135016-0	Office Supplies	N
86235	The Office Shop Inc		12.66		1 Transactions		
430	DEPT Total:		12,592.66	Social Services	11 Vendors	19 Transactions	
5	Fund Total:		43,768.29	Health & Human Services		81 Transactions	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
1091	Commissioner Of Revenue 09-000-000-0000-2044		4.55	2ND APPORTIONMENT-SM 2023	2ND APPORTION-20	20% Severed Mineral Tax	N
1091	Commissioner Of Revenue		4.55	1 Transactions			
4580	Mn Dept Of Finance 09-000-000-0000-2030		90.00	1 REGULAR MARRIAGE LIC ENGELB	NOV 2023	State Fees, Assessments & Surcharges	N
	09-000-000-0000-2022		692.00	BIRTH & DEATH SURCHARGES	NOVEMBER 2023	Birth/Death Surcharges	N
	09-000-000-0000-2024		99.00	CHILDREN SURCHARGES	NOVEMBER 2023	St Share Of Birth Cert.-Children	N
	09-000-000-0000-2031		19.50	TORRENS ASSURANCE	NOVEMBER 2023	Real Estate Assurance (Was 5874 And 6	N
	09-000-000-0000-2031		207.93	REAL ESTATE ASSURANCE	NOVEMBER 2023	Real Estate Assurance (Was 5874 And 6	N
	09-000-000-0000-2036		4,866.00	STATE GEN FUND/LEG. SURCHARGE	NOVEMBER 2023	Recording Surcharges (Was 5871 & 6281)	N
	09-000-000-0000-2051		149.09	TIF ADMIN - NOVEMBER 2023	NOVEMBER 2023	State Share of TIF Tax	N
4580	Mn Dept Of Finance		6,123.52	7 Transactions			
3375	Mn Dept Of Health 09-000-000-0000-2027		637.50	STATE WELL CERTIFICATE	NOVEMBER 2023	State Well Cert Fees (Was 5097 & 6203)	N
3375	Mn Dept Of Health		637.50	1 Transactions			
0	DEPT Total:		6,765.57	Undesignated	3 Vendors	9 Transactions	
9	Fund Total:		6,765.57	State		9 Transactions	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
900	DEPT			Timber Permit Bonds			
12589	Haapoja/George 10-900-000-0000-2300		442.20	REFUND BOND	14401	Timber Permit Bonds	N
12589	Haapoja/George		442.20	1 Transactions			
3066	Maxwell/James Henry 10-900-000-0000-2300		3,819.38	REFUND BOND	14111	Timber Permit Bonds	N
3066	Maxwell/James Henry		3,819.38	1 Transactions			
5791	Sappi 10-900-000-0000-2300		2,690.25	REFUND BOND	14292	Timber Permit Bonds	N
	10-900-000-0000-2300		2,516.12	REFUND BOND	14429	Timber Permit Bonds	N
5791	Sappi		5,206.37	2 Transactions			
15009	Vandermey Logging 10-900-000-0000-2300		216.00	REFUND BOND	14307	Timber Permit Bonds	Y
15009	Vandermey Logging		216.00	1 Transactions			
900	DEPT Total:		9,683.95	Timber Permit Bonds	4 Vendors	5 Transactions	
923	DEPT			Forfeited Tax Sales			
86222	Aitkin Independent Age 10-923-000-0000-6230		60.25	ORAL TIMBER AUCTION	1352403	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		60.25	1 Transactions			
170	Aitkin Motor Company 10-923-000-0000-6590		67.89	2019 F150 SUPER 50347	45805	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		67.89	2019 F150 SUPER 50348	45927	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		63.03	2023 F150 SUPER 00769	45939	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		63.03	2016 F150 99049	46114	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		261.84	4 Transactions			
10452	AT&T Mobility 10-923-000-0000-6220		657.95	CELL PHONES AND TABLETS 10/26/2023 11/25/2023	287302631438X120	Telephone	N
10452	AT&T Mobility		657.95	1 Transactions			
13725	Beartooth True Value 10-923-000-0000-6405		7.98	CAULK FOR OFFICE	A146234	Office Supplies	N

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Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
13725	Beartooth True Value		447.50	16 1KA AND 32 7KA MASTER LOCKS 2 Transactions	B244080	Field Supplies	N
10024	Bobcat of Brainerd		105.23	7246802 COUPLER 1 Transactions	62014	Repair & Maintenance Supplies	N
10024	Bobcat of Brainerd		105.23				
783	Canon Financial Services, Inc		158.21	COPIER RENTAL 12/01/2023	31753542 12/31/2023	Office/Equipment-Rental	N
783	Canon Financial Services, Inc		158.21	1 Transactions			
5893	CTC		350.00	INTERNET 12/12/2023	21312946 01/11/2024	Utilities-Gas and Electric	N
5893	CTC		350.00	1 Transactions			
10855	Culligan Soft Water		94.00	SHOP WATER 12/01/2023	150-10046456-2 12/31/2023	Office/Equipment-Rental	N
10855	Culligan Soft Water		94.00	1 Transactions			
1754	Garrison Disposal Company, Inc		110.30	SHOP GARBAGE 12/01/2023	348421 12/31/2023	Garbage	N
1754	Garrison Disposal Company, Inc		110.30	1 Transactions			
1842	Gordon/Daniel		195.00	2023 BOOT ALLOWANCE 1 Transactions	122023	Safety Footwear Allowance	N
1842	Gordon/Daniel		195.00				
9622	Hill/Kinzer		169.97	2023 BOOT ALLOWANCE 1 Transactions	122023	Safety Footwear Allowance	N
9622	Hill/Kinzer		169.97				
2340	Hyytinen Hardware Hank		14.94	6 SINGLE CUT KEYS	14298/1	Field Supplies	N
			9.99	PAINT THINNER	14751/1	Field Supplies	N

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Vendor No.	Name	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
				Service Dates	Paid On Bhf #	On Behalf of Name	
2340	Hyytinen Hardware Hank		24.93				
				2 Transactions			
9738	MACLC Treasurer - Nathan Heibel						
	10-923-000-0000-6240		500.00	MACLC DUES CY2024	122023	Membership/Dues/Association Fees	N
9738	MACLC Treasurer - Nathan Heibel		500.00				
				1 Transactions			
3066	Maxwell/James Henry						
	10-923-000-0000-6820		18,602.09	REFUND OVERAPPRAISAL	14111	Refunds & Reimbursements	N
3066	Maxwell/James Henry		18,602.09				
				1 Transactions			
3334	MCIT						
	10-923-000-0000-6171		1,987.00-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		1,987.00-				
				1 Transactions			
9692	Minnesota Energy Resources Corporation						
	10-923-000-0000-6254		407.88	SHOP GAS	4822687531	Utilities-Gas and Electric	N
				10/25/2023 11/29/2023			
9692	Minnesota Energy Resources Corporation		407.88				
				1 Transactions			
4070	Riley Auto Supply						
	10-923-000-0000-6590		102.27	HOSE FITINGS 3/8 5,585 HYD HOS	641067	Repair & Maintenance Supplies	N
4070	Riley Auto Supply		102.27				
				1 Transactions			
86235	The Office Shop Inc						
	10-923-000-0000-6405		17.20	DRY ERASE BOARD	1133772-0	Office Supplies	N
	10-923-000-0000-6405		29.46	WEEKLY APPT BOOK	1134903-1	Office Supplies	N
	10-923-000-0000-6405		117.90	LAMINTE	1134925-0	Office Supplies	N
	10-923-000-0000-6405		87.40	CATALOG ENVELOPES & STAPLER	329414-0	Office Supplies	N
	10-923-000-0000-6405		9.35	PNK PAPER	329414-0	Office Supplies	N
86235	The Office Shop Inc		261.31				
				5 Transactions			
15229	Thompson/Dennis J						
	10-923-000-0000-6330		59.50	MILEAGE FOR HIST CTR MFRP MTG	122023	Transportation/Travel/Parking	N
15229	Thompson/Dennis J		59.50				
				1 Transactions			
15009	Vandermey Logging						
	10-923-000-0000-6820		87.58	REFUND OVERAPPRAISAL	14307	Refunds & Reimbursements	Y
15009	Vandermey Logging		87.58				
				1 Transactions			

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Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
10180	WEX Bank - Land Dept			2,290.02	GAS	93806375	Gas/Vehicle Fuel Charges	N
	10-923-000-0000-6335				11/08/2023 12/07/2023			
10180	WEX Bank - Land Dept			2,290.02		1	Transactions	
923	DEPT Total:			22,958.83	Forfeited Tax Sales	21	Vendors	30 Transactions
926	DEPT				Law Library			
5173	Thomson Reuters-West Publishing			1,562.70	ONLINE SUBSCRIPTION	849340884	Law Books	N
	10-926-000-0000-6455				11/01/2023 11/30/2023			
	10-926-000-0000-6455			1,155.61	LIBRARY PLAN	849420229	Law Books	N
					12/01/2023 12/31/2023			
5173	Thomson Reuters-West Publishing			2,718.31		2	Transactions	
926	DEPT Total:			2,718.31	Law Library	1	Vendors	2 Transactions
10	Fund Total:			35,361.09	Trust			37 Transactions

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11 Forest Development

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			
13725	Beartooth True Value 11-925-000-0000-6590		55.92	CONCRETE FOR GATES	A144717	Repair & Maintenance Supplies	N
13725	Beartooth True Value		55.92	1 Transactions			
14742	Berg/James M 11-925-000-0000-6278		35.00	NRAC MEETING	122023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		24.89	NRAC MILEAGE	122023	Transportation/Travel/Parking	N
14742	Berg/James M		59.89	2 Transactions			
12526	Bixby/James 11-925-000-0000-6278		35.00	NRAC MEETING	122023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		41.92	NRAC MILEAGE	122023	Transportation/Travel/Parking	N
12526	Bixby/James		76.92	2 Transactions			
2099	Harmon/Elizabeth 11-925-000-0000-6330		30.53	LLCC NRAC MTG	122023	Transportation/Travel/Parking	N
2099	Harmon/Elizabeth		30.53	1 Transactions			
2270	Hoppe/Russell Peter 11-925-000-0000-6278		35.00	NRAC MEETING	122023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		39.30	NRAC MILEAGE	122023	Transportation/Travel/Parking	N
2270	Hoppe/Russell Peter		74.30	2 Transactions			
14014	Hughes/Steven Roger 11-925-000-0000-6278		35.00	NRAC MEETING	122023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		23.58	NRAC MILEAGE	122023	Transportation/Travel/Parking	N
14014	Hughes/Steven Roger		58.58	2 Transactions			
10890	Insley/Kevin 11-925-000-0000-6278		35.00	NRAC MEETING	122023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		24.89	NRAC MILEAGE	122023	Transportation/Travel/Parking	N
10890	Insley/Kevin		59.89	2 Transactions			
11990	Lange/David 11-925-000-0000-6278		35.00	NRAC MEETING	122023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		51.09	NRAC MILEAGE	122023	Transportation/Travel/Parking	N
11990	Lange/David		86.09	2 Transactions			

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11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3334	MCIT 11-925-000-0000-6171		1,250.00	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		1,250.00	1 Transactions			
5511	Milbradt/Kris 11-925-000-0000-6273		3,712.50	RED PINE RELEASE	122023	Timber Improvement	Y
5511	Milbradt/Kris		3,712.50	1 Transactions			
10891	Roth Construction 11-925-000-0000-6361		9,935.00	GRAVEL AND EQUIP FORES RD 27-1	122023	Road Construction Service	Y
10891	Roth Construction		9,935.00	1 Transactions			
12077	Stromberg/Kevin 11-925-000-0000-6278		35.00	NRAC MEETING	122023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		23.58	NRAC MILEAGE	122023	Transportation/Travel/Parking	N
12077	Stromberg/Kevin		58.58	2 Transactions			
15229	Thompson/Dennis J 11-925-000-0000-6330		20.65	NRAC MILEAGE TO LLCC	122023	Transportation/Travel/Parking	N
15229	Thompson/Dennis J		20.65	1 Transactions			
10017	Tveit/Galen 11-925-000-0000-6278		35.00	NRAC MEETING	122023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		23.58	NRAC MILEAGE	122023	Transportation/Travel/Parking	N
10017	Tveit/Galen		58.58	2 Transactions			
8612	Veenker/Thomas H 11-925-000-0000-6278		35.00	NRAC MEETING	122023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		26.20	NRAC MILEAGE	122023	Transportation/Travel/Parking	N
8612	Veenker/Thomas H		61.20	2 Transactions			
925	DEPT Total:		15,598.63	Resource Management	15 Vendors	24 Transactions	
939	DEPT			County Surveyor			
13725	Beartooth True Value 11-939-000-0000-6450		54.99	10" MANURE FORK	A144431	Supplies	N
	11-939-000-0000-6450		40.98	WD40 & PICK MATTOCK	B244157	Supplies	N
13725	Beartooth True Value		95.97	2 Transactions			

Aitkin County



11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
15226	Data Activation Center 11-939-000-0000-6405		188.88	VNET ADDALINE ANNUASHARE GRP 2 11/13/2023 11/30/2024	87564	Office Supplies	N
15226	Data Activation Center		188.88	1 Transactions			
3334	MCIT 11-939-000-0000-6171		14.00-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		14.00-	1 Transactions			
14897	MN Assoc of County Surveyors 11-939-000-0000-6240		100.00	2024 DUES R. QUALE	122023	Membership/Dues/Association Fees	N
14897	MN Assoc of County Surveyors		100.00	1 Transactions			
10412	O'Reilly Auto Parts 11-939-000-0000-6450		123.99	SL1396 JUMP STARTER	1878-173019	Supplies	N
10412	O'Reilly Auto Parts		123.99	1 Transactions			
939	DEPT Total:		494.84	County Surveyor	5 Vendors	6 Transactions	
11	Fund Total:		16,093.47	Forest Development		30 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			
90762	Aitkin Co License Center 19-521-000-0000-6374		21.25	TABS FOR VAN	00-016307561	Auto & Trailer License	N
90762	Aitkin Co License Center		21.25	1 Transactions			
2763	Countryside Sanitation, LLC 19-521-000-0000-6255		157.95	DECEMBER GARBAGE 12/01/2023 12/31/2023	4435	Garbage	Y
2763	Countryside Sanitation, LLC		157.95	1 Transactions			
3334	MCIT 19-521-000-0000-6171		47.00-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		47.00-	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		160.31	DIRECTOR'S HOUSE	271300401	Utilities-Gas and Electric	N
	19-521-000-0000-6254		1,140.88	ENERGY CENTER	271300502	Utilities-Gas and Electric	N
	19-521-000-0000-6254		701.77	NORTH STAR LODGE	271300703	Utilities-Gas and Electric	N
	19-521-000-0000-6254		62.60	PARKING LOT	271300801	Utilities-Gas and Electric	N
	19-521-000-0000-6254		99.67	99.67	271300901	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		2,165.23	5 Transactions			
9754	Northern Community Radio 19-521-000-0000-6230		725.00	STATION UNDERWRITING 2024	CC-123117657	Printing, Publishing & Adv	N
9754	Northern Community Radio		725.00	1 Transactions			
521	DEPT Total:		3,022.43	LLCC Administration	5 Vendors	9 Transactions	
522	DEPT			LLCC Education			
3334	MCIT 19-522-000-0000-6171		510.00	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		510.00	1 Transactions			
522	DEPT Total:		510.00	LLCC Education	1 Vendors	1 Transactions	
523	DEPT			LLCC Food			
3334	MCIT 19-523-000-0000-6171		127.00-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	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
3334	MCIT		127.00-		1 Transactions		
3810	Paulbeck's County Market 19-523-000-0000-6418		22.77	GROCERIES	7684653	Groceries-Students	N
3810	Paulbeck's County Market		22.77		1 Transactions		
4968	Upper Lakes Foods, Inc 19-523-000-0000-6418		629.65	GROCERIES	378174-00	Groceries-Students	N
	19-523-000-0000-6418		992.57	GROCERIES	385070-00	Groceries-Students	N
4968	Upper Lakes Foods, Inc		1,622.22		2 Transactions		
523	DEPT Total:		1,517.99	LLCC Food	3 Vendors	4 Transactions	
524	DEPT			LLCC Maintenance			
9561	Amazon Business 19-524-000-0000-6590		646.68	LED BULBS, CORNER GUARD	19RJ-JCCP-YQJW	Repair & Maintenance Supplies	N
9561	Amazon Business		646.68		1 Transactions		
13725	Beartooth True Value 19-524-000-0000-6590		17.07	AIR FRESHENER	1075	Repair & Maintenance Supplies	N
13725	Beartooth True Value		17.07		1 Transactions		
14559	Goodin Company 19-524-000-0000-6590		127.70	PARTS TO FIX HYDRANT	6651992-01	Repair & Maintenance Supplies	N
14559	Goodin Company		127.70		1 Transactions		
15300	MCGREGOR ACE HARDWARE 19-524-000-0000-6590		373.61	PAINT AND STUFF TO FIX STUFF	M10041	Repair & Maintenance Supplies	N
15300	MCGREGOR ACE HARDWARE		373.61		1 Transactions		
11946	McGuire Mechanical 19-524-000-0000-6590		428.60	REPAIR WALK-IN COOLER	33745	Repair & Maintenance Supplies	N
11946	McGuire Mechanical		428.60		1 Transactions		
3334	MCIT 19-524-000-0000-6171		41.00-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
3334	MCIT		41.00-		1 Transactions		
4010	Rasley Oil Company						

WLB1

12/19/23

3:42PM

19 Long Lake Conservation Cen

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 51

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	19-524-000-0000-6335		DIESEL FOR SKIDDY	23342	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company					
				1 Transactions		
		72.05				
		72.05				
4070	Riley Auto Supply					
	19-524-000-0000-6302		BELT	640888	Vehicle Maintenance	N
4070	Riley Auto Supply					
				1 Transactions		
		43.98				
		43.98				
524	DEPT Total:		LLCC Maintenance	8 Vendors	8 Transactions	
		1,668.69				
19	Fund Total:		Long Lake Conservation Center		22 Transactions	
		6,719.11				

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			
13725	Beartooth True Value 21-520-000-0000-6523		10.56	HARDWARE	A144362	Misc Bldg & Shop Supplies	N
13725	Beartooth True Value		10.56	1 Transactions			
3334	MCIT 21-520-000-0000-6171		99.00	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
	21-520-000-0000-6171		3.47-	2022 Work Comp Audit	WCAUDIT1541	Workers Compensation	N
	21-520-000-0000-6171		842.00	2022 Work Comp Audit	WCAUDIT1542	Workers Compensation	N
3334	MCIT		937.53	3 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254	B	65.34	BERGLUND PARK 11/01/2023	185110602	Utilities-Gas and Electric	N
				12/01/2023			
3160	Mille Lacs Energy Coop-Albert Lea		65.34	1 Transactions			
10948	MN Dept of Labor & Industry 21-520-000-0000-6523		10.00	PRESSURE VESSEL	ABR0319614X	Misc Bldg & Shop Supplies	N
10948	MN Dept of Labor & Industry		10.00	1 Transactions			
13627	Wruck Sewer and Portable Rental 21-520-000-0000-6360		1,100.00	SNAKE RIVER CAMP PUMP	118133	Services, Labor, Contracts	N
13627	Wruck Sewer and Portable Rental		1,100.00	1 Transactions			
520	DEPT Total:		2,123.43	Parks	5 Vendors	7 Transactions	
21	Fund Total:		2,123.43	Parks		7 Transactions	
	Final Total:		1,301,510.06	328 Vendors	511 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,103,368.81	General Fund
2	9,000.00	Reserves Fund
3	78,310.29	Road & Bridge
5	43,768.29	Health & Human Services
9	6,765.57	State
10	35,361.09	Trust
11	16,093.47	Forest Development
19	6,719.11	Long Lake Conservation Center
21	2,123.43	Parks
All Funds	1,301,510.06	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request



Requested Meeting Date: January 2, 2024

Title of Item: Great River Energy Utility Easements

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner		Estimated Time Needed: NA
Summary of Issue: <p>Great River Energy is requesting three utility easements for the placement of a new 69-kV overhead electric transmission line that will connect from Great River Energy's substation in section 11 of Kimberly Township to Mille Lacs Energy Cooperative's Palisade substation in section 26 of Logan Township.</p> <p>Cost of Easement ML-PP-011 (PID 15-0-003600) is \$4,926.00 (2.44 acres at \$2,000/acre plus a recording fee of \$46). The applicant has paid the \$400 application fee, which will be credited to the assessment if the easement is approved.</p> <p>Cost of Easement ML-PP-021 (PID 08-0-058502) is \$2,046.00 (0.74 acres at \$2,000/acre minimum plus a recording fee of \$46). The applicant has paid the \$400 application fee, which will be credited to the assessment if the easement is approved.</p> <p>Cost of Easement ML-PP-240 (PID 08-0-015500) is \$4,286.00 (2.12 acres at \$2,000/acre plus a recording fee of \$46). The applicant has paid the \$400 application fee, which will be credited to the assessment if the easement is approved.</p> <p>Aitkin County Surveyor has reviewed the easement and has no objections.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to approve utility easements for Great River Energy.		
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.



FLEMING T48N-R25W



Acres shown are approximate.

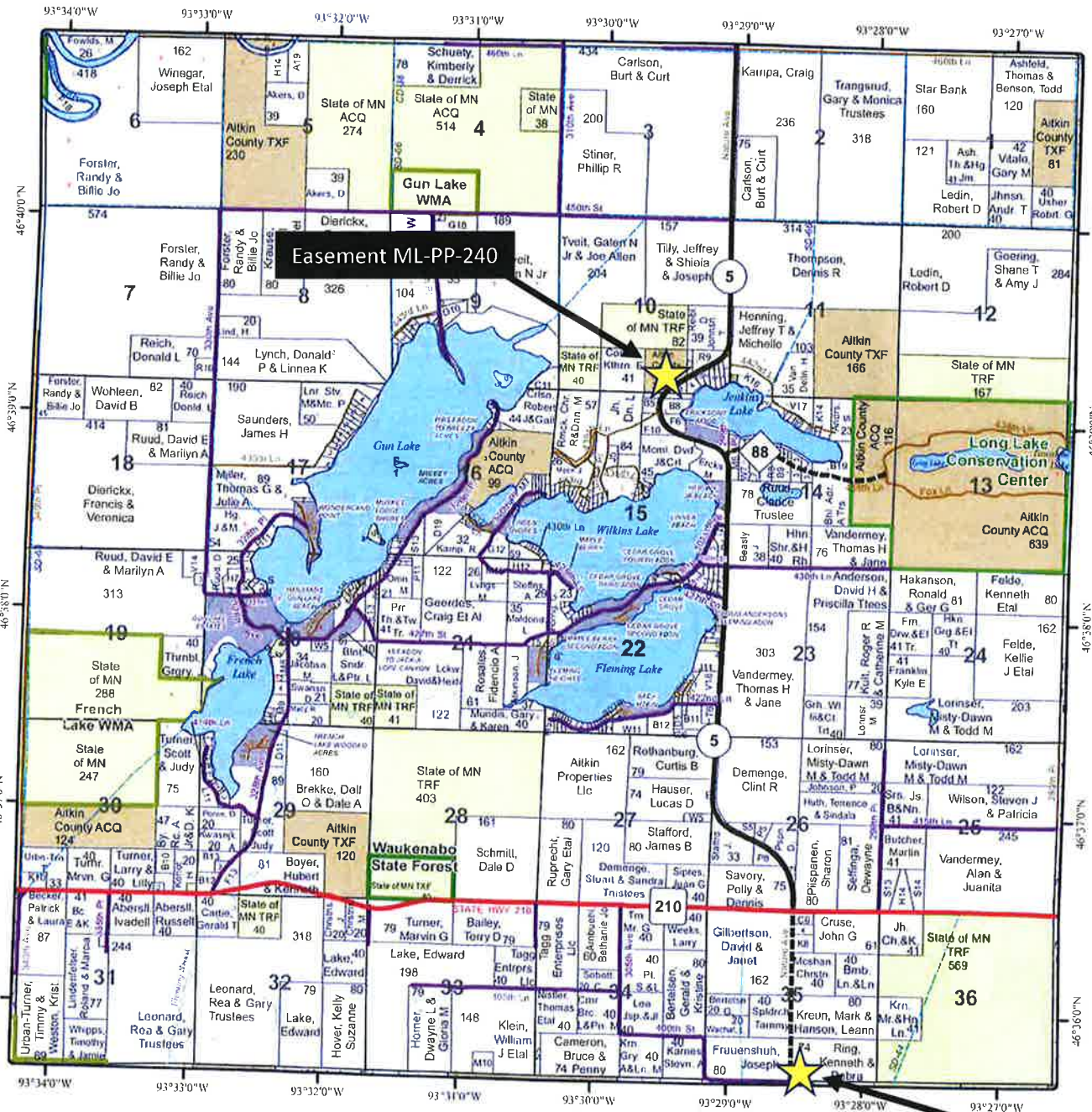
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See (LOGAN T49N-R25W) Page 46

See (MORRISON T48N-R26W) Page 39

See (JEVNE T48N-R24W) Page 41



Easement ML-PP-240

Easement ML-PP-021

See (KIMBERLY T47N-R25W) Page 34

218-768-4647

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KIMBERLY T47N-R25W



Acres shown are approximate.
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See (FLEMING T48N-R25W) Page 40



See (SPENCER T47N-R26W) Page 33

See (UNORGANIZED T47N-R24W) Page 35

See (GLEN T46N-R25W) Page 28

Professional service at reasonable rates

Don Morris, CPA
Dale Morris, CPA
214 First AV NW
Aitkin, MN 56431

(218) 927-4270

Certified Public Accountants

Morris-Morris

Central Minnesota Cattlemen's Association

Muscle & Growth • Fleshing Ability
Calving Ease • Maternal Traits

Tim Nies
44237 396th Lane
Aitkin, MN 56431
(218) 927-2767

To learn more about Top Quality Cattle that are locally raised, please write to the above address





REQUEST FOR ACCESS ACROSS AITKIN COUNTY MANAGED LAND

November 12, 2019

Before completing this request, read the accompanying instructions to determine the type of easement that you are requesting. Please attach a map showing the proposed easement that you are requesting. A non-refundable application fee of \$400.00 must accompany this application. If approved, the application fee will be applied to the easement fee.

1. Easement: Utility Easement Only.
 Recreational Road Easement – No Utilities allowed, for recreation use only.
 Residential Road Easement – Includes Utility Easement, for year-round use.

See the instruction sheet for better definitions of the types of easements.

2. Applicant Information (please print or type)

NAME Michelle Lommel COMPANY Great River Energy
ADDRESS 13200 Elm Creek Blvd. CITY, STATE, ZIP Maple Grove, MN 55369
PHONE 763-445-5977 E-MAIL mlommel@greenergy.com

3. Please answer the following with regards to **YOUR** parcel being accessed:

Tax Parcel Number: 15-0-003600 Acreage: 2.44 acres GRE #: ML-PP-011

Location of Parcel: Legal Description: SW1/4-SE1/4

Section: 2 Township: 47 Range: 25

Do you have any other access into this property? Yes from Nature Ave. No

Will the proposed Easement route cross property other than Aitkin County Tax-Forfeited lands? Yes

No. If yes, has legal access been acquired from these other properties? Yes No

4. Please write a brief note on why you are requesting an Easement: Construction of a new 69-kV
overhead electric transmission line that will connect from Great River Energy's substation in Section 11
of Kimberly Township to Mille Lacs Energy Cooperative's Palisade substation in Section 26 of Logan
Township. The line will improve the reliability and voltage of the electric transmission system in the
area.

5. Signature of Application or Authorized Rep.

Michelle Lommel

12/19/2023
Date

. Please return completed form, and map, along
with the nonrefundable application fee of \$400.00 to:
Aitkin County Land Department
502 Minnesota Ave. N.
Aitkin, MN 56431

EASEMENT

EASEMENT NO #: ML-PP-011

The undersigned, County of Aitkin, a political subdivision under the laws of Minnesota and successors and assigns ("Grantor"), in consideration of one dollar and other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, does hereby grant unto Great River Energy, a Minnesota cooperative corporation, and its successors and assigns ("Grantee"), a perpetual and irrevocable easement (the "Easement") to construct, reconstruct, relocate, modify, operate, patrol, inspect, repair, upgrade, maintain and/or remove, in whole or in part, electric transmission and/or distribution lines, consisting of one or more circuits, communication lines, poles, towers, structures, wires, anchors, cables, guys, supports, fiber optics, communication equipment and other appurtenances related to the transmission and/or distribution of electrical energy and/or the transmission and distribution of communications data and information of any type whatsoever (collectively, the "Facilities") over, under and across certain lands situated in Aitkin County, Minnesota, described on the attached Exhibit A as "Grantor's Property." The Easement shall be limited to that certain part of Grantor's Property described as the "Easement Area" on the attached Exhibits A and B.

Grantor hereby grants to Grantee an easement to enter upon Grantor's Property to survey and/or locate the Facilities, and an easement for reasonable access over and across Grantor's Property to the Easement Area. Grantee shall have the right to occupy and use Grantor's Property adjoining the Easement Area during the construction, reconstruction, relocation, modification, operation, patrol, inspection, repair, upgrade, maintenance and/or removal of the Facilities.

Subject to Grantee's rights and Grantor's obligations herein, Grantor reserves the right to cultivate, use and occupy the surface of the Easement Area in a manner that is not inconsistent with Grantee's rights granted herein. Grantor shall not perform any act, or cause or permit acts to be done by others, that will interfere with or endanger the Facilities or Grantee's exercise of its rights hereunder. Without limiting the foregoing, Grantor shall not erect or place on the Easement Area any structures, buildings, trees or other objects or improvements, permanent or temporary, or cause or permit any others to do so, without Grantee's prior written approval. Grantor agrees to not materially alter the existing ground elevations in a manner that could interfere with the Facilities or Grantee's rights hereunder or that would result in ground or other clearance of less than the minimum requirements specified by the National Electrical Safety Code or any other applicable laws or regulations or other codes or policies. Grantor, its agents or assigns must submit plans of improvements or other installations within the Easement Area for review and written determination of compatibility by Grantee prior to installation. Grantee may approve such improvements or other installations, with or without conditions, or may deny the same, in the reasonable exercise of its sole discretion. Notwithstanding the foregoing, Grantor may install and maintain typical fencing within the Easement Area that does not interfere with the safe

operation of the Facilities; provided, that Grantor shall grant to Grantee access through any locked gates so that Grantee may have adequate access to the Easement Area.

Grantor agrees to execute and deliver to Grantee any additional documents requested by Grantee to amend and/or correct the legal description of the Easement Area to conform to the right of way actually occupied by the Facilities or otherwise as requested by Grantee to accomplish the purposes of this Easement.

Grantor covenants that Grantor is the owner of the Grantor's Property and has the right to convey the easements set forth herein. The Facilities installed and placed by or on behalf of Grantee on Grantor's Property shall remain the property of Grantee. Grantor acknowledges that agreed upon compensation represents payment in full for Grantee's exercise and/or future exercise of Grantee's rights hereunder and that Grantor shall have no further right to compensation except as to payment for actual damages as expressly provided for below.

Grantee shall have the right to remove from the Easement Area, in whole or in part, and in any manner, any structures, buildings or other objects or improvements, and any trees, shrubbery, brush or other vegetation, that, in Grantee's sole opinion, could, at any time, interfere with, impair or otherwise endanger the structural or electrical integrity of the Facilities or otherwise interfere with Grantee's rights hereunder. Grantee shall also have the right to trim, remove, or otherwise control any trees, shrubbery, brush or other vegetation that are located adjacent to the Easement Area that may, in Grantee's opinion, at any time interfere with, impair or otherwise endanger the Facilities.

Grantee may exercise all or any of its rights hereunder at any time, and Grantee's non-use or limited use of any such rights shall not constitute forfeiture of or otherwise limit any such rights. Grantee may assign and/or apportion and/or otherwise enter into agreements with respect to its rights hereunder, in whole or in part, in its sole discretion.

Grantee agrees to pay Grantor for this Easement prior to the construction of Facilities on the Easement Area.

Grantee agrees to pay a reasonable sum for actual damages directly caused to Grantor's crops, fences, roads, fields, lawns or other improvements by the construction, reconstruction, relocation, modification, operation, patrol, inspection, repair, upgrade, maintenance and/or removal of the Facilities, excepting and excluding trees, shrubbery, brush or other vegetation within the Easement Area and also excepting any improvements or other installations placed within the Easement Area without Grantee's advance written determination of compatibility.

The easements and covenants contained in this instrument shall run with and against the described real property. It is mutually understood and agreed that this instrument covers all the agreements and stipulations between the parties and that the terms herein may only be modified in writing. This instrument shall be governed by the laws of the State in which the property is located.

This Easement has been duly executed by Grantor on this _____ day of _____, 2023.

GRANTOR

By: _____

Its: _____

By: _____

Its: _____

STATE OF MINNESOTA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2023,
by _____ of
(NAME/TITLE)

County of Aitkin, a political subdivision under the laws of Minnesota.
(Name of Municipal Acknowledging) (State of Municipal)

_____ (Notary)

STATE OF MINNESOTA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2023,
by _____ of
(NAME/TITLE)

County of Aitkin, a political subdivision under the laws of Minnesota.
(Name of Municipal Acknowledging) (State of Municipal)

_____ (Notary)

Drafted By: Great River Energy
Land Rights Department
12300 Elm Creek Blvd
Maple Grove, MN 55369
(763) 445-5000
(To be returned to same after recording.)

EXHIBIT "A"

Existing Property

The Southwest Quarter of the Southeast Quarter (SW1/4 of SE1/4) of Section Two (2), Township Forty Seven (47), Range Twenty Five (25), Aitkin County, Minnesota.

Proposed Easement

A 100.00-foot-wide strip of land for utility easement purposes over, under, and across the South Half of Section 2, Township 47 North, Range 25 West, Aitkin County, Minnesota, being 50.00 feet on each side of the following described centerline:

Commencing at the southeast corner of said Section 2; thence South 89 degrees 09 minutes 31 seconds West, assumed bearing, along the south line of said Section 2, a distance of 433.18 feet to the Point of Beginning; thence North 00 degrees 23 minutes 50 seconds West, a distance of 135.90 feet to a point hereinafter referred to as Point "A"; thence North 89 degrees 39 minutes 00 seconds West, a distance of 1,327.49 feet to a point hereinafter referred to as Point "B"; thence North 20 degrees 46 minutes 03 seconds West, a distance of 1,501.16 feet; thence North 21 degrees 41 minutes 24 seconds West, a distance of 366.05 feet; thence North 23 degrees 36 minutes 56 seconds West, a distance of 405.84 feet; thence North 25 degrees 34 minutes 56 seconds West, a distance of 397.19 feet north line of said South Half lying North 89 degrees 13 minutes 44 seconds East, a distance of 2,614.60 feet from the northwest corner of said South Half and there terminating.

The sidelines of said easement are to be extended or shortened to terminate at the north and south lines of said South Half of Section 2.

TOGETHER WITH

A 20.00 foot wide strip of land for utility purposes over, under, and across the South Half of Section 2, Township 47 North, Range 25 West, Aitkin County, Minnesota, being 20.00 feet on each side of the following described centerline:

Beginning at the aforementioned Point "A"; thence North 00 degrees 01 minutes 22 seconds West, a distance of 60.05 feet and there terminating.

ALSO TOGETHER WITH

A 20.00 foot wide strip of land for utility purposes over, under, and across the South Half of Section 2, Township 47 North, Range 25 West, Aitkin County, Minnesota, being 10.00 feet on each side of the following described centerline:

Commencing at the aforementioned Point "B"; thence North 89 degrees 45 minutes 33 seconds West, a distance of 70.89 feet to the Point of Beginning; thence reversing along the last defined course South 89 degrees 45 minutes 33 seconds East, a distance of 70.89 feet; thence South 20 degrees 39 minutes 46 seconds East, a distance of 69.17 feet and there terminating.

SHEET 1 OF 2

Prepared by:



WSB Project No. 021637

Portage Lake 69-kV Transmission Easement Exhibit

ML-PP-011

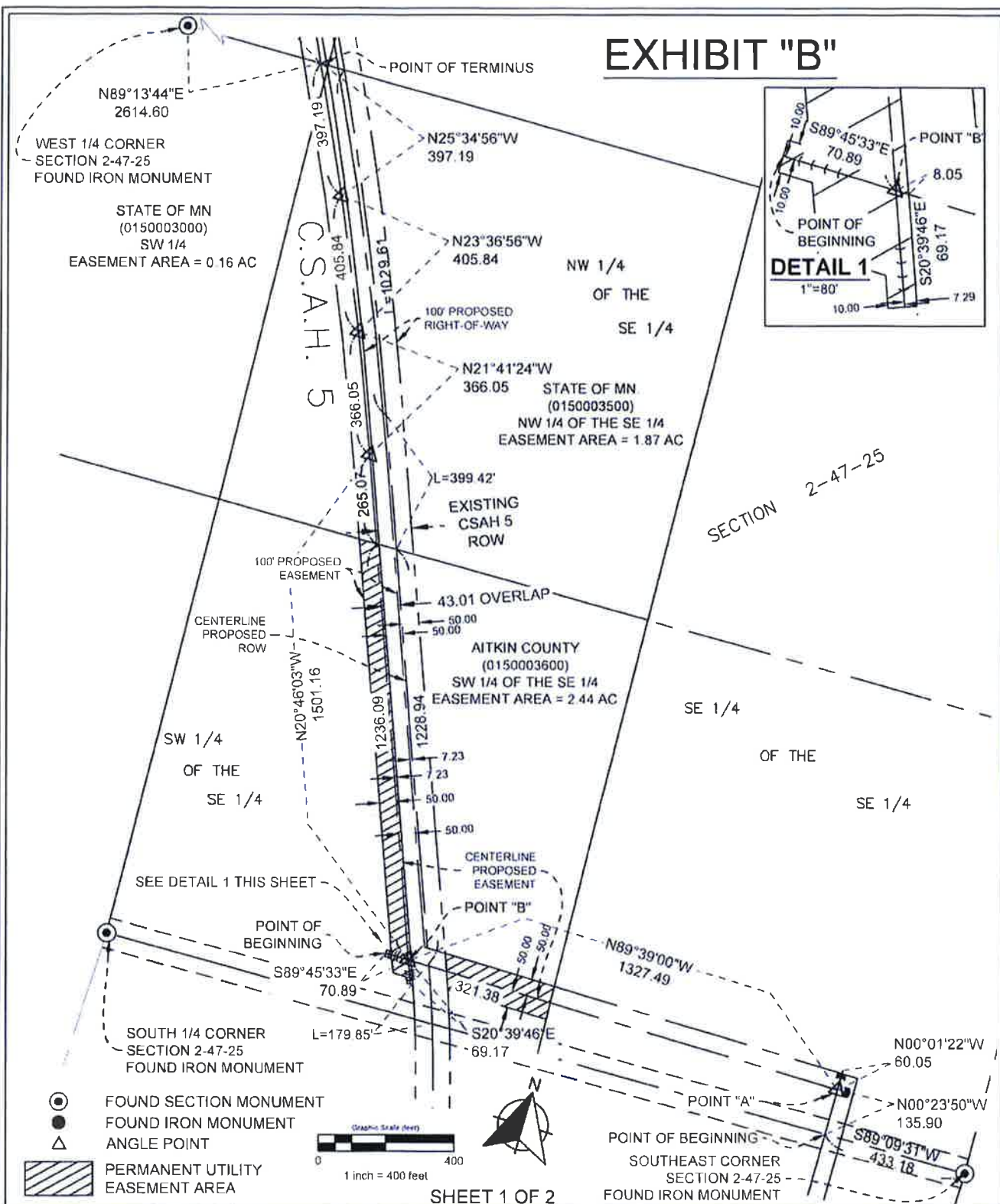
Owner: Aitkin County
Aitkin County, Minnesota

#	REVISION	DATE
1		
2		
3		

GRE Proj. No. 207328 12/18/2023



EXHIBIT "B"



- FOUND SECTION MONUMENT
- FOUND IRON MONUMENT
- △ ANGLE POINT
- PERMANENT UTILITY EASEMENT AREA



SHEET 1 OF 2

Prepared by:

 WSB Project No. 021637

Portage Lake 69-kV Transmission
 Easement Exhibit
 ML-PP-011
 Owner: Aitkin County
 Aitkin County, Minnesota

#	REVISION	DATE
1		
2		
3		

GRE Proj. No. 207328 12/18/2023



REQUEST FOR ACCESS ACROSS AITKIN COUNTY MANAGED LAND

November 12, 2019

Before completing this request, read the accompanying instructions to determine the type of easement that you are requesting. Please attach a map showing the proposed easement that you are requesting. A non-refundable application fee of \$400.00 must accompany this application. If approved, the application fee will be applied to the easement fee.

1. Easement: Utility Easement Only.
 Recreational Road Easement – No Utilities allowed, for recreation use only.
 Residential Road Easement – Includes Utility Easement, for year-round use.

See the instruction sheet for better definitions of the types of easements.

2. Applicant Information (please print or type)

NAME Michelle Lommel COMPANY Great River Energy
 ADDRESS 13200 Elm Creek Blvd. CITY, STATE, ZIP Maple Grove, MN 55369
 PHONE 763-445-5977 E-MAIL mlommel@greenergy.com

3. Please answer the following with regards to YOUR parcel being accessed:

Tax Parcel Number: 08-0-058502 Acreage: 0.74 acres GRE #: ML-PP-021

Location of Parcel: Legal Description: SW1/4-SE1/4

Section: 35 Township: 48 Range: 25

- Do you have any other access into this property? Yes from Nature Ave. No
 Will the proposed Easement route cross property other than Aitkin County Tax-Forfeited lands? Yes
 No. If yes, has legal access been acquired from these other properties? Yes No

4. Please write a brief note on why you are requesting an Easement: Construction of a new 69-kV
overhead electric transmission line that will connect from Great River Energy's substation in Section 11
of Kimberly Township to Mille Lacs Energy Cooperative's Palisade substation in Section 26 of Logan
Township. The line will improve the reliability and voltage of the electric transmission system in the
area.

5. Signature of Application or Authorized Rep.

Michelle Lommel

12/19/2023

Date

Please return completed form, and map, along
 with the nonrefundable application fee of \$400.00 to:
 Aitkin County Land Department
 502 Minnesota Ave. N.
 Aitkin, MN 56431

EASEMENT

EASEMENT NO #: ML-PP-021

The undersigned, County of Aitkin, a political subdivision under the laws of Minnesota and successors and assigns ("Grantor"), in consideration of one dollar and other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, does hereby grant unto Great River Energy, a Minnesota cooperative corporation, and its successors and assigns ("Grantee"), a perpetual and irrevocable easement (the "Easement") to construct, reconstruct, relocate, modify, operate, patrol, inspect, repair, upgrade, maintain and/or remove, in whole or in part, electric transmission and/or distribution lines, consisting of one or more circuits, communication lines, poles, towers, structures, wires, anchors, cables, guys, supports, fiber optics, communication equipment and other appurtenances related to the transmission and/or distribution of electrical energy and/or the transmission and distribution of communications data and information of any type whatsoever (collectively, the "Facilities") over, under and across certain lands situated in Aitkin County, Minnesota, described on the attached Exhibit A as "Grantor's Property." The Easement shall be limited to that certain part of Grantor's Property described as the "Easement Area" on the attached Exhibits A and B.

Grantor hereby grants to Grantee an easement to enter upon Grantor's Property to survey and/or locate the Facilities, and an easement for reasonable access over and across Grantor's Property to the Easement Area. Grantee shall have the right to occupy and use Grantor's Property adjoining the Easement Area during the construction, reconstruction, relocation, modification, operation, patrol, inspection, repair, upgrade, maintenance and/or removal of the Facilities.

Subject to Grantee's rights and Grantor's obligations herein, Grantor reserves the right to cultivate, use and occupy the surface of the Easement Area in a manner that is not inconsistent with Grantee's rights granted herein. Grantor shall not perform any act, or cause or permit acts to be done by others, that will interfere with or endanger the Facilities or Grantee's exercise of its rights hereunder. Without limiting the foregoing, Grantor shall not erect or place on the Easement Area any structures, buildings, trees or other objects or improvements, permanent or temporary, or cause or permit any others to do so, without Grantee's prior written approval. Grantor agrees to not materially alter the existing ground elevations in a manner that could interfere with the Facilities or Grantee's rights hereunder or that would result in ground or other clearance of less than the minimum requirements specified by the National Electrical Safety Code or any other applicable laws or regulations or other codes or policies. Grantor, its agents or assigns must submit plans of improvements or other installations within the Easement Area for review and written determination of compatibility by Grantee prior to installation. Grantee may approve such improvements or other installations, with or without conditions, or may deny the same, in the reasonable exercise of its sole discretion. Notwithstanding the foregoing, Grantor may install and maintain typical fencing within the Easement Area that does not interfere with the safe

operation of the Facilities; provided, that Grantor shall grant to Grantee access through any locked gates so that Grantee may have adequate access to the Easement Area.

Grantor agrees to execute and deliver to Grantee any additional documents requested by Grantee to amend and/or correct the legal description of the Easement Area to conform to the right of way actually occupied by the Facilities or otherwise as requested by Grantee to accomplish the purposes of this Easement.

Grantor covenants that Grantor is the owner of the Grantor's Property and has the right to convey the easements set forth herein. The Facilities installed and placed by or on behalf of Grantee on Grantor's Property shall remain the property of Grantee. Grantor acknowledges that agreed upon compensation represents payment in full for Grantee's exercise and/or future exercise of Grantee's rights hereunder and that Grantor shall have no further right to compensation except as to payment for actual damages as expressly provided for below.

Grantee shall have the right to remove from the Easement Area, in whole or in part, and in any manner, any structures, buildings or other objects or improvements, and any trees, shrubbery, brush or other vegetation, that, in Grantee's sole opinion, could, at any time, interfere with, impair or otherwise endanger the structural or electrical integrity of the Facilities or otherwise interfere with Grantee's rights hereunder. Grantee shall also have the right to trim, remove, or otherwise control any trees, shrubbery, brush or other vegetation that are located adjacent to the Easement Area that may, in Grantee's opinion, at any time interfere with, impair or otherwise endanger the Facilities.

Grantee may exercise all or any of its rights hereunder at any time, and Grantee's non-use or limited use of any such rights shall not constitute forfeiture of or otherwise limit any such rights. Grantee may assign and/or apportion and/or otherwise enter into agreements with respect to its rights hereunder, in whole or in part, in its sole discretion.

Grantee agrees to pay Grantor for this Easement prior to the construction of Facilities on the Easement Area.

Grantee agrees to pay a reasonable sum for actual damages directly caused to Grantor's crops, fences, roads, fields, lawns or other improvements by the construction, reconstruction, relocation, modification, operation, patrol, inspection, repair, upgrade, maintenance and/or removal of the Facilities, excepting and excluding trees, shrubbery, brush or other vegetation within the Easement Area and also excepting any improvements or other installations placed within the Easement Area without Grantee's advance written determination of compatibility.

The easements and covenants contained in this instrument shall run with and against the described real property. It is mutually understood and agreed that this instrument covers all the agreements and stipulations between the parties and that the terms herein may only be modified in writing. This instrument shall be governed by the laws of the State in which the property is located.

This Easement has been duly executed by Grantor on this _____ day of _____, 2023.

GRANTOR

By: _____

Its: _____

By: _____

Its: _____

STATE OF MINNESOTA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2023,
by _____ of
(NAME/TITLE)

County of Aitkin, a political subdivision under the laws of Minnesota.
(Name of Municipal Acknowledging) (State of Municipal)

_____ (Notary)

STATE OF MINNESOTA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2023,
by _____ of
(NAME/TITLE)

County of Aitkin, a political subdivision under the laws of Minnesota.
(Name of Municipal Acknowledging) (State of Municipal)

_____ (Notary)

Drafted By: Great River Energy
Land Rights Department
12300 Elm Creek Blvd
Maple Grove, MN 55369
(763) 445-5000
(To be returned to same after recording.)

EXHIBIT "A"

Existing Property

The South 568' of the West 460' of the Southwest Quarter of the Southeast Quarter (SW1/4 of SE1/4) in Section 35 (35), Township Forty Eight (48), Range Twenty Five (25), Aitkin County, Minnesota.

Proposed Easement

A 100.00-foot-wide strip of land for utility easement purposes over, under, and across the South Half of Section 35, Township 48 North, Range 25 West, Aitkin County, Minnesota, being 50.00 feet on each side of the following described centerline:

Commencing at the south quarter corner of said Section 35; thence North 89 degrees 57 minutes 06 seconds East, assumed bearing, along the south line of said Section 35, a distance of 332.35 feet to the Point of Beginning; thence North 43 degrees 41 minutes 39 seconds West, a distance of 311.74 feet; thence North 26 degrees 34 minutes 51 seconds West, a distance of 386.22 feet; thence North 00 degrees 11 minutes 20 seconds West, a distance of 2,080.39 feet to the north line of said South Half lying South 89 degrees 59 minutes 57 seconds East, a distance of 2,603.76 feet from the northwest corner of said South Half and there terminating.

The sidelines of said easement are to be extended or shortened to terminate at the north and south lines of said South Half of Section 35.

SHEET 1 OF 2

Prepared by:



WSB Project No. 021637

Portage Lake 69-kV Transmission Easement Exhibit

ML-PP-021

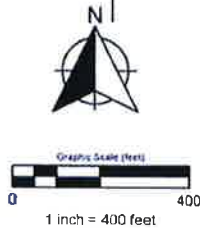
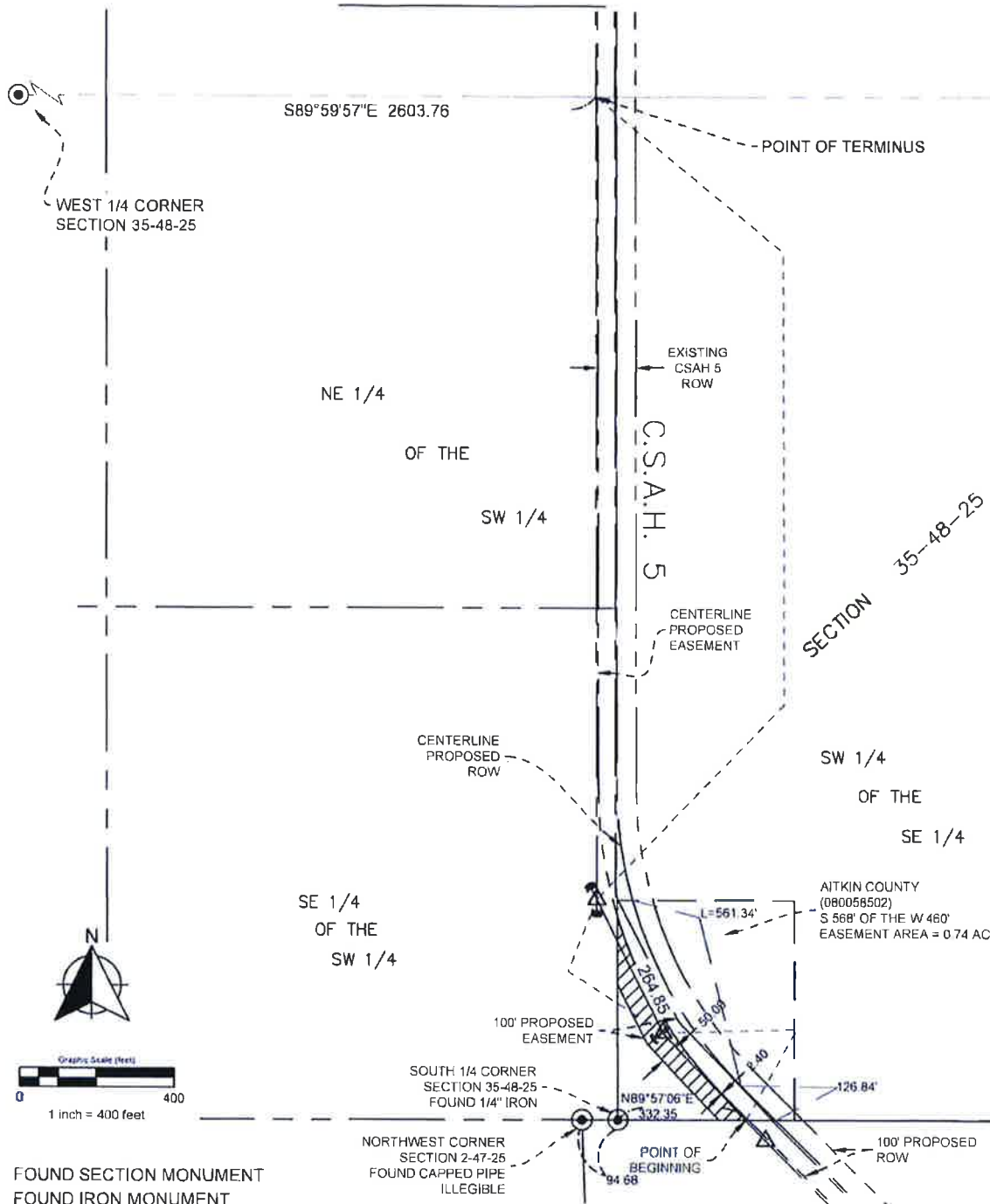
Owner: Aitkin County
Aitkin County, Minnesota





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GRE Proj. No. 207328 12/18/2023



EXHIBIT "B"



-  FOUND SECTION MONUMENT
-  FOUND IRON MONUMENT
-  ANGLE POINT
-  PERMANENT UTILITY EASEMENT AREA

SHEET 2 OF 2

Prepared by:




WSB Project No. 021637

**Portage Lake 69-kV Transmission
Easement Exhibit**

ML-PP-021
Owner: Aitkin County
Aitkin County, Minnesota

#	REVISION	DATE
1		
2		
3		

GRE Proj. No. 207328 12/18/2023





REQUEST FOR ACCESS ACROSS AITKIN COUNTY MANAGED LAND

November 12, 2019

Before completing this request, read the accompanying instructions to determine the type of easement that you are requesting. Please attach a map showing the proposed easement that you are requesting. A non-refundable application fee of \$400.00 must accompany this application. If approved, the application fee will be applied to the easement fee.

1. Easement: Utility Easement Only.
 Recreational Road Easement – No Utilities allowed, for recreation use only.
 Residential Road Easement – Includes Utility Easement, for year-round use.

See the instruction sheet for better definitions of the types of easements.

2. Applicant Information (please print or type)

NAME Michelle Lommel COMPANY Great River Energy
ADDRESS 13200 Elm Creek Blvd. CITY, STATE, ZIP Maple Grove, MN 55369
PHONE 763-445-5977 E-MAIL mlommel@greenergy.com

3. Please answer the following with regards to **YOUR** parcel being accessed:

Tax Parcel Number: 08-0-015500 Acreage: 2.12 acres GRE #: ML-PP-240
Location of Parcel: Legal Description: SW1/4-SE1/4
Section: 10 Township: 48 Range: 25

Do you have any other access into this property? Yes from Nature Ave. No
Will the proposed Easement route cross property other than Aitkin County Tax-Forfeited lands? Yes
 No. If yes, has legal access been acquired from these other properties? Yes No

4. Please write a brief note on why you are requesting an Easement: Construction of a new 69-kV
overhead electric transmission line that will connect from Great River Energy's substation in Section 11
of Kimberly Township to Mille Lacs Energy Cooperative's Palisade substation in Section 26 of Logan
Township. The line will improve the reliability and voltage of the electric transmission system in the
area.

5. Signature of Application or Authorized Rep.

Michelle Lommel

12/19/2023
Date

Please return completed form, and map, along
with the nonrefundable application fee of \$400.00 to:
Aitkin County Land Department
502 Minnesota Ave. N.
Aitkin, MN 56431

EASEMENT

EASEMENT NO #: ML-PP-240

The undersigned, County of Aitkin, a political subdivision under the laws of Minnesota and successors and assigns ("Grantor"), in consideration of one dollar and other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, does hereby grant unto Great River Energy, a Minnesota cooperative corporation, and its successors and assigns ("Grantee"), a perpetual and irrevocable easement (the "Easement") to construct, reconstruct, relocate, modify, operate, patrol, inspect, repair, upgrade, maintain and/or remove, in whole or in part, electric transmission and/or distribution lines, consisting of one or more circuits, communication lines, poles, towers, structures, wires, anchors, cables, guys, supports, fiber optics, communication equipment and other appurtenances related to the transmission and/or distribution of electrical energy and/or the transmission and distribution of communications data and information of any type whatsoever (collectively, the "Facilities") over, under and across certain lands situated in Aitkin County, Minnesota, described on the attached Exhibit A as "Grantor's Property." The Easement shall be limited to that certain part of Grantor's Property described as the "Easement Area" on the attached Exhibits A and B.

Grantor hereby grants to Grantee an easement to enter upon Grantor's Property to survey and/or locate the Facilities, and an easement for reasonable access over and across Grantor's Property to the Easement Area. Grantee shall have the right to occupy and use Grantor's Property adjoining the Easement Area during the construction, reconstruction, relocation, modification, operation, patrol, inspection, repair, upgrade, maintenance and/or removal of the Facilities.

Subject to Grantee's rights and Grantor's obligations herein, Grantor reserves the right to cultivate, use and occupy the surface of the Easement Area in a manner that is not inconsistent with Grantee's rights granted herein. Grantor shall not perform any act, or cause or permit acts to be done by others, that will interfere with or endanger the Facilities or Grantee's exercise of its rights hereunder. Without limiting the foregoing, Grantor shall not erect or place on the Easement Area any structures, buildings, trees or other objects or improvements, permanent or temporary, or cause or permit any others to do so, without Grantee's prior written approval. Grantor agrees to not materially alter the existing ground elevations in a manner that could interfere with the Facilities or Grantee's rights hereunder or that would result in ground or other clearance of less than the minimum requirements specified by the National Electrical Safety Code or any other applicable laws or regulations or other codes or policies. Grantor, its agents or assigns must submit plans of improvements or other installations within the Easement Area for review and written determination of compatibility by Grantee prior to installation. Grantee may approve such improvements or other installations, with or without conditions, or may deny the same, in the reasonable exercise of its sole discretion. Notwithstanding the foregoing, Grantor may install and maintain typical fencing within the Easement Area that does not interfere with the safe

operation of the Facilities; provided, that Grantor shall grant to Grantee access through any locked gates so that Grantee may have adequate access to the Easement Area.

Grantor agrees to execute and deliver to Grantee any additional documents requested by Grantee to amend and/or correct the legal description of the Easement Area to conform to the right of way actually occupied by the Facilities or otherwise as requested by Grantee to accomplish the purposes of this Easement.

Grantor covenants that Grantor is the owner of the Grantor's Property and has the right to convey the easements set forth herein. The Facilities installed and placed by or on behalf of Grantee on Grantor's Property shall remain the property of Grantee. Grantor acknowledges that agreed upon compensation represents payment in full for Grantee's exercise and/or future exercise of Grantee's rights hereunder and that Grantor shall have no further right to compensation except as to payment for actual damages as expressly provided for below.

Grantee shall have the right to remove from the Easement Area, in whole or in part, and in any manner, any structures, buildings or other objects or improvements, and any trees, shrubbery, brush or other vegetation, that, in Grantee's sole opinion, could, at any time, interfere with, impair or otherwise endanger the structural or electrical integrity of the Facilities or otherwise interfere with Grantee's rights hereunder. Grantee shall also have the right to trim, remove, or otherwise control any trees, shrubbery, brush or other vegetation that are located adjacent to the Easement Area that may, in Grantee's opinion, at any time interfere with, impair or otherwise endanger the Facilities.

Grantee may exercise all or any of its rights hereunder at any time, and Grantee's non-use or limited use of any such rights shall not constitute forfeiture of or otherwise limit any such rights. Grantee may assign and/or apportion and/or otherwise enter into agreements with respect to its rights hereunder, in whole or in part, in its sole discretion.

Grantee agrees to pay Grantor for this Easement prior to the construction of Facilities on the Easement Area.

Grantee agrees to pay a reasonable sum for actual damages directly caused to Grantor's crops, fences, roads, fields, lawns or other improvements by the construction, reconstruction, relocation, modification, operation, patrol, inspection, repair, upgrade, maintenance and/or removal of the Facilities, excepting and excluding trees, shrubbery, brush or other vegetation within the Easement Area and also excepting any improvements or other installations placed within the Easement Area without Grantee's advance written determination of compatibility.

The easements and covenants contained in this instrument shall run with and against the described real property. It is mutually understood and agreed that this instrument covers all the agreements and stipulations between the parties and that the terms herein may only be modified in writing. This instrument shall be governed by the laws of the State in which the property is located.

This Easement has been duly executed by Grantor on this _____ day of _____, 2023.

GRANTOR

By: _____

Its: _____

By: _____

Its: _____

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2023,
by _____ of
(NAME/TITLE)

County of Aitkin, a political subdivision under the laws of Minnesota.
(Name of Municipal Acknowledging) (State of Municipal)

_____ (Notary)

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2023,
by _____ of
(NAME/TITLE)

County of Aitkin, a political subdivision under the laws of Minnesota.
(Name of Municipal Acknowledging) (State of Municipal)

_____ (Notary)

Drafted By: Great River Energy
Land Rights Department
12300 Elm Creek Blvd
Maple Grove, MN 55369
(763) 445-5000
(To be returned to same after recording.)

EXHIBIT "A"

Existing Property

South West Quarter of the South East quarter (SW1/4 of SE1/4) of Section ten (10), Township forty-eight (48) Range twenty-five (25)

LESS AND EXCEPT

That part of the Southwest Quarter of the Southeast Quarter of Section 10, Township 48 North, Range 25 West, Aitkin County, Minnesota, lying southerly of the southerly right of way line of Aitkin County State Aid Highway No. 5 and lying Easterly of the following described line: Commencing at the iron pipe monument at the South Quarter corner of said Section 10; thence North 89 degrees 56 minutes 49 seconds East, on an assigned bearing, along the South line of said Section 10, a distance of 1320.00 feet, to an iron pin monument, the actual point of beginning of said line to be described; thence North 01 degrees 37 minutes 04 seconds West, parallel with the East line of said Section 10, a distance of 396.82 feet to an iron pin monument on the southerly right of way line of said Aitkin County State Aid Highway No. 5 and said line there terminating.

AND

That part of SW 1/4 of SE 1/4 of Section 10, Township 48, Range 25, lying south and east of County State Aid Highway 5.

Proposed Easement

A 100.00-foot-wide strip of land for utility easement purposes over, under, and across the South Half of Section 10, Township 48 North, Range 25 West, Aitkin County, Minnesota, being 50.00 feet on each side of the following described centerline:

Commencing at the south quarter corner of said Section 10; thence South 89 degrees 22 minutes 46 seconds East, assumed bearing, along the south line of said South Half, a distance of 588.25 feet to the Point of Beginning; thence North 35 degrees 44 minutes 18 seconds East, a distance of 227.68 feet; thence North 56 degrees 09 minutes 14 seconds East, a distance of 377.02 feet; thence North 58 degrees 22 minutes 44 seconds East, a distance of 384.36 feet; thence North 58 degrees 48 minutes 58 seconds East, a distance of 408.09 feet; thence North 58 degrees 23 minutes 38 seconds East, a distance of 407.98 feet; thence North 53 degrees 33 minutes 48 seconds East, a distance of 325.77 feet; thence North 29 degrees 32 minutes 56 seconds East, a distance of 329.42 feet; thence North 05 degrees 19 minutes 25 seconds East, a distance of 323.38 feet; thence North 00 degrees 02 minutes 29 seconds East, a distance of 388.02 feet; thence North 00 degrees 24 minutes 10 seconds West, a distance of 481.96 feet to a point in the north line of said South Half, lying North 89 degrees 42 minutes 22 seconds West, a distance of 89.25 feet from the east quarter corner of said Section 10 and there terminating.

The sidelines of said easement are to be extended or shortened to terminate at the north and south lines of said South Half of Section 10.

SHEET 1 OF 2

Prepared by:



WSB Project No. 021637

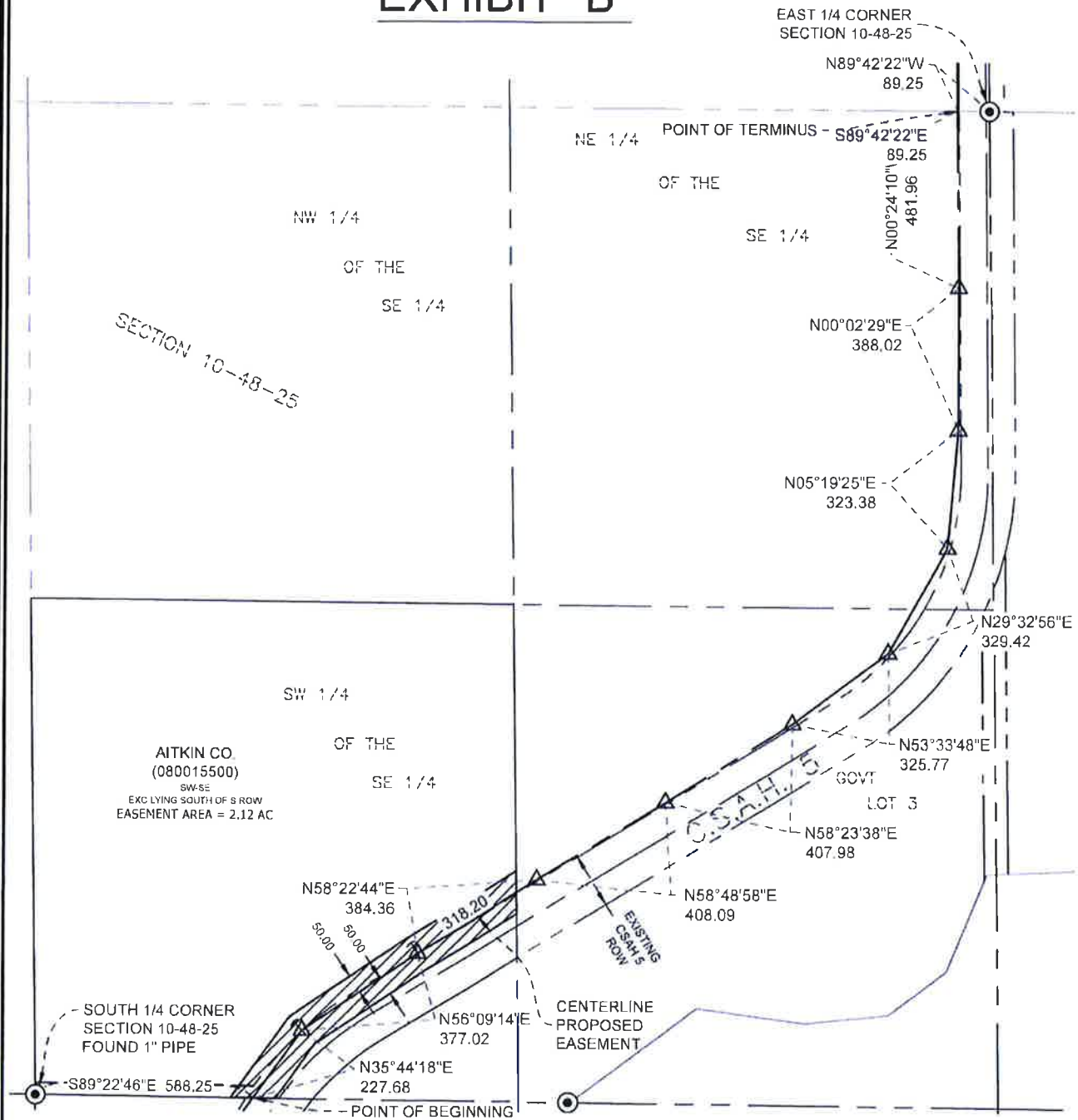
Portage Lake 69-kV Transmission
Easement Exhibit
ML-PP-240
Owner: Aitkin Co.
Aitkin County, Minnesota

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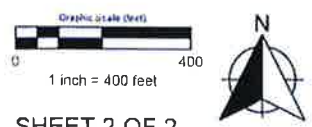
GRE Proj. No. 207328 4/27/2023



EXHIBIT "B"



- ⊙ FOUND SECTION MONUMENT
- FOUND IRON MONUMENT
- △ ANGLE POINT
- PERMANENT UTILITY EASEMENT AREA



SHEET 2 OF 2

Prepared by:




WSB Project No. 021637

**Portage Lake 69-kV Transmission
Easement Exhibit**

ML-PP-240
Owner: Aitkin Co.
Aitkin County, Minnesota

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GRE Proj. No. 207328 4/27/2023





Board of County Commissioners Agenda Request

5H
Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Natural Resources Advisory Committee Appointments

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner		Estimated Time Needed: NA
Summary of Issue: See attached memorandum.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to appoint Bob Kangas and Scott Turner to the Natural Resources Advisory Committee as at-large committee members.		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: All Committee members receive a meeting per diem of \$35 plus mileage reimbursement to and from meetings.		

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



AITKIN COUNTY LAND DEPARTMENT

502 Minnesota Ave N.
Aitkin, MN 56431

acld@co.aitkin.mn.us
phone: 218-927-7364

MEMORANDUM

DATE: January 2, 2024
TO: Aitkin County Board of Commissioners
Jessica Seibert, County Administrator
FROM: Dennis Thompson, Land Commissioner
RE: Natural Resources Advisory Committee Appointments

I have reviewed the applications for the two at-large openings on the Natural Resources Advisory Committee. I recommend that Bob Kangas and Scott Turner be appointed to the committee as at-large representatives.

If you have any questions, please contact me at (218) 927-7364 or by e-mail at:
dennis.thompson@co.aitkin.mn.us



Board of County Commissioners Agenda Request

51
Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Adopt Updated Safety Policy and Emergency Action Plan for Employees

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson, HR Director		Department: HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: N/A Consent Agenda
Summary of Issue: Policies are reviewed and updated on an ongoing basis. Highlights of changes include: Designated assembly areas for fire evacuation updated. Dispatch emergency alert and storm/tornado warnings sections updated. Lockdown areas updated. Tornado/Storm shelter areas updated. Maps are also being updated and will be available on the intranet. (Staff file note: Review and update, if needed, the Table of Contents page numbers after all maps are inserted.)		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to adopt the Aitkin County Safety Policy and Emergency Action Plan for Employees, effective 1/2/2024.		
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 Please Explain:		



**AITKIN COUNTY
SAFETY POLICY
AND
EMERGENCY ACTION PLAN
FOR EMPLOYEES**

INCLUDING SOME OF THE KEY OSHA REQUIREMENTS FOR EMERGENCIES

(For staff safety, this version excludes lockdown areas.)

Board Adopted, January 2, 2024 - pending

EMERGENCY ACTION PLAN

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INTRODUCTION

Purpose

This Emergency Action Plan is for internal use only. It is different than the “county-wide” local Emergency Operations Plan (EOP*) prepared by the County Emergency Management Director that addresses the general public and Aitkin County as a whole and does not include Public Health Pandemic Preparedness which is coordinated by local Public Health officials. This Emergency Action Plan is for Aitkin County Employees only.

This Emergency Action Plan covers designated actions department heads and employees must take to ensure employee safety from fire and other emergencies. The goal is to protect lives and property in the event of an emergency. Management and employee commitment and support are critical to the plan’s success. Each employee is responsible for knowing their role in the event of an emergency.

*A copy of the Aitkin *County-Wide* Emergency Operations Plan can be obtained from the Sheriff’s Office.

EMERGENCY PLANNING

Establishing Communication Protocols with Employees

Each department is tasked with implementing an effective communication system to connect with staff members, whether it's to inform them of organizational closures or to reach specific individuals in the event of a crisis. This system can take various forms, ranging from a simple, tangible solution such as a phone card containing names and numbers that employees can carry, to more sophisticated methods like a phone tree or a mechanism for sending voicemails, text messages, and/or emails to multiple employees simultaneously. Department heads are strongly encouraged to conduct annual tests of the communication system to ensure its reliability and efficiency in reaching every staff member.

It is crucial to acknowledge that during a disaster or interruption, the ability to dial in, log in, or walk in may not always be reliable. Additionally, in emergency situations, having prompt access to essential personal information about your staff becomes paramount. This encompasses their home telephone numbers and the names and contact details of their next of kin.

Training and Conducting Emergency Drills

Ensuring the safety of both employees and the organization involves proactive preparation for responding to emergencies. Since clear thinking during a crisis can be challenging, thorough preparation in advance is vital.

Department heads are mandated to provide employees with comprehensive training covering individual roles and responsibilities, potential hazards, notification and communication procedures, methods for locating family members in an emergency, emergency response protocols, evacuation and shelter procedures, accountability measures, as well as the

identification and use of common emergency equipment and shutdown procedures. Once the emergency action plan has been thoroughly reviewed, and employees have received the requisite training, it is advisable to conduct practice drills annually or as needed to sustain employee readiness.

Following each drill, it is recommended to convene management and employees within the department to assess the effectiveness of the exercise. Identifying both the strengths and weaknesses of the plan allows for continuous improvement efforts.

MEDIA COMMUNICATION PROTOCOL

In the event of media inquiries, all staff members are directed to redirect the media to a designated County spokesperson. The County holds the responsibility for disseminating public statements during an emergency.

The County Administrator or an appointed designee will act as the official County spokesperson.

DEFINING WORKPLACE EMERGENCIES

A workplace emergency is characterized as an unexpected situation posing a threat to employees, customers, or the public, with the potential to disrupt or halt business operations and cause physical or environmental harm. Emergencies can manifest as both natural and manmade events, encompassing:

- Floods
- Tornadoes
- Fires
- Toxic gas releases
- Chemical spills
- Explosions
- Civil disturbances
- Workplace violence leading to bodily harm and trauma.

This comprehensive list aims to identify diverse scenarios that could potentially constitute a workplace emergency.

CHAIN OF COMMAND AND AUTHORITY FOR EVACUATION OR SHUTDOWN

The County Administrator, in collaboration with the Sheriff, assumes responsibility for leading and coordinating the execution of the emergency plan, including the evacuation process. Their responsibilities include:

- Assessing the situation to determine the activation of emergency procedures.
- Supervising all efforts within the area, including the orderly evacuation of personnel.
- Coordinating external emergency services, such as medical aid and local fire departments, ensuring their availability and prompt notification when necessary.

- Directing the shutdown of business operations when deemed necessary.
- Providing training to employees designated to assist in emergency evacuation procedures, ensuring they possess the capability to recognize when to abandon operations and evacuate.

In addition to the County Administrator and Sheriff, Department Heads and Supervisors will act as additional emergency action plan coordinators, offering support to employees during emergency situations.

CRISIS MANAGEMENT TEAM AND RESPONSIBILITIES

Crisis Management Team

The Aitkin County Crisis Management Team comprises the following members:

- County Administrator
- County Sheriff
- County Attorney
- HHS Director and other HHS/Public Health staff as assigned by the Director
- County Engineer
- County Auditor
- Business Manager, Long Lake Conservation Center (LLCC)
- Human Resources Director
- IT Director
- Facilities Coordinator

Additional employees may be called upon to assist as required. The County Administrator, in collaboration with the County Sheriff, holds authority for making critical decisions, encompassing but not limited to determining the need for facility evacuations. The Crisis Management Team plays a pivotal role in orchestrating effective responses to crises and maintaining the overall well-being of Aitkin County.

Crisis Management Team Duties and Responsibilities

At their discretion, the County Administrator is empowered to:

- Convene the Crisis Management Team.
- Execute emergency procedures and evacuation orders in collaboration with the Sheriff.
- Notify County Commissioners, with the potential for calling an emergency County Board meeting when deemed necessary.
- Notify relevant community agencies as required.
- Act as the designated media spokesperson.
- Implement measures for recovery and business continuity.

The County Sheriff is responsible for:

- Implementing emergency procedures and staff evacuation orders, in collaboration with the County Administrator.

- Acting as the media spokesperson if requested, in the absence of the County Administrator.

Other members of the Crisis Management Team are expected to:

- Serve as the media spokesperson if requested, in the absence of the County Administrator.
- Provide assistance to the County Administrator and Sheriff as directed.

This delineation of roles ensures a coordinated and effective response from the Crisis Management Team in times of emergency.

EVACUATION PROCEDURES, INCLUDING ROUTES AND EXITS

Each department is required to prominently display evacuation procedures, complete with evacuation routes and exits, for all employees to easily access. Department heads will be responsible for designating primary and secondary evacuation routes and exits within their respective areas. These routes and exits should adhere to the following conditions to the extent possible under prevailing conditions:

- Clearly marked and well-lit pathways.
- Sufficient width to accommodate the number of evacuating personnel.
- Unobstructed and free of debris at all times.
- Unlikely to expose evacuating personnel to additional hazards.

In addition, department heads are tasked with assigning employees responsible for assisting coworkers with disabilities, conducting checks of offices, conference rooms, bathrooms, and other spaces before being the last person to exit the area. These assigned employees may also be charged with ensuring that fire doors are closed upon exiting. To enhance preparedness, all employees designated to assist in emergency evacuation procedures shall undergo training conducted by the Facilities Coordinator, covering the complete workplace layout and various alternative escape routes in case the primary evacuation route becomes obstructed. This comprehensive approach aims to ensure a safe and efficient evacuation process for all personnel.

PROCEDURES FOR ASSISTING INDIVIDUALS WITH DISABILITIES

Individuals may present with a range of abilities, including limitations in hearing, vision, speech, cognitive function, or language proficiency. In consideration of this diversity, some individuals may face challenges in receiving or responding to information, particularly during emergencies. Barriers such as limited ability to hear verbal messages or comprehend directional signs may impede their understanding and ability to seek help.

To address these concerns, employees are encouraged to offer assistance to individuals with disabilities during evacuation scenarios. Department heads play a crucial role in ensuring that emergency routes and exits remain clear of debris at all times, minimizing obstacles for wheelchair users. It is important to note that elevators should not be utilized for evacuation

purposes. This inclusive approach promotes the safety and well-being of all individuals, recognizing and accommodating individuals with disabilities within the workplace.

ACCOUNTING FOR STAFF FOLLOWING AN EVACUATION

Ensuring the safety and well-being of all employees is paramount in the aftermath of an evacuation. Swift and accurate accountability of personnel is crucial to prevent potential delays in rescuing individuals trapped in the building and to avoid unnecessary and hazardous search-and-rescue operations. To achieve this, designated assembly areas will be utilized for the fastest and most precise employee accounting.

After evacuating, employees are obligated to report to the designated assembly area. Each department is responsible for conducting a head count post-evacuation, identifying individuals not accounted for, and promptly relaying this information to the County Administrator. In situations where employees had clients or other customers with them during the evacuation, they are required to notify their department head of any unaccounted individuals at the assembly area. This information will be passed on to the County Administrator for comprehensive accountability.

In the event that the incident escalates, necessitating further evacuation measures, the County Administrator or Sheriff may implement measures such as sending employees home through standard means, directing them to an alternate assembly area, or arranging transportation to an offsite location. This proactive approach ensures a coordinated and effective response to evolving situations.

RESCUE OR MEDICAL DUTIES

The responsibility for rescue operations will be assigned to individuals who have received proper training, possess the necessary equipment, and hold relevant certifications for conducting rescues. Onsite First Aid and CPR/AED training will be periodically provided by the employer to ensure employees are adequately prepared to respond to medical emergencies.

Employees expressing interest in participating in this training are encouraged to reach out to their respective department heads. For information on upcoming First Aid and CPR/AED training schedules, department heads may contact the Human Resources department. This approach ensures that rescue and medical duties are entrusted to individuals equipped with the requisite skills and certifications, fostering a safer and more effective workplace response to emergencies.

EMERGENCY PHONE NUMBERS

Dial 911 for fire, ambulance, and police.	
American Red Cross	(800) 950-4275
Homeland Security and Emergency Management	(651) 201-7400
Crisis Line and Referral Services	(800) 462-5525

FLOODS

When a river reaches flood stage, the National Weather Service employs three flood severity categories: minor flooding, moderate flooding, and major flooding. Each category is defined based on the level of property damage and the potential threat to public safety.

1. **Minor Flooding:** Involves minimal or no property damage, but may pose some public threat or inconvenience.
2. **Moderate Flooding:** Characterized by flooding of structures and roads near streams. Some evacuations of people and/or property transfers to higher elevations may be necessary.
3. **Major Flooding:** Entails extensive flooding of structures and roads, requiring significant evacuations of people and/or property transfers to higher elevations.

The local impacts of floods can vary, necessitating employee vigilance. Extreme caution must be exercised near riverbanks, and immediate relocation to higher ground is imperative if rising water poses a threat to safety. It's crucial to note that most flood-related fatalities occur in automobiles. Employees are advised against walking through areas where water covers roadways and refraining from driving vehicles into flooded areas. Floodwaters are typically deeper than they appear, with just one foot of flowing water having the potential to sweep vehicles off the road. These precautions are essential for ensuring the safety and well-being of all employees during flood events.

Flood Duties and Responsibilities for Department Heads and Supervisors

In the event of a **Flood Watch** being issued in the area, department heads and supervisors are responsible for the following actions:

1. **Monitoring Emergency Alert Stations or National Weather Service:**
 - Stay vigilant and keep abreast of updates from Emergency Alert Stations and the National Weather Service.
 - Maintain regular communication with local emergency management officials for the latest information.
2. **Reviewing Evacuation Procedures:**
 - Ensure that employees and visitors are familiar with established evacuation procedures.
 - Provide necessary guidance and clarification on evacuation routes and safety protocols.

Should a **Flood Warning** be issued in the area, department heads and supervisors will take the following additional steps:

1. **Advising Staff:**
 - Promptly inform all staff members of the Flood Warning and its implications.
 - Disseminate critical information related to the flood situation.
2. **Implementing Emergency Procedures and Staff Evacuation Orders:**
 - Act in accordance with directives from the County Administrator or Sheriff.
 - Implement emergency procedures and issue staff evacuation orders as directed, prioritizing the safety and well-being of employees.

By adhering to these responsibilities, department heads and supervisors play a crucial role in safeguarding the workforce and ensuring a coordinated response to flood events.

SEVERE THUNDERSTORMS POLICY

All employees are encouraged to sign-up for the Aitkin County Emergency Alert System.
<https://www.co.aitkin.mn.us/departments/sheriff/everbridge.html>

Severe Thunderstorm Watch:

A Severe Thunderstorm Watch is issued to alert individuals about the likelihood of severe thunderstorms. Stay informed by observing the sky and tuning in to the National Weather Service, radio, or television.

Severe Thunderstorm Warning:

A Severe Thunderstorm Warning is declared when severe weather is reported or indicated by radar, signifying imminent danger to life and property.

Severe Thunderstorm Warning Procedures:

Upon issuance of a Severe Thunderstorm Warning:

- All employees and visitors must promptly move to the nearest designated storm shelter area within the building they occupy.

Thunderstorm Guidelines

Guidelines for dealing with thunderstorms in your area include:

- Postponing outdoor work activities.
- Seeking shelter inside a building or hard-top automobile.
- Remembering that rubber-soled shoes and tires provide no protection from lightning.
- Securing outside doors and closing windows, blinds, shades, or curtains.
- Using corded phones only for emergencies; cordless and cellular phones are safe.
- Utilizing a battery-operated Weather Radio for updates.

Lightning Safety Tips for Inside Buildings

During a severe thunderstorm, prioritize safety by following these guidelines:

- Avoid contact with corded phones, electrical equipment or cords, and plumbing.
- If unplugging electronic equipment, do so well before the storm arrives.
- Stay away from windows and doors.
- Do not lie on concrete floors or lean against concrete walls.

Places to Avoid during a Severe Thunderstorm / Employees in the Field

For employees in the field during a severe thunderstorm, take the following precautions:

- Avoid natural lightning rods, such as tall isolated trees in open areas, hilltops, open fields, the beach, or a boat on the water.
- Steer clear of isolated sheds or other small structures in open areas.
- Stay away from anything metal, such as tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.

For additional guidance on shelter during a tornado, refer to the tornado and storm shelter areas detailed in the sections "Employees in a Vehicle" and "Employees in the Outdoors."

Severe Thunderstorm Duties and Responsibilities for Department Heads and Supervisors

When a severe thunderstorm warning is issued, department heads and supervisors will:

- Gather employee rosters and a weather alert radio.
- Direct employees and visitors to proceed quickly and orderly to the nearest storm shelter in the building.
- Instruct employees and visitors not to leave the building.
- Take roll call upon arriving at the shelter area and report missing individuals to the County Administrator.

Severe Thunderstorm Duties and Responsibilities for Employees

When a severe thunderstorm warning is issued, employees will:

- Bring a weather alert radio to the storm shelter area if available.
- Proceed to the nearest designated shelter area in the building using the quickest route, assisting clients, customers, and/or individuals with disabilities.
- Move quickly but in an orderly manner to ensure everyone arrives safely.
- Take a seat in the shelter area or calmly remain standing.
- Remain in the shelter until the weather threat is over. Note that there is no "all clear" signal; it will typically be provided by listening to the radio or TV station or by contacting the County's dispatch center.

TORNADO POLICY

All employees are encouraged to sign-up for the Aitkin County Emergency Alert System.
<https://www.co.aitkin.mn.us/departments/sheriff/everbridge.html>

Tornado Watch

Tornadoes are nature's most violent storms, capable of causing fatalities and devastating neighborhoods in seconds. A tornado appears as a rotating, funnel-shaped cloud extending from a thunderstorm to the ground with winds reaching up to 300 miles per hour.

Tornado Warning

A tornado warning means that a tornado has been sighted or indicated by radar. Take shelter immediately. Tornadoes can form and move quickly, so there may not be adequate time for a warning.

Tornado Warning Procedures

When a tornado warning is issued, tornado sirens will be activated. All employees and visitors will proceed to the nearest designated tornado/storm shelter area in the building. Shelter areas depend on your location at the time of the tornado warning. If you are in a building, stay there and go to the nearest designated tornado/storm shelter area, such as a basement. If there is no basement, go to the center of an interior room on the lowest level, away from corners, windows, doors, and outside walls.

Put as many walls as possible between you and the outside, get under a sturdy table, and use your arms to protect your head and neck. Do not open windows.

If you are outside, immediately enter the nearest building and proceed to the nearest designated tornado/storm shelter area. If you are outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands, being aware of the potential for flooding. Do not get under an overpass or bridge; it is safer to be in a low, flat location.

Never try to outrun a tornado in a vehicle; leave the vehicle immediately for safe shelter and watch out for flying debris, which causes most fatalities and injuries.

Places to Avoid During a Tornado / Employees in the Field

- Avoid all outside walls, elevators, and windows of buildings.
- Avoid any low-lying area that could flood.
- Do not use vehicles for shelter.
- Avoid building areas with large roof spans.

For employees in the field, refer to the tornado/storm shelter areas below, sections "Employees in a Vehicle" and "Employees in the Outdoors."

Tornado Duties and Responsibilities, Department Heads and Supervisors

When a tornado warning has been issued, department heads and supervisors will:

- Gather employee rosters and weather alert radio.
- Direct employees and visitors to proceed in a quick and orderly manner to the nearest tornado/storm shelter area in the building.
- Instruct employees and visitors not to leave the building.
- Take roll call upon arriving at the shelter area and report missing people to the County Administrator.

Tornado Duties and Responsibilities, Employees

When a tornado warning has been issued, employees will:

- Bring a weather alert radio to the tornado/storm shelter area if they have one.
- Proceed to the nearest designated shelter area in the building by the quickest route, assisting clients, customers, and/or individuals with disabilities.
- Move quickly but in an orderly manner to ensure everyone arrives safely.
- Take a seat in the shelter area or calmly remain standing.
- Remain in the shelter until the tornado warning is over. Note, there is no "all clear" signal given – this information will typically be provided by listening to the radio or TV station, or by contacting the County's dispatch center.

TORNADO / STORM SHELTERS AREAS POLICY

In the event of severe weather conditions, occupants of the following buildings should go to the storm shelter area indicated:

Building or Worksite	Severe Thunderstorm Warning	Tornado Warning
HHS Building, Sheriff's Office, and Jail	Interior room in the building (office, hallway, restroom, etc.). <i>Gather by unit.</i>	Basement of the building they are currently in.

Building or Worksite	Severe Thunderstorm Warning	Tornado Warning
Government Center and Judicial Center	Interior room on 1st floor (e.g., hallway in the Auditor's Office) or basement.	Interior room on 1st floor (e.g., hallway in the Auditor's Office) or basement.
Employees in a Vehicle	Do not drive unless necessary. Tune in to radio. Pull onto the shoulder away from trees. Stay in the car with flashers on.	Do not drive during tornado conditions. Seek shelter in a nearby building. Lie in a ditch if no shelter. Avoid bridges.
Employees in the Outdoors	Seek shelter in a vehicle or sturdy building. Avoid lightning rods.	If possible, seek shelter in a sturdy building. If not, lie flat on low ground away from trees and cars.
Land Department	Interior room in the building (office, hallway, restroom, vault, etc.).	Enclosed, windowless area in the center of the building (Vault) away from glass. Crouch down and cover your head.
Long Lake Conservation Center	Interior room in the building (office, hallway, restroom, etc.).	Northstar Lodge inner hall or Marcum House "show room" if time allows. Otherwise, enclosed, windowless area in the center of the building – away from glass. Crouch down and cover your head.
Road & Bridge Shops	Interior room in the building (office, hallway, restroom, etc.).	Enclosed, windowless area in the center of the building away from glass. Crouch down and cover your head.

FIRE EVACUATION POLICY

Emergency Procedures and Evacuation Plans:

Each department is equipped with an emergency procedures and evacuation plan for fire incidents. These plans are prominently displayed in common areas and bulletin boards on each floor of the facility. Exits, fire extinguishers, and first aid kits are strategically located on every floor. Additionally, a fire extinguisher training video is accessible for employees on the intranet. All employees are expected to familiarize themselves with the locations of this essential equipment.

Immediate Response to Fire:

If an employee observes smoke or flames, they must promptly activate the nearest fire alarm and then call 911 from a safe location. If time allows, it is also advisable to notify the County Administrator. In the event the fire alarm system is activated, all employees must evacuate the building following the outlined procedures.

Evacuation Procedures:

In the case of a fire alarm test, the Building Maintenance department will make an appropriate announcement before the test. If no announcement is made, employees should assume the fire

alarm is for an actual fire emergency. In any emergency, employees should stop their activities, remain calm, and report to the designated assembly area for fire evacuation. The last person to exit each room should close the door. The priority is to prioritize safety, and all employees are reminded that safety to life takes precedence.

During evacuation, if the nearest stairwell is obstructed by smoke, employees should use an alternative stairwell. Elevators are not to be used. It is the responsibility of able staff to assist individuals with disabilities in descending the stairwell safely. Department heads are expected to have prearranged assistance for these individuals in case of an emergency.

Assembly Area Protocols:

Employees arriving first at the designated assembly area must position themselves away from entrance doors and the building to facilitate clear assembly and clearance for emergency vehicles. Streets must be kept clear to allow unimpeded access for emergency vehicles.

Facilities Coordinator Role:

The Facilities Coordinator or designee will meet the fire department at the entrance to provide additional information. Re-entry into the building is prohibited without permission from the County Administrator, Fire Chief, or Sheriff's Office representative.

Department Heads and Supervisors Responsibilities:

In the event of a fire evacuation, department heads and supervisors will:

- Gather employee rosters and floor plans.
- Check the area before leaving, if safe to do so.
- Take roll call at the designated assembly area and report missing persons to the County Administrator.
- Consult with appropriate officials to potentially relocate employees and visitors to alternate locations, such as Aitkin City Hall (primary) or Journey North Church (secondary) in case of inclement weather or building damage.
- Await notification from the County Administrator, Fire Chief, or Sheriff's Office representative regarding reentry.
- Report the incident to the Fire Marshal, as mandated by State Law.

Designated Assembly Areas for Fire Evacuation (Primary Relocation Center)

Building or Worksite on Fire	Designated Assembly Area
Government Center and Judicial Center	Aitkin High School Parking Lot. North lot (aka parking lot at the school's main entrance) for Government Center and Judicial Center.
Sheriff's Office and Jail	Follow departmental procedures
HHS Department	Aitkin PUC Garage Bays (gather by unit)
Land Department	Aitkin County Fairground (by paddle wheel)
Long Lake Conservation Center	LLCC Dining Hall Parking Lot
Road & Bridge, Aitkin Shop	Cold Storage Building
Road & Bridge, Palisade Shop	R&B to Palisade Community Center
Road & Bridge, Hill City Shop	Hill City City Hall
Road & Bridge, Jacobson Shop	Jacobson Fire Hall
Road & Bridge, McGrath Shop	McGrath DNR Building
Road & Bridge, McGregor Shop	McGregor City Hall

If the designated assembly areas are unsafe, the secondary relocation centers are as follows:

- For Government Center, Judicial Center, Sheriff's Office and Jail, and HHS Department staff: Church at 810 2nd Street NW, Aitkin, MN.
- For Land Department, Long Lake Conservation Center, and Road & Bridge, Aitkin Shop staff: Government Center 1st floor.
- For all other Road & Bridge Shops: Aitkin Road & Bridge Shop.

DEMONSTRATION OR DISTURBANCE

In the event of a demonstration or disturbance, generally there will be no evacuation of the building. When a demonstration or disturbance develops, the County Administrator will, at his or her discretion:

- Notify police, if necessary.
- Notify Department Heads and County Commissioners.
- Initiate lock-down procedures, if deemed appropriate.
- Ask demonstrators to disperse.
- Contain unrest. Seal off area of disturbance.
- Move people involved in disturbance to an isolated area.
- Document incidents with recorder or take detailed notes.

When a demonstration or disturbance develops, department heads and employees will:

- Lock office doors and windows. Close window blinds.
- Keep employees and visitors calm.
- Not allow employees to leave the building until an all-clear signal is received from the County Administrator or Sheriff's Office representative.
- Take roll call. Attempt to contact employees who are away from the office, but are anticipated to return to notify them of the demonstration or disturbance, if deemed appropriate.
- Document all incidents.

WORKPLACE SECURITY AND SAFETY STATEMENT

Our commitment to workplace security and safety extends to safeguarding individuals and property, both within the facility and in off-site locations. It is imperative that every individual assumes responsibility for maintaining vigilance and prioritizing security and safety. Preparedness is key, as security risks may not always be immediately apparent.

The following precautions and measures should be taken for on-site security:

- Arrange office furniture in a secure set-up.
- Lock doors at night and unlock doors in the morning.
- Stay between the individual and the exit door.
- Keep the door cracked open if you know someone is a security risk.
- Clear desk and area of objects that could be harmful.
- Develop a signal or phone message in office to obtain assistance or break individual's train of thought.
- Send an e-mail to notify staff of potential volatility of individual prior to their visit to your office.
- Bring in another staff member if meeting alone. They can offer assistance and assess the situation.
- Be aware of the individual's body language.
- Depart as soon as possible.
- Scream loud for help if needed.

The following precautions and measures should be taken for off-site security:

- Review and notes/discussions about the individual prior to meeting off-site visit or similar types of calls/visits.
- Request the individual to come to the office.
- Take a cell phone.
- Dress for safety. Avoid wearing jewelry, restrictive clothing, and carrying valuables.
- Check in with staff before and after the appointment.
- Be exceptionally alert when subjects are unknown, if the area has a high crime rate, or is isolate, or for indicators of a domestic dispute or physical violence.
- Maintain your car in good mechanical condition (examples: replace a low battery and have a full tank of gas)

- Check out the neighborhood before parking and getting out of your vehicle.
- Park your vehicle close to the area you are visiting and in a manner to allow fast and easy exit where you won't be blocked in.
- State clearly who you are and why you are there.
- Explain your responsibility to inquire about visitor's identity.
- Anticipate the unexpected and make a tentative plan of action.
- Be cautious about entering homes or places with large groups of people. Only allow one person to talk at a time.
- Make note of all exits. Stay near the door and keep car keys accessible.
- Take Self Defense course(s)
- If you are suspicious or it is known to be a hostile environment, bring a co-worker along. For certain job positions, take a deputy along.
- Obtain a list of out-of-town law enforcement for closer assistance in the field.
- If the environment is hostile, leave and come back another time. Do not turn your back or allow disturbed persons to walk around you.

Warning sign that a person is becoming hostile:

- History of Violence
- Increase physical activity: pacing, restlessness, inability to sit still.
- A sudden stopping of activity.
- Forced eye contact – staring, lack of eye contact, avoidance
- Body language/non-verbal indicators include: clenched fists, dilated pupils, coiled posture, etc.
- Non-communication: sullen, underlying anger and consciously holding back.
- The person physically moves back and tells you to get away or move back.
- Dress that is inappropriate for the weather or time of year.
- Body language that doesn't match verbal clues or messages.
- Possible active state of mental illness – acting in a bizarre manner.
- Carrying a weapon and making it visible to you.

In the event someone is poses a security/safety concern take the following actions:

- Stay calm, remain patient, be courteous, and listen attentively
- Maintain eye contact. Give the individual an opportunity to turn away, break eye contact.
- Keep control of the situation and yourself.
- Keep pitch and volume of your voice down. Keep your muscles relaxed.
- Talk to them and inform them of their rights.
- Let them know you understand their anger and are here to help.
- Do not invade personal space. Keep a distance of three feet and stand at a 45 degree angle from the person.
- Remain seated as long as the individual.
- Find out why and whom the anger is directed toward.
- Stand to the side of the individual.

- Offer appeasement and appear sympathetic. Be prepared to follow through on any statements you make.
- Signal a co-worker or supervisor that you need help.
- DO NOT CONFRONT dangerous individuals or put yourself or others in harm's way.
- Use your prearranged duress signal.
- Scream loud for help.
- Never attempt to grab a weapon
- Watch and take advantage of any opportunity to escape if the individual is armed.

GUIDELINES FOR ENGAGING WITH CLIENTS EXPERIENCING MENTAL HEALTH CHALLENGES

Our commitment to supporting individuals experiencing mental health challenges involves the implementation of guidelines to ensure a respectful and empathetic interaction. Mental illness, in itself, does not inherently increase the risk of violence; however, when combined with other risk factors like substance abuse, the potential for violence may elevate. The following guidelines are designed to enhance staff members' ability to engage with clients, both in the office and in the field:

1. Clearly state your identity and the purpose of your contact.
2. Demonstrate respect and empathy towards the individual. Respectful and attentive communication fosters reciprocal respect and openness to dialogue.
3. Provide honest, factual answers when required. If uncertain, admit not knowing.
4. Avoid minimizing any concerns raised by the individual. Acknowledge the reality of their experiences, especially in cases of hallucinations or delusions. Recognize that their perceptions are valid to them, and refrain from attempting to persuade them otherwise. Be mindful of personal space, particularly with individuals experiencing paranoia.
5. Listen actively and strive to understand the individual's communication. Identify practical, reality-based needs that can be addressed professionally, not personally.
6. Refrain from offering psychological advice, especially during initial contact when the full extent of the individual's challenges may not be apparent.
7. Express support through both verbal and non-verbal means, recognizing that non-verbal communication, such as facial expressions, body language, and tone of voice, is impactful.
8. Maintain an up-to-date list of community resources that can be recommended to individuals in need.
9. Call for assistance if you feel physically threatened or require support in de-escalating the situation.

LOCKDOWN PROCEDURES POLICY

A lockdown is a temporary sheltering technique, typically lasting from 30 minutes to several hours, strategically employed to minimize civilian exposure during incidents such as an "active shooter" scenario. In the event of a lockdown, employees within any identified building are

required to promptly initiate procedures to secure the premises. This involves locking all doors and windows, preventing both entry and exit until an official "all-clear" notice is issued by law enforcement officials. This transformation effectively turns the building into a large "safe room" to safeguard individuals within.

Responsibility for on-scene incident command during a lockdown rests with the Sheriff. The Sheriff, along with the County Administrator, may issue specific instructions to initiate lockdown procedures for designated areas or the entire facility.

The lockdown procedures outlined below are to be rigorously followed in response to directives from law enforcement or authorized personnel:

1. **Receive Notification:** Upon receiving instructions from the Sheriff or County Administrator to initiate a lockdown, all employees must respond immediately.
2. **Secure Entrances and Exits:** Lock all doors and windows, prohibiting access from both inside and outside.
3. **Remain Inside:** No one is allowed to enter or exit the building until an official "all-clear" notice is provided by law enforcement officials.
4. **Follow Additional Instructions:** Comply with any additional instructions communicated by law enforcement or designated authorities during the lockdown.
5. **Stay in Designated Safe Areas:** In the absence of specific instructions to relocate, employees are advised to remain in their current location, taking cover as necessary.
6. **Silence Communication Devices:** Maintain silence on personal and work-related communication devices to avoid attracting attention.
7. **Do Not Open Doors:** Refrain from opening doors or windows unless directed to do so by law enforcement personnel.
8. **Assist Others:** Employees are encouraged to assist others in reaching safety as needed.

These lockdown procedures are critical for ensuring the safety and well-being of all individuals within the facility during emergency situations. Regular training and drills will be conducted to familiarize staff with these procedures, promoting a swift and effective response.

4. Secure Doors and Windows:

- Lock all doors and windows.
- Close blinds for added security.

5. Minimize Visibility:

- Turn off all lights.
- Sit below window level, towards the middle of a room away from windows and doors.

6. Maintain Silence:

- Keep noise to a minimum.
- Silence radios, devices, and cell phones.

7. Safety Measures in Response to Gunshots:

- If gunshots are heard, take cover on the floor using heavy objects for shelter.

8. Turn Off Appliances:

- If safe, turn off gas and electric appliances, including heaters, fans, coffee makers, gas valves, lights, and locally controlled ventilation systems.

9. Limited Phone Use:

- Use phones only for emergency notification to police or dispatch.

10. Avoid Open Areas:

- Do not shelter in open areas like hallways or corridors.
- Head to the nearest lockable space, such as a vault, office, conference room, or basement.

11. Outdoors Safety:

- If outdoors, seek shelter behind large objects like trees, walls, mailboxes, or vehicles.
- Wait for further instructions from law enforcement.

12. Wait for Clearance:

- Do not unlock doors or attempt to leave until instructed to do so by law enforcement officials.

Evacuation:

If instructed to evacuate a building, individuals must follow the directions provided by law enforcement officials.

Alternative Shelter:

In the event of a lockdown, staff outdoors should seek immediate cover using available objects like trees, mailboxes, walls, vehicles, fire hydrants, or trash cans. Law enforcement will identify appropriate alternative shelters and assign licensed peace officers to secure those locations.

HOSTILE INTRUDER OR SHOOTING

Over the past several years, there have been incidents of extreme violence committed at government centers, schools, and college campuses across the country. While we have been fortunate not to have experienced such an occurrence, it is prudent and responsible to set forth procedures in reference to the response and management of a hostile intruder incident. One of the key components to safety in the workplace and elsewhere is to be vigilant on being the eyes and ears of the public safety community and to report all suspicious activity to law enforcement.

Although the probability of such an incident occurring is minimal, it is our intent to make information available so that employees might increase their chances of survival in a hostile intruder situation. In the event that a person(s) threatens the personal safety of Aitkin County employees, please be aware of the following guidelines for hostile intruder situations.

These guidelines cannot cover every possible situation that might occur, but it is a tool that can reduce the number of injuries or death if put into action as soon as the situation develops. Time is the most important factor in the optimal management of these types of situations.

Notification of Hostile Intruder(s)

You may be the first to encounter the hostile intruder by sight or sound (e.g., gunshots). If so, dial 911 as soon as you are safe to report the situation. If you are safe to report the situation, also notify the County Administrator and your department head. Aitkin County will use all means available to notify employees of the presence of a hostile intruder including email and phones.

Department Head and Supervisors may issue lock-down procedures whenever deemed necessary. (Refer to Lockdown Procedures section).

Hostile Intruder in the Building

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, and if you cannot escape the threat by getting out of the building without putting yourself in harm's way, we recommend the following procedures be implemented:

- If communication is available, dial 911.
- Implement lockdown procedures. Lock employees and visitors in an office or room, and if possible cover any windows or openings that have a direct line of sight into the hallway.
- If you are not in a room, try to get into one.
- Do not sound - or respond to - a fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit. Turn off the lights, lock the windows, and close the blinds or curtains.
- Stay away from the windows and doors.
- Keep everyone together. Try to remain as calm as possible.
- Keep rooms secure until law enforcement arrives and gives directions.
- Stay out of open areas and be as quiet as possible.

If for some reason you are caught in an open area such as a hallway, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.

- If you think that you can safely make it out of the building by running, then do so. If you decide to run do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person(s) to block your view from the intruder.

When away from the immediate area of danger summon help any way you can and warn others.

- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- If the person(s) are causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
- If you are confronted by the hostile intruder, cannot run away, and feel that your life is in danger you will have to decide if it is necessary to fight back to survive.

CLEARLY THIS OPTION IS A LAST RESORT:

- Throw things at the intruder's head to first create a distraction. This may even buy enough time to allow you to run away.
- If you are with others, attack as group all at once.
- If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes. Be respectful. Ask permission to speak and do not argue or make suggestions.
- Once law enforcement arrives, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

SERIOUS INJURY OR DEATH

When a serious injury or death incident occurs on county property, department heads, supervisors, and/or employees will:

- Dial 911.
- If possible, do not leave the victim unattended.
- In situations where a Public Health Nurse is present, that nurse will conduct an initial assessment and perform first aid as necessary. ¹
- Do not move the victim, except if evacuation is absolutely necessary.
- If the person is suicidal, try to isolate him from other people. Keep the incident site and victim area free from non-essential personnel. Stay with the person until law enforcement arrives. Do not leave a suicidal person alone.
- Notify the County Administrator.
- If it's an employee, notify the employee's Emergency Contact Person (on file in the HR office).
- An incident report should be completed by an Aitkin County employee who witnessed the accident or who was given information by the victim or another witness. If the injured/ill party refuses to have an ambulance summoned and/or to seek medical attention, this should be specifically noted on the form.

¹ When incidents occur on the courthouse campus, Aitkin County Public Health nurses will do an initial assessment and initiate first aid. The responding nurse will complete a nursing assessment form at the time the individual is examined. The originals will be sent to the Human Resources office. It is to be noted that, while a nurse is usually accessible to Public Health staff via

telephone, there is not always a nurse physically present in the office. In the event that no nurse is available, the support staff taking the call will inform the caller that is the case.

When a serious injury or death incident occurs on county property, the County Administrator or designee will, at his or her discretion:

- Notify appropriate department heads and County Commissioners.
- Activate the crisis management team.
- Direct witness(es) to the Employee Assistance Program and/or critical incident team.
- Determine method of notifying employees.
- Refer media to County Sheriff.

When a serious injury or death incident occurs outside of work, the County Administrator or designee will, at his or her discretion:

1. Activate the crisis management team as needed.
2. Notify appropriate department heads before normal operating hours.
3. Announce availability of counseling services for those who need assistance.
4. Implement post-crisis intervention:
 - a. Meet with critical incident team/EAP counselors .
 - b. Determine level of intervention for employees and/or witnesses.
 - c. Designate rooms as debriefing areas.
 - d. Direct affected employees in work unit and other “highly stressed” individuals to debriefing areas.
 - e. Assess stress level of employees. Recommend additional counseling, EAP, or debriefing as needed.
 - f. Follow-up with people who received debriefing.
 - g. Allow for changes in normal routines to address injury or death.

BOMB THREAT

Bomb Threat Duties and Responsibilities, Employees

When a Verbal Bomb Threat has been received, employees will:

- Record the phone call, if feature is available.
- Complete the “Bomb Threat Phone Report” and “Caller Identification Checklist” on the following page. Keep a copy of this form under your desk phone for quick and convenient access, if necessary.
- Listen closely to the caller’s voice and speech patterns and to noises in the background.
- After hanging up the phone, immediately notify the Sheriff’s Office, County Administrator, and your Department Head.
- Evacuate to a safe distance outside of buildings, perhaps to the motor pool garage if deemed appropriate based on the circumstances.
- Do not use cell phones or two way radios. Bring vehicle keys. Do not enter vehicles.

- Unless asked by fire or law enforcement official to help search their work area, no employee may re-enter the building without permission from the County Administrator or designee.

When a Written Bomb Threat has been received, employees will:

- Immediately notify the Sheriff's Office, County Administrator, and your Department Head.
- Avoid any unnecessary handling of the note. It is considered evidence by law enforcement. Law enforcement will collect the note as evidence.
- Evacuate to a safe distance outside of buildings, perhaps to the motor pool garage if deemed appropriate based on the circumstances.
- Do not use cell phones or two way radios. Bring vehicle keys. Do not enter vehicles.
- Unless asked by fire or law enforcement official to help search their work area, no employee may re-enter the building without permission from the County Administrator
- or designee.

Bomb Threat Duties and Responsibilities, Department Heads and Supervisors

When a Bomb Threat has been received, department heads and supervisors will:

- Gather employee rosters and floor plans.
- Report any unusual activities/objects immediately to law enforcement or fire department personnel.
- Evacuate staff and visitors immediately to a safe distance outside of buildings, perhaps to the motor pool garage if deemed appropriate based on the circumstances.
- Take roll call upon arriving at the relocation center. Report missing people to the County Administrator.
- After consulting with the County Administrator or other appropriate officials, the Department Head may move employees and visitors to alternate locations.
- The County Administrator or designee will notify employees when they can re-enter the building.

Bomb Threat Phone Report	
1. Date and time call received:	
2. Exact words of caller:	
3. Keep the caller talking; ask these questions:	
a. Where is the bomb?	
b. What does the bomb look like?	
c. When will it explode?	
d. What will cause it to explode?	
e. How do you deactivate it?	
f. Why was it put there?	
g. Did you place the bomb?	
4. Inform the caller about potential danger:	
If the building is occupied, inform the caller that detonation could cause injury or death to innocent people.	
5. Check the origin of the call (for digital phones):	
Origin of call: <input type="checkbox"/> Local <input type="checkbox"/> Long Distance <input type="checkbox"/> Internal	
Caller Identification Checklist:	
Caller's identity:	
Did caller sound familiar? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe	
Did caller appear familiar with the building or area? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe	
Sex/Age group: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Juvenile <input type="checkbox"/> Adult	
Approximate age: _____ Years	
Origin of call: <input type="checkbox"/> Local <input type="checkbox"/> Long Distance <input type="checkbox"/> Internal	
Caller's voice:	
<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Deep <input type="checkbox"/> Squeaky <input type="checkbox"/> Stutter <input type="checkbox"/> Crying <input type="checkbox"/> Accent	
<input type="checkbox"/> Distant <input type="checkbox"/> Distorted <input type="checkbox"/> Sincere <input type="checkbox"/> Raspy <input type="checkbox"/> Stressed <input type="checkbox"/> Nasal <input type="checkbox"/> Drunken <input type="checkbox"/> Slurred	
<input type="checkbox"/> Lisp <input type="checkbox"/> Disguised <input type="checkbox"/> Broken <input type="checkbox"/> Calm <input type="checkbox"/> Irrational <input type="checkbox"/> Rational <input type="checkbox"/> Angry <input type="checkbox"/> Incoherent	
<input type="checkbox"/> Excited <input type="checkbox"/> Laughing	
Background noises:	
<input type="checkbox"/> Voices <input type="checkbox"/> Airplanes <input type="checkbox"/> Street traffic <input type="checkbox"/> Animals <input type="checkbox"/> Party	
<input type="checkbox"/> Quiet <input type="checkbox"/> Music <input type="checkbox"/> Horns <input type="checkbox"/> Bells <input type="checkbox"/> Trains <input type="checkbox"/> Office machines <input type="checkbox"/> Factory machines	
Name of employee receiving the call:	
Telephone number call received at:	

Immediately after caller hangs up, report bomb threat to 9-1-1.

BLOODBORNE PATHOGENS

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Employees who may encounter blood, urine, feces, vomitus, wounds, saliva, and other bodily fluids on the job shall receive bloodborne pathogens training. Tasks include, but are not limited to, providing emergency aid, nursing care, obtaining lab specimens, conducting sewer inspections, assessing of garbage, collecting contaminated water samples, working in tile and culvert conduits, mopping/cleaning, plumbing repairs, emptying trash, cleaning urinals, toilets, and drinking fountains, conducting pat and cell searches, responding to disturbances and fights, cleanup of blood/body fluid specimens, administering medication, chainsaw usage, and litter pickup.

Each department having employees with occupational exposure to bloodborne pathogens shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure. OSHA 1910.1030

The departmental policy shall be attached as an addendum and distributed to applicable employees.

EYE AND FACE PROTECTION

Where the eyes or body of any employee may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided and properly maintained within the work area for immediate emergency use. OSHA 1910.133

RESPIRATORY PROTECTION

It is the employer's intent to prevent atmospheric contamination as far as feasible by accepted engineering control measures, such as enclosed or confinement of the operation, general and local ventilation, and substitution of less toxic materials. When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used to control occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. A respirator suitable for the purpose intended shall be provided to each employee when such equipment is necessary to protect the employee's health. OSHA 29 CFR 1910.134

HEAD PROTECTION

A protective helmet that complies with ANSI standards shall be provided to each employee who works in areas where there is a potential for injury to the head from falling objects. Employees are required to wear the protective helmets when working in said areas. OSHA 29 CFR 1910.135

FOOT PROTECTION

Employees who work in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where such employee's feet are exposed to electrical hazards are required to wear protective footwear. OSHA 29 CFR 1910.136

HAND PROTECTION

Employees are required to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and/or harmful temperature extremes. OSHA 29 CFR 1910.138

PERMIT-REQUIRED CONFINED SPACES

Each department having operations that take place in permit-required confined spaces shall implement and maintain a departmental confined spaces emergency action plan to include rescue procedures that specifically address entry into each confined space. (See also OSHA Publication 3138, Permit-Required Confined Spaces, and the National Institute for Occupational Safety and Health (NIOSH) Publication 80-106, Criteria for a Recommended Standard...Working in Confined Spaces.)

The departmental policy shall be attached as an addendum and distributed to applicable employees.

LOCKOUT/TAGOUT: THE CONTROL OF HAZARDOUS ENERGY

Each department that performs the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy, could harm employees shall implement and maintain a departmental lockout/tagout procedure and emergency action plan. Refer to OSHA 29 CFR 1910.147 for requirements.

The departmental policy shall be attached as an addendum and distributed to applicable employees.

HAZARDOUS SUBSTANCES / HAZARD COMMUNICATION

Each department that uses or stores hazardous substances at the worksite faces an increased risk of emergency involving hazardous materials. The department head shall implement and maintain a departmental emergency action plan concerning hazardous substances.

OSHA's Hazard Communication Standard (29 CFR 1910.1200) requires employers who use hazardous chemicals to inventory them, keep the manufacturer-supplied Material Safety Data Sheets (MSDSs) for them in a place accessible to workers, label containers of these chemicals with their hazards, and train employees in ways to protect themselves against those hazards. A good way to start is to determine from your hazardous chemical inventory what hazardous

chemicals you use and to gather the MSDSs for the chemicals. MSDSs describe the hazards that a chemical may present, list the precautions to take when handling, storing, or using the substance, and outline emergency and first-aid procedures.

For specific information on how to respond to emergencies involving hazardous materials and hazardous waste operations, refer to 29 CFR, Part 1910.120(q) and OSHA Publication 3114, Hazardous Waste and Emergency Response Operations. Both are available online at www.osha.gov.

The departmental policy shall be attached as an addendum and distributed to applicable employees.

TOXIC SPILLS: SOLID, LIQUID, OR GAS

Anything toxic – solid, liquid, or gas – can escape the thing it's contained in and create a spill. When it's a gas (or an aerosol version of a liquid or a solid), it's generally called a *release*. The toxic substance forms a cloud, but it's still a toxic spill. If a train derails or a tanker truck has an accident and a toxic spill occurs on water, land, or underground, an evacuation may be ordered by the County Administrator or law enforcement officials.

When employees are alerted to the fact that there's a toxic spill nearby, before anything else everyone should get inside, close all windows and doors, and turn off the air conditioning, heating, and fresh air ventilation systems.

If an evacuation is necessary, relocation facilities will vary based on the circumstances, but may include areas such as the Land Department, Road & Bridge facility, Long Lake Conservation Center, Aitkin County Fairgrounds, McGregor Airport/Industrial Park, City Parks or Campgrounds. (Maps attached.)

SAFETY IN THE FIELD AND IN CLIENT HOMES



100 Empire Drive, Suite 100, St. Paul, MN 55103-1885 • Ph: 651.209.6400 • 866.547.6516 • Fax: 651.209.6495 • www.mcit.org

Pets and Pests: Best Practices for Identifying and Controlling Risks

Date: December 2015

Off-site employees may be exposed to pets, parasites, rodents or stinging insects while working. It is important to develop methods to recognize and mitigate the risks of these potential hazards. Mitigation efforts should focus on limiting the spread or severity of the risks to employees and clients. Specific situations may require consultation with professional exterminators to remove the source of the hazard.

What to Look for with Pets	Control Techniques
<p>Dogs¹</p> <ul style="list-style-type: none"> • Raised ears, stiff tail, back hair standing up, staring or growling with lips pursed and teeth exposed • Protectiveness of food and toys • Eagerness to chase things 	<ul style="list-style-type: none"> • Request the client put the dog in another room with a closed door or outside during the visit • Ask clients what may trigger the dog and how the dog usually responds to triggers. Keep this information and ensure it is shared with anyone else who visits that location. • Remain calm² • Avoid sudden movements² • Avoid petting the dog² • Have something in hand with which to shield yourself, such as a bag, briefcase or purse² • Turn your side to an aggressive or threatening dog and back away slowly² • Do not turn your back on the dog² • Avoid direct eye contact² • If attacked and knocked down, use hands to protect head and neck in the fetal position²
<p>Cats¹</p> <ul style="list-style-type: none"> • Tail thumping • Hissing or growling • Puffing of fur (trying to appear bigger) 	<ul style="list-style-type: none"> • Request the client put the cat in another room with a closed door or outside during the visit • Ask clients what may trigger the cat and how the cat usually responds to triggers. Keep this information and ensure it is shared with anyone else who visits that location. • Remain calm • Back away from the cat slowly • Do not disturb or try to pet the cat • Keep skin covered below the knee

*Minnesota Counties Intergovernmental Trust Resources—
The information contained in this document is intended for general information purposes only and does not constitute legal or coverage advice on any specific matter.*

What to Look for with Pests	Control Techniques
Rodents <ul style="list-style-type: none"> • Chewing on food packaging³ • Droppings or urine³ • Dead rodents • Rodent nests (shredded paper, fabric or dried plant matter)³ • Holes in walls or floors that rodents chewed open³ 	Rodents <ul style="list-style-type: none"> • Avoid touching dead rodents, droppings, urine or nesting materials with bare hands⁴ • Disinfect dead rodents, droppings or urine before cleaning up⁵ • Discard any food in food containers on which rodents have gnawed⁵
Parasites <ul style="list-style-type: none"> • Rashes or lesions on the client • Visible bugs:¹ <ul style="list-style-type: none"> ○ In cracks and crevices in the walls, floors and furniture ○ In baseboards ○ In seams of mattresses or box springs ○ Behind headboards • Bug fecal stains or molted skins 	Parasites <ul style="list-style-type: none"> • Take a portable hard surface chair or stool to sit on, avoid sitting on anything else, especially upholstered furniture, bedding or client clothing.⁶ • Only bring what is necessary into the home • Use proper personal protective equipment when appropriate⁶ <ul style="list-style-type: none"> ○ Shoe booties ○ Coveralls ○ Gown ○ Disposable gloves ○ Clean pads (to serve as a barrier for any equipment to be placed on the floor) ○ Dispose of all personal protective equipment after use • Wash hands frequently • Avoid skin-to-skin contact with people with parasites • Keep vehicle clean to avoid any pest hitchhikers⁶ • Wash any infested clothes on high heat (130 degrees or the hottest fabric can withstand) for at least 30 minutes.⁶
Ticks <ul style="list-style-type: none"> • High grass⁷ • Bushy areas⁷ • Leaf litter⁷ 	Ticks <ul style="list-style-type: none"> • Wear light colored clothes⁸ • Inspect self for any pests⁸ • Wear insect repellent with 20percent to 30 percent DEET on exposed skin and clothing⁹
Bees, Wasps and Hornets <ul style="list-style-type: none"> • Unusually high number of wasps, hornets or bees in a certain area • Wasp, hornet or bee nests • Litter or food waste with sugary substances likely to attract insects 	Bees, Wasps and Hornets <ul style="list-style-type: none"> • Avoid wearing fragrances that may attract insects¹⁰ • Avoid swatting or making fast movements at stinging insects¹⁰ • If a hornet, bee or wasp is found in the car, open car windows, pull over, stop and exit until the insect has left¹⁰ • Do not attempt to remove a nest¹⁰

Originally published in "Safety and Health Resources for Employees Who Work Off Site," December 2015

¹ The Occupational Health & Safety Agency for Healthcare in British Columbia. "Home and Community Care Risk Assessment Tool Resource Guide." Last modified April 2008.

² The Hawaiian Humane Society. "Be Canine Smart."

³ United States Environmental Protection Agency. "Identify and Prevent Rodent Infestations." Last modified Nov. 17, 2015.

⁴ Centers for Disease Control and Prevention. "How People Get Infected With Hantavirus Pulmonary Syndrome." Last modified Aug. 29, 2012.

⁵ National Park Service, U.S. Department of the Interior. "Hantavirus-Worker Protection." Last modified July 26, 2010.

⁶ Virginia Department of Agriculture and Consumer Services. "Bed Bug Action Plan for Home Health Care and Social Workers."

⁷ Minnesota Department of Health. "Tick ID Card: In the Woods: Spray Before You Work or Play." Last modified April 25, 2014.

⁸ National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention. "Protecting Yourself from Ticks and Mosquitoes."

⁹ National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention. "Ticks and Lyme Disease."

¹⁰ Canadian Centre for Occupational Health and Safety. "Working Safely Around Stinging Insects." Last modified Aug. 13, 2015.

Noxious Plants¹

Date: May 2016

Some employees who work off site may encounter plants that can produce strong allergic reactions and may even cause more harm. Many of these plants receive the noxious designation from federal and state agencies. Although this is not a complete list, the following are some of the most common noxious plants or weeds in Minnesota. According to the Minnesota Department of Transportation all of the plants listed regularly appear in roadside ditches or along other paths of travel.

Wild Parsnip



Description/Identification: Consists of a hollow grooved flowering stalk that can grow up to five feet in height. The leaves at the base can be up to six inches in height and have between five and 15 leaflets. The plant also features small yellow flowers on umbrella-shaped growths 2 to 6 inches across.

Precautions: Use protective clothing, goggles or face mask. Contact with the plant's sap can cause severe blistering and swelling when combined with exposure to sunlight.

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Poison Ivy



Description/identification: Can be encountered as a shrub up 2 feet or a vine up to 10 feet. It has three shiny- or dull-surfaced leaflets with smooth to very coarsely toothed edges. Lower leaf surfaces tend to be pale and hairy. Small greenish flowers are present on leaf axils. Creamy white to tannish, round, berry-like fruits approximately one-fourth inch in diameter grow in August through September and persist through winter.

Precautions: Use protective clothing, rubber gloves and long sleeves. Contact with the compound urushiol found in the sap and oils from the plant can cause blistering even during the winter. Smoke from burning poison ivy can deliver urushiol to airways and lungs. Urushiol can stay on pets, tools, toys and other objects for long periods and can effectively be transferred and cause irritation at a later date.

Giant Hogweed



Description/Identification: Large plant (10-20 feet tall) with leaves up to five feet across. Features spotted leaf stalks with the underside of leaves and stems covered with coarse white hairs. Has umbrella shaped flowers that sprout small white florets.

Precautions: Use protective clothing, goggles or face mask. Contact with bristles (stiff hairs) or the plant's sap can cause severe blistering and swelling when combined with exposure to sunlight.

Grecian Foxglove



Description/Identification: Has alternate, smooth, stalk-less upper leaves with toothless edges (lance shaped). Leaves at the base are oval and rounded. Tubular flowers attached to a central stalk. Flowers have a brown or purple veined upper hood and a creamy-white elongated lower lip.

Precautions: Use protective clothing, in particular, rubber gloves and long sleeves. Grecian foxglove contains toxins (cardiac glycosides) that potentially can be absorbed through the skin. These compounds are harmful to livestock and humans.

Common Tansy



Description/identification: Reaches 2 to 5 feet in height. Stems appear woody and are slightly hairy to smooth and at the base are purplish-red. Leaves are toothed on edges and 2 to 12 inches long. Single stems support multi-branched, flat clusters of bright yellow button-like flowers and like the leaves are strongly aromatic.

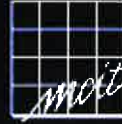
Precautions: Gloves should be used when handling this plant. The alkaloids contained in common tansy are toxic to livestock and humans if consumed in quantity. Toxins can potentially be absorbed through skin.

¹ Minnesota Department of Transportation with the United States Department of Agriculture Plants Database. "Minnesota Noxious Weeds." 2015.



Be Canine Smart

Dog Bite Prevention Program



Date: April 2015

It is no wonder that dogs are the most popular pet in America. They are wonderful companions and playmates, and offer comfort, unconditional love and joy to their owners and caretakers. They join in the daily activities of life at home and grow to be important members of the family.

This program was developed to help people and dogs live harmoniously together in the community. You will learn a few preventative measures to help you avoid unexpected confrontations with dogs. The program will also help you understand dog behavior and show you how to respond safely to an unfamiliar dog.

Considering that approximately 75 million dogs are owned by U.S. households, this information could prove to be valuable to you, your family members, co-workers and the entire community in the encounters with dogs we are all certain to have in our lifetime.

Preventing Surprises

When approaching an unfamiliar house, your best defense is to be prepared. Identify whether a dog is present before you attempt to approach an unfamiliar property. If possible, remain in your vehicle—your safe harbor—and take the following steps.

Be aware of dogs that may be loose nearby in the neighborhood: Someone may be walking their dog nearby or have allowed their pet out of the yard. Always politely ask an owner to restrain their dog and not allow the dog to jump on you. Remain in your vehicle if you see a loose dog in the area.

Evaluate the property for signs of a dog:

- Look for food bowls, feces, dog house, chain or a path worn in the grass.
- Before entering, try to draw a dog out by whistling or calling for the dog; honk your car horn; or jingle your car keys.

If you discover there is a dog on the property, assess if the dog is safely secured:

- The fence is of adequate height and strength.
- The fence has no holes underneath or on the side.
- The chain, rope or leash is strong and short enough for you to pass.
- The windows and doors are secure if the dog is inside the house.

Always have something in your hand to protect yourself if a dog surprises you or charges. This item could be:

- A soft briefcase, purse, satchel, jacket or towel.
- Something soft and easily compressed, not hard.
- Put a barrier (bicycle, bag, etc.) between you and the dog.

- Assume the side posture and slowly back away from the dog to safety.

Smell is a dog's most important sense. Their noses help them scent food, territory odors, and even emotional states in other animals. This reliance on smell is why, when being introduced to an unfamiliar dog, you should always offer the back of your hand for the dog to sniff before petting or stroking the animal.

If Suddenly Confronted by a Dog

The dog jumps at you and attempts to bite:

- Stop and present the soft object for the dog to grab.
- Shake and pull the object while the dog is grabbing it and slowly back away to safety.
- Once near your vehicle, let the dog have the object as you retreat to your vehicle.

You have no object to distract the dog, and the dog bites or jumps on you:

- Stand quietly. Do not kick or attempt to hit the dog.
- Place your hands in fists around your head and neck for protection.
- Slowly, with your side facing the dog, walk to safety.

You are knocked down by the dog:

- Lie quietly in a fetal position.
- Place your hands in fists around your head and neck for protection.
- Remain in this defensive posture until the dog goes away or you are rescued.

You are chased while jogging or bicycling:

- Stop all movement. Do not run or shout.
- If on a bicycle, dismount and put the bike between you and the dog.
- Assume the side posture and slowly back away from the dog to safety.

When Bitten by a Dog

- Wash the wound thoroughly with soap and water. A visit or call to your doctor is also recommended.
- Report the incident to the appropriate local animal control. Give as much information as possible about the dog—its size, sex, color, age, features, where you saw the dog, whether you have seen the dog before, and so on—so that animal control may counsel the owner and help prevent others from being bitten. For your safety and the safety of the neighborhood, please report the dog bite incident.
- If you see a loose dog or are aware of a situation where the owner is irresponsible for the care and control of a dog, call your local animal control to report the problem.

The information contained in this resource is also available in a DVD produced by the Hawaiian Humane Society. MCIT members can obtain a copy of this DVD by contacting their loss control consultant at 1.866.547.6516.

This educational program has been made possible through the generous support of Larry and Patricia Rodriguez in memory of Mr. Bugs, their wonderful, feisty fox terrier who gave them years of joy, love and companionship — and chose his friends carefully.

On behalf of the many people and dogs who will benefit from this program, the Hawaiian Humane Society and the Minnesota Counties Intergovernmental Trust extend their thanks to Larry and Patricia Rodriguez for their commitment to helping animals and people.

This program was originally designed for people whose job brings them to unfamiliar homes. The information can be applied to many circumstances. We know you will be better protected from dog bites after reviewing these pages.

Ticks and Lyme Disease



For more information about Lyme disease, visit <http://www.cdc.gov/Lyme>

How to prevent tick bites when working outdoors

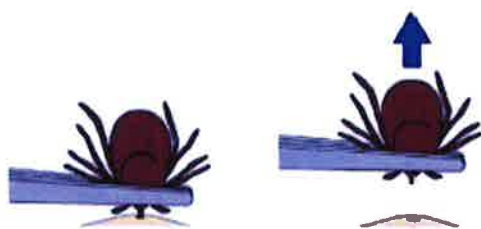
Ticks can spread disease, including Lyme disease. Protect yourself:

- Use insect repellent that contains 20 - 30% DEET.
- Wear clothing that has been treated with permethrin.
- Take a shower as soon as you can after working outdoors.
- Look for ticks on your body. Ticks can hide under the armpits, behind the knees, in the hair, and in the groin.
- Put your clothes in the dryer on high heat for 60 minutes to kill any remaining ticks.

How to remove a tick

1. If a tick is attached to you, use fine-tipped tweezers to grasp the tick at the surface of your skin.
2. Pull the tick straight up and out. Don't twist or jerk the tick—this can cause the mouth parts to break off and stay in the skin. If this happens, remove the mouth parts with tweezers if you can. If not, leave them alone and let your skin heal.
3. Clean the bite and your hands with rubbing alcohol, an iodine scrub, or soap and water.
4. You may get a small bump or redness that goes away in 1-2 days, like a mosquito bite. This is not a sign that you have Lyme disease.

Note: Do not put hot matches, nail polish, or petroleum jelly on the tick to try to make it pull away from your skin.



If you remove a tick quickly (within 24 hours) you can greatly reduce your chances of getting Lyme disease.

National Center for Emerging and Zoonotic Infectious Diseases
Division of Vector Borne Diseases | Bacterial Diseases Branch



CS22427 A



Facial paralysis.



Bull's eye rash on the back.



Arthritic knees.



When to see your doctor

See a doctor if you develop a fever, a rash, severe fatigue, facial paralysis, or joint pain within 30 days of being bitten by a tick. Be sure to tell your doctor about your tick bite. If you have these symptoms and work where Lyme disease is common, it is important to get treatment right away.

If you do not get treatment, you may later experience severe arthritis and problems with your nerves, spinal cord, brain, or heart.

Antibiotics are used to treat Lyme disease

Your doctor will prescribe specific antibiotics, typically for 2-3 weeks. Most patients recover during this time. You may feel tired while you are recovering, even though the infection is cured.

If you wait longer to seek treatment or take the wrong medicine, you may have symptoms that are more difficult to treat.

Looking ahead to recovery

Take your antibiotics as recommended. Allow yourself plenty of rest. It may take time to feel better, just as it takes time to recover from other illnesses.

Some people wonder if there is a test to confirm that they are cured. This is not possible. Your body remembers an infection long after it has been cured. Additional blood tests might be positive for months or years. Don't let this alarm you. It doesn't mean you are still infected.

Finally, practice prevention against tick bites. You can get Lyme disease again if you are bitten by another infected tick.

Additional information

1. <http://www.cdc.gov/Lyme>
2. The Clinical Assessment, Treatment, and Prevention of Lyme Disease, Human Granulocytic Anaplasmosis, and Babesiosis: Clinical Practice Guidelines by the Infectious Diseases Society of America
<http://cid.oxfordjournals.org/content/43/9/1089.full>
3. Tick Management Handbook (Connecticut Agricultural Experiment Station, New Haven)
http://www.ct.gov/caes/lib/caes/documents/special_features/tickhandbook.pdf

For more information please contact Centers for Disease Control and Prevention
1600 Clifton Road NE, Atlanta, GA 30333
Telephone: 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-63548
Email: cdcinfo@cdc.gov Web: www.cdc.gov



Tick ID Card

Source: Minnesota Department of Health

The Minnesota Department of Health provides PDFs of the below cards to identify ticks. These cards provide a way for employees to carry information with them about identifying ticks that could cause Lyme disease, tick removal instructions and tips for preventing tick bites. Cards fit easily in wallets. Members can download PDFs from this Web page: www.health.state.mn.us/divs/idepc/dtopics/tickborne/card.html

Tick ID Card Front:



Tick ID Card Back:



ERGONOMICS

Ergonomic assessments are available to staff through MCIT. To schedule an ergonomic assessment of your work area, please contact the Human Resources Department.

REPORTING HAZARDS

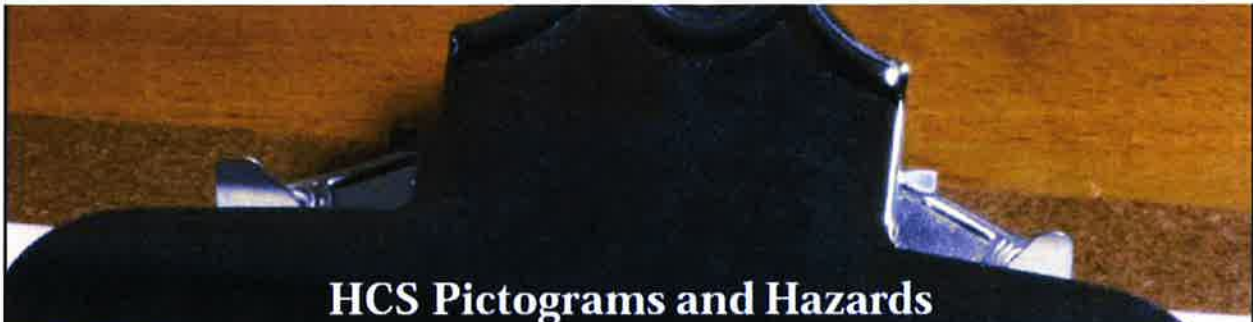
Employees are required to promptly report to their supervisor when they observe an employee or non-employee accident or fall, documenting the date, time, and circumstances observed.

Employees are required to report all workplace safety and health concerns to their department head and/or the Human Resources Department so that the employer may attempt to eliminate or reduce the hazards.

QUESTIONS / MORE INFORMATION

Employees may contact their department head or the Human Resources department at any time for more information about the Emergency Action Plan or for an explanation of their duties under the plan.

[Maps are currently being updated. Will attach maps from building maintenance here.]



HCS Pictograms and Hazards

Health Hazard



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Flame



- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides

Exclamation Mark



- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Nonmandatory)

Gas Cylinder



- Gases Under Pressure

Corrosion



- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals

Exploding Bomb



- Explosives
- Self-Reactives
- Organic Peroxides

Flame Over Circle



- Oxidizers

Environment (Nonmandatory)



- Aquatic Toxicity

Skull and Crossbones



- Acute Toxicity (fatal or toxic)



Aitkin County

**Safety Policy and Emergency Action Plan for Employees
Acknowledgment of Receipt**

Adopted: January 2, 2024

Directions: Please sign and return this acknowledgement form to the Human Resources Office. The signed form will be placed in your personnel file.

The Aitkin County Safety Policy and Emergency Action Plan for Employees contains important information pertaining to my employment at the County. I understand that I should consult my supervisor if I have any questions about the information contained in the policy.

A copy of this policy has been given to me to retain for future reference and/or I have been provided with the following intranet address, <https://acc.co.aitkin.mn.us/resources.php>, where I have obtained an electronic copy of the policy. I agree to familiarize myself with its contents and comply with the information provided.

Furthermore, I understand that the policy may be modified by the County Board, at its sole discretion, with or without notice, at any time. I understand the policy is not intended to cover every situation which may arise during my employment, but is simply a general guide.

I have received the policy and I understand that it is my responsibility to read and comply with the policies contained within and any revisions made to it.

If any specific provisions of this policy conflicts with any current union Agreement, the union Agreement rules will prevail. Nothing in this policy is intended to modify or supersede any applicable provision of state or federal law.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____



Board of County Commissioners Agenda Request

6A

Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Statement of Work - CLA, SBITA Consulting

<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: Kathleen Ryan		Department: Auditor
Presenter (Name and Title): Kathleen Ryan		Estimated Time Needed: 10 minutes
Summary of Issue: <p>This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 11, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Aitkin County, MN ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2023.</p> <p>CLA New Accounting Standard Assessment</p> <ul style="list-style-type: none"> • Provide preparation checklist(s) to assist with your adoption of GASB Statement No. 96, Subscription-Based Information Technology Arrangements (SBITAs) and explain how it applies to the entity. • Assist, at your direction, in interviewing your key team members. • Analyze, evaluate and recommend how the SBITAs will be accounted for based on the selection of potential SBITAs provided by you. • Assist with proposal of journal entries and drafting the related GASB Statement No. 96 financial statement disclosures. • Provide to you sufficient information for you to oversee the services, evaluate the adequacy and results of the services; accept responsibility for the results of the services and ensure your 		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Please approve the Statement of Work for Board Chair and Administrator to sign.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> This was known when the 2024 budget was completed.		



December 19, 2023

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 11, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Aitkin County, MN ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2023.

Nonattest services

We will provide the following nonattest services:

CLA New Accounting Standard Assessment

- Provide preparation checklist(s) to assist with your adoption of GASB Statement No. 96, Subscription-Based Information Technology Arrangements (SBITAs) and explain how it applies to the entity.
- Assist, at your direction, in interviewing your key team members.
- Analyze, evaluate and recommend how the SBITAs will be accounted for based on the selection of potential SBITAs provided by you.
- Assist with proposal of journal entries and drafting the related GASB Statement No. 96 financial statement disclosures.
- Provide to you sufficient information for you to oversee the services, evaluate the adequacy and results of the services; accept responsibility for the results of the services and ensure your data and records are complete.

Additional assistance

Upon your request, CLA shall make its resources available to provide additional assistance with implementing the new SBITA standard. This could include assisting you with your communications to the users of your financial statements or others, as identified by you, regarding how the standard will impact the entity and your financial statements. If requested, we can assist you with developing and delivering training on the new standards for selected members of the entity.

Client information requirements

The entity agrees it is solely responsible for the accuracy, completeness, and reliability of all of the entity's

data and information that it provides CLA for our engagement. The entity agrees it will provide any requested information on or before the date we commence performance of the services.

You agree that you are solely responsible for the accuracy, completeness, and reliability of all of your data and information that you provide CLA for our engagement and that CLA has no such responsibilities. We will provide you a data checklist of information required to complete the reports. You agree to have the vast majority of the requested information (data checklist) available as determined in the mutually agreed-upon timeline.

CLA's responsibilities related to the nonattest services and the related limitations

CLA will not assume management responsibilities, perform management functions, or make management decisions on behalf of the entity. However, we will provide advice and recommendations to assist management in performing its responsibilities.

This engagement is limited to the nonattest services outlined above. CLA, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as assuming management responsibilities, making management decisions, or performing management functions, including approving journal entries. CLA will advise the entity with regard to positions taken in the performance of the nonattest services, but management must make all decisions with regard to those matters.

Our engagement cannot be relied upon to disclose errors, fraud, or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We have no responsibility to ensure the entity's SBITA accounting practices, systems, or reports comply with applicable laws or regulations, all of which remain your sole responsibility.

Because the services listed above do not constitute an examination, audit, or review, we will not express an opinion or conclusion or issue a written report on your application of the requirements of GASB Statement No. 96 as it relates to contracts. You agree that our services are not intended to be used by a third party in reaching a decision on the application of the requirements of GASB Statement No. 96 to a specific transaction.

Management responsibilities

For all nonattest services we may provide to you, including these consulting services, you agree to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. You have designated Kathleen Ryan, Chief Financial Officer to fulfill this role. You will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans, and for implementing any plans you may develop, including any that we may discuss with you. Management is responsible for the design, implementation, and maintenance of effective internal control over financial reporting and over compliance, including evaluating and monitoring ongoing activities, (1) relevant to the preparation and fair presentation of financial statements that are free from

material misstatement, (2) to prevent and detect fraud, and (3) to ensure that the entity complies with applicable laws and regulations. Management is responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Management also agrees to assume all management responsibilities related to determining, reviewing, and approving SBITA information and schedules and related journal entries.

Engagement administration and other matters

A list of information we expect to need for our engagement and the dates required will be provided in a separate communication.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, it is not appropriate for you to upload protected health information using such applications. All protected health information contained in a document or file that you plan to transmit to us via a web application must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all protected health information, please contact us to discuss other potential options for transmitting the document or file.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed.

In future periods when we are asked to update the SBITA information, we will charge professional and service fees based on the time involved in removing/adding SBITAs and producing new schedules and reports. The annual fee for maintaining SBITAs in our system will be evaluated and billed annually and will be based upon the number of SBITAs on that date or upon other modifications (additions or deletions).

Record retention

Our working papers, including any copies of your records that we chose to make, are our property and will be retained by us in accordance with our established records retention policy. This policy states, in general, that we will retain our working papers for a period of seven years. After this period expires, our working papers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The working papers and files of our firm are not a substitute for the entity's records.

Agreement

We appreciate the opportunity to be of service to you and believe this SOW accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services

and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this SOW, please sign and date the SOW and return to us.

Sincerely,

CliftonLarsonAllen LLP

CLA

ORG: CLA

NAME: Kristen A. Houle

TITLE: Signing Director

SIGN: Kristen A Houle

DATE: 12/19/2023

Client

ORG: Aitkin County

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

ORG: Aitkin County

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

Acceptance and acknowledgement

On behalf of Aitkin County, MN, I acknowledge that the terms of this agreement accurately state our understanding with CLA, and Aitkin County, MN agrees to be bound by them.

Response

This letter correctly sets forth the understanding of Aitkin County, MN.



Board of County Commissioners Agenda Request

7A

Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Approve Arcasearch Contract

<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: Tara Snyder		Department: Recorder
Presenter (Name and Title): David Frank (Arcasearch) & Tara Snyder (County Recorder)		Estimated Time Needed: 15 Minutes
Summary of Issue: Digital archiving solution for Historical records & Research for the Public: <ul style="list-style-type: none"> • Digital preservation & back-up protection of historical original Land Index & Record books from loss due to fire, water events and general deterioration • Eliminates the need for back-indexing of the historical collection with use of existing index books and intuitive search tools to locate Book/Page # to the Recorded Documents for an improved customer experience • Includes the use of existing digital images from previous scan project for cost savings • Safer health experience for customers and staff with remote, on-line access to key Land Documents reducing physical courthouse visits • Establishes an on-line Aitkin County Historical Document Shared Archive with permanent documents for improved access and public transparency • Reduces internal IT support & costs with a hosted Aitkin County Archive 		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve Arcasearch contract and authorize the County Recorder to sign.		
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? \$ 182,502 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> This is coming out of the Recorder's Technology Fund. Total Cost includes the first year of the Compass Eclipse Research System Annual Fee of \$5,228.		



**AITKIN COUNTY MN RECORDER OPTION B
HISTORICAL DOCUMENT ARCHIVE OF:
TRACT INDEXES, DEED INDEXES,
MISCELLANEOUS RECORDS INDEXES, DEED RECORDS,
MISCELLANEOUS RECORDS, RECORDED DOCUMENTS,
TORRENS INDEX & CERTIFICATE BOOKS
AND
DEVELOPMENT OF A NEW
AITKIN COUNTY ON-LINE, SEARCHABLE DOCUMENT ARCHIVE**

Proposal #07112023P1V3b

December 5, 2023

Prepared for:

Aitkin County
307 2nd Street, NW Room 122
Aitkin, MN 56431

Tara Snyder
County Recorder
218.927.7330
Tara.snyder@co.aitkin.mn.us

Project Benefits for Aitkin County MN:

- Digital preservation & back-up protection of historical original Land Index & Record books from loss due to fire, water events and general deterioration
- **Eliminates the need for back-indexing** of the historical collection with use of existing index books and intuitive search tools to locate Book/Page # to the Recorded Documents for an improved customer experience
- Includes the use of existing digital images from previous scan project for cost savings
- **Safer health experience** for customers and staff with remote, on-line access to key Land Documents reducing physical courthouse visits
- Re-imaging of selected index books for creation of two-page spread images for accurate customer information
- Establishes an on-line Aitkin County Historical Document Shared Archive that can be utilized by other County departments (Commissioner Minutes, Resolutions, Assessor Property Cards, County Engineer, etc.) with their permanent documents for improved access and public transparency
- Reduces internal IT support & costs with a hosted Aitkin County Archive

OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with Aitkin County, MN. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Images 299,353
- Date Range 1872 through 1985
- Bindery Pinned and Digital files
- OCR Yes, of typed text
- File Format Web Optimized PDF-A Files & JPEG Thumbnail Images (analog files)
- Delivery Single page and two-page spread
- Metadata Defined in product categories
- Work Location Materials to be imaged & processed at ArcaSearch

There will be no other metadata schema understanding than what is expressly stated within this proposal.

PRODUCT CATEGORIES

#1 – Tract Indexes-Lands

- 6,200 Images
- Date range – Unknown
- Image Size – 12” x 18”
- Bindery – Pinned (6), some Digital; JPEG files
- OCR – No
- Delivery – Single page
- Metadata – Book name, section, township, range, sequential page number

Key Assumptions

Books presented in Single Page Format.

Filter by: Section/Township/Range

Use of customer’s existing digital J-Peg images

Physical, pinned books (6 newer books)

#2 – Tract Indexes-Towns

- 3,610 Images
- Date range – Unknown
- Image Size – 12” x 18”
- Bindery – Pinned (5), some Digital; JPEG files
- OCR – No
- Delivery – Single page
- Metadata – Book name, subdivision, block, lot, sequential page number

Key Assumptions

Books presented in Single Page Format.

Filter by: Subdivision/Block/Lot

Use of customer’s existing digital J-Peg images

Physical, pinned books (5 newer books)

#3 – Deed Index-Grantor

- 6,980 Images
- Date range – 1872 through January 1985
- Image size – 12” x 18”; some as large as 13” x 18”
- Books – 12
- Bindery – Pinned-7, digital-5
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Books 1-5 will be captured from customer’s existing digital images and presented in Two-page spread format

Books 6-11 will be re-imaged from the physical, pinned volumes and presented in Two-page spread format

Book 6 (A-M) & Book 6 (N-Z) will be combined into one digital book 6

ArcaSearch to provide all transport of physical books to digital preservation lab in St. Cloud

Alpha Letter filters for each book

Page numbers will be sequential

1872-Jan 1985

#4 – Deed Index-Grantee

- 6,530 Images
- Date range – 1872 through January 1985
- Image size – 12” x 18”; some as large as 13” x 18”
- Books – 12
- Bindery – Pinned-7, digital-5
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Books 1-5 will be captured from customer’s existing digital images and presented in Two-page spread format

Books 6-11 will be re-imaged from the physical, pinned volumes and presented in Two-page spread format

Book 6 (A-M) & Book 6 (N-Z) will be combined into one digital book 6

ArcaSearch to provide all transport of physical books to digital preservation lab in St. Cloud

Alpha Letter filters for each book

Page numbers will be sequential

1872-Jan 1985

#5 – Miscellaneous Index-Grantor

- 3,100 Images
- Date range – 1873 through 1984
- Image size – 12” x 18”; some as large as 13” x 18”
- Books – 5
- Bindery – Pinned (3), digital (2)
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Books 1-2 will be captured from customer’s existing digital images and presented in Two-page spread format

Books 3-5 will be re-imaged from the physical, pinned volumes and presented in Two-page spread format

ArcaSearch to provide all transport of physical books to digital preservation lab in St. Cloud

Alpha Letter filters for each book

Page numbers will be sequential

1873-1984

#6 – Miscellaneous Index-Grantee

- 3,110 Images
- Date range – 1873 through 1984
- Image size – 12” x 18”; some as large as 13” x 18”
- Books – 5
- Bindery – Pinned (3), digital (2)
- OCR – No
- Delivery –
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Books 1-2 will be captured from customer’s existing digital images and presented in Two-page spread format

Books 3-5 will be re-imaged from the physical, pinned volumes and presented in Two-page spread format

ArcaSearch to provide all transport of physical books to digital preservation lab in St. Cloud

Alpha Letter filters for each book

Page numbers will be sequential

1873-1984

#7 – Deed Records

- 88,490 Images
- Date range – 1873 through 1963
- Books – 151
- Bindery – Digital; JPEG files
- Condition – Unknown
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, document id number, actual page number

Key Assumptions

Use of customer's existing digital images (300 dpi, color J-peg format)
 No Book I or J were identified on the hard-drive and assume these original books did not exist
 Previous scan vendor left a portion of the adjoining page on each image. Will process as-is without any manual cropping. Single-page view.
 Direct Document access by: Document Number & Book/Page #
 Word Search with typed pages only
 Page numbers will be actual
 1873-1963

#8 – Miscellaneous Records

- 27,570 Images
- Date range – 1872 through 1963
- Books – 50
- Bindery – Digital; JPEG files
- Condition – Unknown
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, document id number

Key Assumptions

Use of customer's existing digital images (300 dpi, color J-peg format)
 No Book I, Q or 2 were identified on the hard-drive and assume these original books did not exist
 Previous scan vendor left a portion of the adjoining page on each image. Will process as-is without any manual cropping. Single-page view.
 Direct Document access by: Document Number & Book/Page #
 Word Search with typed pages only
 Page numbers will be actual
 1872-1963

#9 – Recorded Documents

- 150,570 Images
- Date range – 1963 through 1977
- Books – 117
- Bindery – Digital; JPEG files
- Condition – Unknown
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, document id number, sequential page number

Key Assumptions

Use of customer's existing digital images (300 dpi, color J-peg format)

Collection begins with Document Number 150211 and ends with Document Number 214485

Single-page view.

Direct Document access by: Document Number only

Word Search with typed pages only

Page numbers will be Sequential

1963-1977

#10 – Torrens Tract Index-Lands

- 480 Images
- Date range – 1975 through 2017
- Bindery – Digital; JPEG files
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, section, township, range, sequential page number

Key Assumptions

Books presented in Single Page Format.

Filter by: Section/Township/Range

Use of customer's existing digital J-Peg images

#11 – Torrens Tract Index-Lots

- 500 Images
- Date range – 1914 through 1982
- Bindery – Digital; JPEG files
- OCR – Yes, of typed text
- Delivery – Single page number
- Metadata – Book name, subdivision, block, lot, sequential page number

Key Assumptions

Books presented in Single Page Format.

Filter by: Subdivision, Block/Lot

Use of customer's existing digital J-Peg images

#12 – Torrens-Grantor

- 340 Images
- Date range – 1916 through 2000
- Bindery – Digital; JPEG files
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Captured from customer's existing digital images and presented in Two-page spread format

Alpha Letter filters for each book

Page numbers will be sequential

1916-2000

#13 – Torrens-Grantee

- 350 Images
- Date range – 1916 through 2000
- Bindery – Digital; JPEG files
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Captured from customer's existing digital images and presented in Two-page spread format

Alpha Letter filters for each book

Page numbers will be sequential

1916-2000

#14 – Torrens-Alphabetic Index

- 100 Images
- Date range – 1916 through 2000
- Bindery – Digital; JPEG files
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, sequential page

Key Assumptions

Captured from customer's existing digital images and presented in Two-page spread format
 Alpha Letter filters for each book
 Page numbers will be sequential
 1916-2000

#15 – Torrens Certificates

- 1,500 Images
- Date range – Unknown
- Books – 3
- Bindery – Bound
- Condition – Unknown
- OCR – Yes, of typed text
- Delivery – Two-page spread
- Metadata – Book name, Torrens certificate number, alpha character, actual page number
 (certificate pages), sequential page number

Key Assumptions

Index pages in front of book (Alpha Letter filter)
 Torrens Certificate # = Actual Page #
 Direct Document access by: Torrens Certificate Number
 Word Search with typed pages only
 2-Page Spread view

ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Digitize and process images from provided materials
- Provide courier delivery to and from ArcaSearch for the original content
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files and JPEG Thumbnail Images on external hardware upon receiving final payment for project of analog images

We look forward to working with **Aitkin County, MN**. Below are a few items ArcaSearch will need to begin your project.

- Provide a detailed manifest of archive material (required to start your project)
- Notify ArcaSearch of any scheduling requirements

ESTIMATED TIMING

The following is a timeline for your planning purposes.

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 4 months for project's completion.

COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

System Requirements

PC: Windows 7 or newer, macOS, or Linux operating system recommended

PC: Chromium based browser (Google Chrome, Microsoft Edge, etc...)

Pop up blockers should be disabled for optimum viewing

Product Modules

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

Digital Archive Hosting

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

Technology Updates

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

Service Level

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM

Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 3, 511 data center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

The Data Center building, its tenants, and its parking areas have exceptional security. Entry to the facility is controlled by on-site security and each door/floor is controlled through card-access entry.

- Multi-level physical access controls
- Personal verification with properly issued ID
- Card access entry with photo verification
- IP Video surveillance recorded and stored for 90 days, both inside and outside the facilities
- Man-trap entries
- Locked cabinets, cages, storage, and suites
- We have a Diverse Tier 1 backbone providers connected via diverse paths
- 100/1000 MB Fast Ethernet connections.
- On-net, Carrier neutral facility

The Data Center building is backed a N+2 HVAC system. They monitor environmental systems 24 hours a day, seven days a week.

- N+2 temperature and humidity with multiple segregated cooling zones environment
- Raised floors with automated moisture detectors under the floors
- Zoned smoke and heat detectors
- Dry-pipe, pre-action fire sprinkler systems
- Managed and monitored 24×7
- Professional quarterly maintenance
- Secure Protection of Data and Infrastructure – 24×7 Multi-Level Security

The Data Center building has redundant power systems (2 megawatt generator, transfer switch, UPS systems, battery plants, flexible power configurations). If any one component in the network or electrical system fails, a redundant system designed to carry the full load immediately takes control. Should the entire primary HVAC system fail, a secondary system designed to immediately handle the full capacity for cooling maintains the proper temperature in the data center.

- 110 volt, single phase
- 208 volt, single phase/three phase
- Diverse A/B electrical circuits
- Custom power
- Protection Power Plan” or “Variable Power Plan”
- 100% Power Availability
- Redundant power infrastructure
- Redundant backup battery systems
- Diesel-powered generators
- Weekly, rigorous system testing
- Professional quarterly maintenance
- Network Availability

Authentication & Access Options

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users.

This authentication process includes a multifaceted feature that includes username/password challenge and IP Filtering.

Username/Password

If specified to require username & password authentication, the research site will not be accessible until a user has entered valid credentials for access to the site

IP Filter

Login can be further restricted to specific IP addresses provided by the customer. This will restrict access to users who use the provided IP addresses. This can be combined with Username/Password authentication for increased security.

End User Technical Support

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

Phone and Email Support

Phone and email support are available Monday through Friday 8am – 4:30pm CST

Data Management and Storage

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of Web Optimized PDF-A Files and JPEG Thumbnail Images to be used as the final repository at client location. The hardware will remain the property of the client. Additional file back-ups are available. Price dependent on the request of files to be duplicated.

Antivirus Software

Antivirus software is run at the Data Center on the file storage servers.

TERMS AND CONDITIONS

Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

Third Party Supplied Images

Initial

ArcaSearch will do its best to bring image abnormalities to the client's attention when ArcaSearch is aware of them. When images are supplied by a third-party vendor, the client accepts full responsibility for image abnormalities including but not limited to images being out of focus, inverted, obstructed, missing pages, rotated etc.

Images supplied by a third party will be noted on the research site.

Initial

Limitation of Liability

In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75% of ArcaSearch total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

Termination

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

PRICING**Project Estimating**

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of images at the completion of this project. Additional images over the estimated image count for this project will be priced at the per page rate of this project.

Payment Terms

ArcaSearch will invoice 50 percent of the project price upon receipt of this signed proposal. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price. Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of \$9.50 per image.

Additional Programming

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #07112023P1V3b Option B** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

PROJECT PRICE

- **Estimated Project Price: \$182,502**

Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for image quality and accuracy
- Two complete copies of your archived files on external media of analog images
- Includes the first year of the Compass Eclipse Research System Annual Fee

ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: \$5,228**

Includes:

- A complete, integrated document digital archival and retrieval system
 - User friendly
 - Clipboard Feature
 - Fast Searching Capabilities
 - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results

ACCEPTED BY:

Client: _____ Date: _____
Client Name- Signature

Client: _____ Date: _____
Client Name- Printed

For ArcaSearch: _____ Date: _____
ArcaSearch

CONTACT INFORMATION:

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Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: First Reading - Amendment to Vacation Short-Term Rentals (Discussion Only)

<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: Andrew Carlstrom		Department: Environmental Services
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 10 Minutes
Summary of Issue: <p>On the November 28, 2023 first reading before the Board of Commissioners, three new amendments were proposed to the General Zoning Ordinance Section 17 - Vacation / Short-Term Rentals (VSTR). A public notice was published in the Aitkin Age on December 13, 2023 of this first reading today. Previously, three public hearings have been held before the Aitkin County Planning Commission on June 26, August 21, and November 20, 2023.</p> <p>In accordance with MN Statute 394 and Rule 11 of the Aitkin County Ordinances and Procedures of the Board of Commissioners Meeting Procedures and Rules of Business Board of Commissioners, two readings shall be conducted prior to the adoption of the amendment. The three proposed amendments brought forth by Commissioners and in addition to what the Planning Commission previously recommended approving are as follows:</p> <ol style="list-style-type: none"> 1. Section 17.01(B) & 17.05(B): Annual inspections of VSTR by Aitkin County with per bedroom fee. 2. Section 17.01(D): VSTR are to be allowed on Natural Environmental Lakes with conditions and restriction of no motorized watercraft allowed by guests. 3. Section 17.04(A)(3-4): The use of holding tanks shall be permitted providing owner meets all requirements of Environmental Services to include commercial alarm technology to safeguard. <p>Please see attached proposed Draft 13, Section 17 - Vacation / Short-Term Rentals Ordinance and resolution for your review only.</p>		
Alternatives, Options, Effects on Others/Comments: Discussion Only		
Recommended Action/Motion: Discussion Only		
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.

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

PROPOSED January 23, 2024

By Commissioner:

20240123-xxx

Aitkin County Zoning Ordinance Amendment of Vacation /Short-Term Rentals

WHEREAS, Aitkin County currently regulates Vacation/Short-Term Rentals and desires continuation of this allowed use, with standards in place to mitigate possible adverse impacts to the health, safety, and welfare of surrounding properties and environments; and

WHEREAS, Aitkin County is experiencing and is expected to experience a continued marked increase in conditional use applications for Vacation/Short-Term rentals; and

WHEREAS, Aitkin County desires to amend the current ordinance in order to improve organization, understandability, and enforceability of Vacation/Short-Term Rentals; and

NOW, THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners does hereby authorize the proposed amendments of Section 17.0 "Vacation/Short-Term Rentals" to the Aitkin County Zoning Ordinance

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 23rd day of January 2024 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23rd day of January, 2024

Jessica Seibert
County Administrator



EAST CENTRAL MINNESOTA

Ad Proof

Not Actual Size

AITKIN COUNTY NOTICE OF HEARING

In accordance with MN Statute 394 and Rule 11 of the Aitkin County Ordinances and Procedures of the Board of Commissioners Meeting Procedures and Rules of Business Board of Commissioners will hold a first reading on January 2, 2024 for the adoption of three amendments to the Vacation/Short-Term Rental Ordinance of the Aitkin County Zoning Ordinance. Three public hearings before the Aitkin County Planning Commission were held on June 26, August 21, and November 20, 2023. A first reading was held before the Aitkin County Board of Commissioners on November 28, 2023 and the three new amendments were proposed at that time for consideration by the Commissioners.

-Public Notice Ad Proof-

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

Date: 12/08/23
Account #: 485996
Customer: AITKIN COUNTY PLANNING &
ZONING
Address: 307 2ND ST NW, ROOM 219
AITKIN
Telephone: (218) 927-3761
Fax: (218) 927-4372

Publications:

Aitkin Independent Age

Ad ID: 1360272
Copy Line: Jan 2 PH Vacay/Rental Ord. Ame
PO Number:
Start: 12/13/23
Stop: 12/13/2023
Total Cost: \$144.00
of Lines: 140
Total Depth: 15.583
of Inserts: 1
Ad Class: 150
Phone #: (763) 691-6000
Email: publicnotice@apgecm.com
Rep No: MA700
Contract-Gross

Proposed for amendment is Section 17 (Vacation/Short-Term Rentals-VSTR). Draft 13 can be found in its entirety online at: <https://www.co.aitkin.mn.us/> under News & Notices. The letters in red are new proposed amendments to the current ordinance, and all black letters are the original language. A summary of the proposed changes are as follows: Section 17.01(A) -change from 5 year to 3 year Interim Use Permit (IUP). Section 17.01(B) -example of annual inspection on 3 year IUP timeline. Section 17.01(D) - VSTR allowed on Natural Environmental (NE) Lakes and will be regulated by the conditions imposed by the Aitkin County Planning Commission. Guests of VSTR on NE Lakes will not be allowed motorized watercraft; non-motorized only will be allowed. Non-motorized watercraft include the following examples, but not strictly limited to: canoes, kayaks, rafts, sailboats, paddle boards, and paddle boats. Section 17.01(E) Applicant, owner, or authorized agent of the VSTR shall be present at the scheduled Planning Commission Meeting. Section 17.04 (A)(3) - The use of holding tanks for Vacation/Short-Term Rentals shall be permitted providing the Vacation/Short-Term owner fully comply with the Aitkin County Environmental Services staff and application requirements. During application, owner must share the three previous years pumping records, as well as proof of current pumping agreement by a licensed septic maintainer. In addition and to provide extra environmental safety, owner shall have installed commercial technology approved by Environmental Services staff. This shall include a remote monitoring system to safeguard against unanticipated septic discharge. Section 17.04 (A)(4) - If septic system fails causing an imminent threat to public health, Aitkin County Environmental Services will immediately issue cease & desist order and notify MDH of violation. If owner remains non-compliant, the Aitkin County

Planning Commission will review and may revoke permit to operate. In this instance, and upon rectifying the septic system failure, Vacation/Short-Term Rental owner will re-apply for a new IUP to include new fees, inspections, and hearing before the Aitkin County Planning Commission. Section 17.05 (B) - Future compliance will be monitored through the regular review of the IUP and annual inspections of the Vacation/Short-Term Rental by Aitkin County Environmental Services. During the annual inspection, the Vacation/Short-Term Rental owner will be assessed an annual re-inspection fee plus per bedroom fee with payment due prior to the annual inspection. Non-compliance will be brought before the Aitkin County Planning Commission. Section 17.05 (G) - VSTR discovered to have been renting prior to applying for and receiving an IUP, shall be assessed a five (5) times after-the-fact-fee at the time of issuance by Aitkin County Environmental Services. Section 17.06 - Appeals from any order, requirement, decision or determination made by the Environmental Services Department shall first be made to the Board of Adjustment in accordance with Section 10.04 of this ordinance.

A full text version is available for public review at the Aitkin County Planning and Zoning Office and the Aitkin County Auditor's Office in the Aitkin County Government Center during regular business hours. Comments can be submitted in writing to the Aitkin County Planning and Zoning Office: 307 2nd St NW, Rm 219, Aitkin, MN 56431, by facsimile (218) 927-4372, or by e-mail to aitkinpz@co.aitkin.mn.us before 4:00pm on December 29, 2023. Please include a full name and complete mailing address with all correspondences.

Published in the
Aitkin Independent Age
December 13, 2023
1360272

[SECTION 17-Draft 13]

VACATION/SHORT-TERM RENTAL

17.00 Purpose:

It is the purpose and intent of this Section to regulate Vacation/Short-Term Rentals within Aitkin County, to continue the allowed use of Vacation/Short-Term Rentals in Aitkin County, and to mitigate possible adverse impacts to the health, safety, and welfare of surrounding properties and environments.

17.01 Permit Required:

The following standards apply to vacation or private homes renting for thirty (30) days or less except those located within Planned Unit Developments whose legal documents regulate unit rentals.

- A. The owner of a Vacation/Short-Term Rental must apply for and receive an Interim Use Permit from the County. The Interim Use Permit will be valid for three (3) years and must be renewed every three (3) years in order to determine the compliance level of the owner with the conditions of approval.
- B. All existing Vacation/Short-Term Rentals prior to this enactment will require annual inspections (see 17.05 (B-C)) from Aitkin County Environmental Services within the month they were permitted. Subsequent three (3) year IUP renewals will begin the year their current IUP expires and will be subject to this amendment and Ordinance. All new Vacation/Short-Term Rentals as of the enactment date of this Ordinance shall obtain a permit from the County prior to commencing operations. All Vacation/Short-Term Rentals shall reapply for an IUP every three (3) years, or as determined by the Planning Commission. An example is as follows: 2024-IUP issued, 2025-annual inspection, 2026-annual inspection, 2027-IUP issued, etc.
- C. Vacation/Short-Term Rentals are allowed in all five zoning classifications found in Appendix A of this General Zoning Ordinance. Vacation/Short-Term Rentals are allowed on General Development (GD) and Recreational Development (RD) lakes in Aitkin County.
- D. Vacation/Short-Term Rentals are allowed on Natural Environmental (NE) Lakes and will be regulated by the conditions imposed by the Aitkin County Planning Commission. Guests of Vacation/Short-Term Rentals on NE Lakes will not be allowed motorized watercraft; non-motorized only will be allowed. Non-motorized watercraft include the following examples, but not strictly limited to: canoes, kayaks, rafts, sailboats, paddle boards, and paddle boats.

E. Applicant, owner, or authorized agent of the Vacation/Short-Term Rental shall be present at the scheduled Planning Commission Meeting.

F. Termination of the IUP will be when there is a change in ownership of the Vacation/Short-Term Rental property.

17.02 Lodging License:

A. For all Vacation/Short-Term Rentals renting for time periods of less than 7 days, a lodging license through the Minnesota Department of Health (MDH) shall be required, as defined by Minnesota State Statute 157.

B. If applicable, the owner of any Vacation/Short Term Rental shall demonstrate issuance of a yearly lodging license from the MDH. These shall be provided to Aitkin County Environmental Services upon request.

17.03 Application Requirements:

A. The application for an Interim Use Permit shall include at a minimum:

- 1) All information required for a Conditional Use Permit.
- 2) Floor plan of the structure drawn to scale, including the number of bedrooms with dimensions and all other sleeping accommodations, smoke detector and carbon monoxide detector locations. In each bedroom and any room used for sleeping purposes, show the dimensions of egress windows on the drawing and the style (double hung, sliding, or casement).
- 3) A to-scale site plan of the property which details the locations and dimensions of all property lines, the structure intended for licensing, accessory structures, parking areas, shore recreational facilities (docking plan, fire pit area, swim beach, etc.) and sewage treatment systems.
- 4) A certificate of compliance on the septic system less than three (3) years old or a certificate of installation less than five (5) years old.
- 5) A current water test taken from an accredited laboratory within 1 year prior to application submission, with passing results for nitrate-nitrogen and coliform bacteria. (Note: MDH must also approve drinking water supply and well standards in accordance with MN Administrative Rules Chapters 4720 and 4725).

- 6) Emergency contact information shall be posted (police, fire, hospital, septic tank pumper) in a conspicuous place inside the Vacation/Short-Term Rental.
- 7) If Vacation/Short-Term Rental is located on a lake, information and map shall be provided with DNR public access location. A current recreational vehicle handbook shall also be provided at all Vacation/Short-Term Rentals. These items can be found online, through the DNR, and/or through the Aitkin County Licensing Center.
- 8) A contact person shall be designated and contact information be provided to Aitkin County Environmental Services at the time of application.
- 9) A solid waste and recycling plan including the name of the Aitkin County licensed garbage hauler and frequency of garbage service.
- 10) Applicant must submit a pet policy.
- 11) Provide a list of all advertising sources pertaining to the Vacation/Short-Term Rental and notify Environmental Services with any changes to the advertising within 30 days.

B. After a complete application is submitted and prior to the approval of the IUP, Aitkin County Environmental Services shall inspect (interior/exterior) proposed Vacation/Short-Term Rental to determine compliance with the requirements of this ordinance.

C. Prior to approval of the Interim Use Permit, the owner shall provide a visual demarcation of the property lines to include a vegetative or man-made property marker.

17.04 General Requirements:

A. Septic/Solid Waste:

- 1) The Vacation/ Short-Term Rental shall be connected to an approved Subsurface Septic Treatment System (SSTS). The SSTS shall be designed and constructed with a design flow of seventy-five (75) gallons of water per person per day to handle the maximum number of guests for which the facility is permitted.
- 2) The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and records shall be made available to the Aitkin County Environmental Services on a

yearly basis, or upon request. Installed flow measuring device will be verified by Environmental Services Department staff before issuing permit to operate the Vacation/Short-Term Rental.

- 3) The use of holding tanks for Vacation/Short-Term Rentals shall be permitted providing the Vacation/Short-Term owner fully comply with the Aitkin County Environmental Services staff and application requirements. During application, owner must share the three previous years pumping records, as well as proof of current pumping agreement by a licensed septic maintainer. In addition and to provide extra environmental safety, owner shall have installed commercial technology approved by Environmental Services staff. This shall include a remote monitoring system to safeguard against unanticipated septic discharge.
- 4) If septic system fails causing an imminent threat to public health, Aitkin County Environmental Services will immediately issue cease & desist order and notify MDH of violation. If owner remains non-compliant, the Aitkin County Planning Commission will review and may revoke permit to operate. In this instance, and upon rectifying the septic system failure, Vacation/Short-Term Rental owner will re-apply for a new IUP to include new fees, inspections, and hearing before the Aitkin County Planning Commission.

B. Occupancy:

- 1) The occupancy (overnight occupants) of a Vacation/Short-Term Rental shall be limited to no more than two (2) persons per bedroom (see (4) below for allowable number of occupants per bedroom) plus two (2) additional persons per building, or no more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle, whichever is less.
- 2) The maximum number of occupants, including both overnight and non-overnight occupants, shall not exceed twice the approved overnight guests.
- 3) Attempting to obtain additional occupancy by use of recreational vehicles, tents, accessory structures or fish houses is prohibited.
- 4) Rooms used for sleeping shall be provided with egress windows that comply with the Minnesota State Building Code and with smoke detectors in locations that comply with MN Statute chapter 299F. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each

occupant thereof. Carbon monoxide detectors shall be installed in locations that comply with MN Statute section 299F.51.

- 5) No more than two (2) Vacation/Short-Term Rentals will be allowed on a parcel. More than two (2) Vacation/Short-Term Rentals on the same parcel or on contiguous parcels under common ownership shall constitute a resort and must meet the standards set forth in Section 15 and/or 16 of this ordinance and Section 7 of the Aitkin County Shoreland Management Ordinance.

C. Parking:

- 1) On-site parking shall be provided which is sufficient to accommodate the occupants of the Vacation/Short-Term Rental. Public streets and septic systems may not be used for calculating parking by renters or guests. Off-street parking shall be provided with a minimum of one space per bedroom and one space for the Vacation/Short-Term Rental operator. Parking cannot restrict access by emergency vehicles of the traveling public and shall not impede any ingress or egress of the property owner. No parking shall be allowed on the roadway or within the road right-of-way.
- 2) Parking areas shall meet property line setbacks when feasible, but shall not be less than five (5) feet from the property lines.

D. Property Contact Information:

- 1) The applicant/owner shall keep on file with Aitkin County Environmental Services, the name and telephone number of a contact person who shall be responsible for responding to questions or concerns regarding the operation of the Vacation/Short-Term Rental. Aitkin County Environmental Services will ensure annually that all information is kept current. This information shall also be posted in a conspicuous location within the dwelling unit. The contact person must be available to accept telephone calls on a 24-hour basis at all times that the Vacation/Short-Term Rental is rented and occupied. The contact person must have a key to the Vacation/Short-Term Rental and be able to respond to the Vacation/Short-Term Rental within 60 minutes to address issues or must have arranged for another person to address issues within the same timeframe.
- 2) Each Vacation/Short-Term Rental must have a property information handbook available for renters that includes the name and contact information for the owner and/or caretaker; quiet hours as per approved IUP; maximum number of overnight occupants; maximum number of non-overnight occupants; property rules related to the use of outdoor features such as decks, patios, fire pit, sauna and other recreational facilities; list of the conditions that were placed on the approved IUP; and a notice that all ordinances and IUP

conditions will be enforced by the Aitkin County Sheriff's Office and Aitkin County Environmental Services.

- 3) The owner shall keep a report dating back one year, detailing the use of the Vacation/Short-Term Rental by recording the full name, address, and vehicle license number of guests using the property. A copy of the report shall be provided to Aitkin County Environmental Services upon request and in accordance with MN Statutes 327.10.

E. Advertising:

- 1) Websites and all other advertising of the rental property must be in compliance with the occupancy allowance and all other conditions per approved application. Environmental Services staff will regularly monitor online advertising to ensure Vacation/Short-Term Rental is complying with conditions agreed upon for IUP.
- 2) On premise advertising signs are prohibited.

F. Other Regulations:

- 1) The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, and nearby water bodies as well as other concerns including, but not limited to, public safety and safety of guests. Said conditions may include, but not be limited to: fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of guests.

17.05 Enforcement/Violations:

- A. For Vacation/Short-Term Rentals with compliance issues during the term of their IUP, investigations will be conducted by Aitkin County Environmental Services, and information will be gathered for the future consideration by the Aitkin County Planning Commission for subsequent renewals.
- B. Future compliance will be monitored through the regular review of the IUP and annual inspections of the Vacation/Short-Term Rental by Aitkin County Environmental Services. During the annual inspection, the Vacation/Short-Term Rental owner will be assessed an annual re-inspection fee plus per bedroom fee with payment due prior to the annual inspection. Non-compliance will be brought before the Aitkin County Planning Commission.

- C. The conditions imposed by the Aitkin County Planning Commission and agreed upon by the Vacation/Short-Term Rental owner must be complied with during the term of the IUP.
- D. If substantiated complaints/violations have occurred during the term of the IUP, the IUP may be subject to a revocation hearing before the Aitkin County Planning Commission.
- E. If the IUP is revoked, MDH will be notified and the lodging license will be terminated.
- F. Any person, firm or corporation, or agent, employees or contractors of such, who violate, disobey, omit, neglect, refuse to comply with, or who resist enforcement of any of the provisions of Section 17 may be subject to the forfeiture of their IUP. Violations of Section 17 shall be deemed a misdemeanor. Each day that a violation continues to exist shall constitute a separate offense.
- G. Vacation/Short-Term Rentals discovered to have been renting prior to applying for and receiving an IUP, shall be assessed a five (5) times after-the-fact-fee at the time of issuance by Aitkin County Environmental Services.
- H. Any Vacation/Short-Term Rental operating without a permit as of the enactment date of this Ordinance, has 90 days to comply.

17.06 Appeals:

Appeals from any order, requirement, decision or determination made by the Environmental Services Department shall first be made to the Board of Adjustment in accordance with Section 10.04 of this ordinance.



Board of County Commissioners Agenda Request

9A
Agenda Item #

Requested Meeting Date: January 2, 2023

Title of Item: 2024 Board of Commissioners Meeting Procedures

<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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 minutes
Summary of Issue: <p>Each year the County Board adopts a resolution for the Board of Commissioners Meeting Procedures & Rules of Business.</p> <p>The modifications made for 2024 are highlighted in yellow. The Chair and Vice Chair will have to be identified (Page 2).</p> <p>The meeting schedule for 2024 (Page 3) is proposed to be the same as it has been since 2013, with the County Board meeting on the 2nd and 4th Tuesdays of each month, with the exception of December as noted on the Board Calendar.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Adopt Resolution for 2024 Board of Commissioners Meeting Procedures.		
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>		

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

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

ADOPTED January 2, 2024

By Commissioner: xxx

20240102-xxx

2024 Board of Commissioner Meeting Procedures & Rules f Business

WHEREAS, the Aitkin County Board of Commissioners sees it prudent and necessary to review and adopt rules of procedure governing the conduct of County Board Meetings; and

WHEREAS, the Aitkin County Board has adopted and utilized rules of business, Board procedures, norms of the Board, and Robert’s Rules of Order; and

WHEREAS, the Aitkin County Board of Commissioners believes it is important to annually reaffirm the rules;

NOW THEREFORE BE IT RESOLVED, that the Aitkin County Board of Commissioners Meeting Procedures and Rules of Business is hereby amended and reaffirmed.

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 2nd day of January 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 2nd day of January 2024

Jessica Seibert
County Administrator



**BOARD OF COMMISSIONERS
MEETING PROCEDURES and
RULES OF BUSINESS**

Revised January 2, 2024

Welcome to this meeting of the Aitkin County Board of Commissioners. We are extremely pleased that you have shown your interest in Aitkin County affairs by attending this meeting. It is the wish of the Board of Commissioners that interested citizens participate in the deliberations of its meetings and that residents of the county become aware of the procedures to be followed.

This pamphlet has been prepared to familiarize you with the function and the organization of the Aitkin County Board of Commissioners and to outline for you the procedures that must be followed if you wish to actively participate in the meeting. We are pleased that you have decided to attend a meeting and we wish to invite you to attend our future meetings.

The Aitkin County Board of Commissioners

Board Members

Your Board of Commissioners is composed of five members elected to serve over-lapping terms. The County Administrator serves as the recording clerk to the Board and prepares the agendas for consideration. The election of the Board members takes place on the first Tuesday in November of even numbered years and all members are elected by district. New Board members take office on the first Monday in January.

Your Board members this year are:

District I	J. Mark Wedel, Chair	(218) 927-6500
District II	Laurie Westerlund	(320) 684-2652
District III	Travis Leiviska, Vice Chair	(218)-513-8613
District IV	Bret Sample	(218)-839-1376
District V	Michael Kearney	(218)-839-1329

Board Meeting

The Aitkin County Board of Commissioners meets the 2nd and 4th Meeting dates, places and times are subject to change. Changes will be posted at least three business days prior to the Board meeting, as required by statute.

Each Tuesday meeting begins at 9:00 a.m., at the Government Center Board Room. The Health & Human Services Board meets the fourth Tuesday each month. On the fourth Tuesday of each month, the Health & Human Services Board meeting will convene following approval of the regular agenda.

The Chair or three members of the County Board may call special meetings. Such meetings shall be called with a twelve-hour advance notice to all available County Board members and members of the news media. If time will allow, published notice in the official newspaper shall also be given to the public. Notwithstanding any other requirements, notice shall be posted next to the County Boardroom on the third floor of the Government Center, along with the County's website, www.co.aitkin.mn.us. Notices shall specify 1) the specific item or items to be considered at the special meeting, and (2) the date, times, and places of the meeting. Special meetings of the County Board shall be held in the Government Center Board Room unless the County Board has determined that other facilities are to be used. All special meetings of the County Board shall be limited to the specific item or items set forth in the notice.

In the event that an emergency meeting is needed, the Board will make a good faith effort to provide notice of the meeting to the media, as required by M.S. 13D.04, Subd. 3.

All meetings of the full Board, including Committee of the Whole Meetings (regular, special, emergency and adjourned) are open to the public. In fact, the public is urged to attend.

Meetings may periodically be closed to the public in accordance with MN Statute 13D.05 without liability or penalty if it relates to a matter within the scope of the Board's authority and is reasonably necessary to conduct the business or agenda item before the Board. Before holding a closed meeting under this statute, the Board must identify the reason for the closed meeting.

Board Actions

A majority of the members of the County Board shall constitute a quorum for the transaction of business. The Chair shall be a member of the County Board and shall have the right to vote on all matters coming before it, but shall have no veto power. If the vote of the Chair creates a tie, the motion shall fail.

The Board of Commissioners has complete and final control over County matters subject only to the limitation imposed by law, and of course, ultimately the will of the local residents.

Public Participation at Board Meetings

Meetings of the Board of Commissioners will follow a standard agenda. Items not placed on the agenda may be considered at the meeting upon agreement of the members of the Board present. To place an item on the agenda, the following procedures should be used:

The applicant should file a written request with the County Administrator's Office at least seven days prior to the scheduled meeting. The request should include the name, address and telephone number of the person or persons making the request; a

statement describing the action the applicant wishes the Board to take and background information outlining the reasons for the request. The County Administrator shall enter the item on the County Board agenda in a work summary adequate to alert the public as to the nature of the matter to be discussed. If the County Administrator is unable to prepare a summary from the information received, the County Administrator may refuse to place the matter on the agenda.

The Board of Commissioners desires public participation at its meetings but at the same time has the responsibility for conducting its business in an orderly fashion. The Board Chair will provide the audience with an opportunity to provide their comments or propose an agenda item for future consideration. This will be done at the beginning of the meeting.

After presentation of the comments, the Board may discuss the comments. After Board discussion, members of the audience shall have an opportunity to be heard prior to Board action.

Each speaker will be allowed 5 minutes for his/her presentation unless the time limit is waived by a majority of the Board members present. When there are a large number of speakers to be heard, the Board of Commissioners may shorten this time. Interruption or other interference with the orderly conduct of Board of Commissioners' business **cannot will not** be allowed. Defamatory or abusive remarks are always out of order. The presiding officer (Chair) may terminate the speaker's privilege of address, if after being called to order, he/she persists in improper conduct or remarks.

At a public meeting of the Board, no person shall orally initiate charges or complaints against individual employees of the County (due to laws governing data practices) or debate any subjects under jurisdiction of the courts. All such charges, if presented to the Board directly, shall be referred to the County Administrator's Office for investigation and report.

No action will be taken on any item not considered a part of the agenda on the same day it is presented unless action is considered necessary by a majority of the Board.

AITKIN COUNTY BOARD RULES OF BUSINESS

Rule 1. Presiding Officer. Roll Call.

The Chair, or in the Chair's absence, the Vice Chair of the County Board shall take the chair at the time appointed for the meeting and call the County Board to order.

Rule 2. Quorum.

A majority of the members of the County Board shall constitute a quorum for the transaction of business.

Rule 3. Minutes.

The County Administrator shall prepare written copies of the minutes of the preceding session or sessions of the County Board and distribute them to its members no later than the start of its current session, unless otherwise notified. One or more copies of the minutes shall be available in the Office of the County Administrator for examination by members of the public. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the minutes of the previous session or sessions of the County Board as prepared by the County Administrator. Any mistake or omission in the minutes may then be corrected by the County Board. Meetings may be recorded, and if so, recordings will be kept securely by the office of the County Administrator.

Rule 4. Order of Business.

The Chair or presiding officer of the County Board shall preserve order and decorum. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the agenda as prepared by the County Administrator.

Agenda Preparation: The County Administrator shall prepare a written agenda in advance of all regular County Board meetings in consultation with the Board Chair and shall place Call to Order, Pledge of Allegiance, Approval of Agenda, and Citizens' Public Comment as the first four items; thereafter, other items of business shall be presented in the order deemed best by the County Administrator or as directed by the County Board.

Rule 5. Recognition by Chair.

Every County Board member or member of the public shall respectfully address the Chair by the appellation of "Chair" followed by the Chair's surname, and shall not speak further until recognized by the Chair. Once a member of the audience has been recognized by the Chair as requesting to address the County Board, the Chair shall require the individual to identify themselves by stating their name and address.

Rule 6. Designation by Chair.

When two or more members request to speak, the Chair or presiding officer shall designate who is first to speak, but in all cases the member who shall first address the Chair shall speak first.

Rule 7. Presentment of Petitions and Communication.

Petitions and communications on the agenda may be presented by a member of the County Board or by either the Secretary or County Administrator.

Rule 8. Voting. Excuse. Failure.

When a question is put by the Chair, every member present shall vote; unless the County Board, for special reason, shall excuse a member prior to the calling of the roll or a legal conflict of interest prohibits a member from voting. Any member, who being present when his or her name is called, fails to vote upon any then pending proposition, unless previously excused by the County Board, shall be counted as having voted in the positive. The Chair will conduct a roll call vote at the request of any member of the Board.

Rule 9. Calling Vote.

The ayes and nays shall be called upon the passage of ordinances. Unless a member requests, or is designated by Statute, other items will be by voice vote. When a vote is called for and a County Board member is silent, the County Board will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

Rule 10. Public Hearing Procedure.

Prior to any public hearing, the Chair or presiding officer shall establish the following rules as part of their introduction to the hearing:

- 1) The Chair will remind all parties of the County Board Rules of Business.
- 2) The presenter of the issue/item/proposal will present the entire issue/item/proposal and any proposed

amendments prior to taking any testimony by the citizens or the County Board.

- 3) The County Board shall have the opportunity to discuss the issue/item/proposal and ask any questions they may have of the presenter immediately after the presentation of the issue/item/proposal.
- 4) There will be a public comment period where the audience will have the opportunity to provide comments or questions on the issue/item/proposal after the County Board has discussed the issue/item/proposal. Time limits may be set as to allow for appropriate public comment. Repetitive comments will be discouraged.
- 5) After the public comment period the County Board will discuss the issue/item/proposal and select the appropriate action for the issue/item/proposal.

Rule 11. Ordinances. Procedure.

Every proposed ordinance shall be considered at two separate regular sessions of the County Board. Amendments may be offered at either meeting when the ordinance is under consideration. Amendment to any section may be made and acted upon at any time up to the final passage. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of said ordinance. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at

which the same failed to pass and action thereupon shall be postponed to the next regular session.

Rule 12. Absent Member.

Every member of the County Board who anticipates being absent during a County Board meeting shall notify the County Administrator.

Rule 13. Journal.

It shall be the duty of the County Administrator to serve as Clerk to the County Board, and as such keep the journal of the proceedings of the County Board and perform such duties as may be required by Minnesota Statutes. The County Administrator shall not allow the official journal of the County to be taken from the custody of the County Administrator without the knowledge and consent of the County Board. The approved minutes will be the official record of the County Board meetings. In addition, any recorded copies of the proceeding will be securely kept by the Office of the County Administrator for a period of four years.

Rule 14. Robert's Rules of Order.

The rules of parliamentary practice, embraced in Robert's Rules of Order and Norms of the Board shall govern the County Board in all cases in which they are applicable, and in which they are not inconsistent with the Standing Rules of the County Board.

Rule 15. Conduct.

Any County Board member, employee, or citizen may be asked to cease their comments, sit down, leave the premises, leave by law enforcement escort, or get arrested

for not following the County's policies of mutual respect, harassment, and violence in the workplace. The Chair, or presiding officer shall enforce the conduct policy. Any member of the County Board, or the County Administrator can ask for the enforcement of this policy or recess in the meeting when it becomes apparent that the policies are not being followed. Some general things for which the policy may be enforced include, but are not limited to:

- 1) Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on County property.
- 2) Conduct which violated the common decency or morality of individuals.
- 3) Commission of a felony or gross misdemeanor.
- 4) Violating safety rules and regulations.
- 5) Speaking or making derogatory or false accusations so as to discredit other individuals.
- 6) The use of profanity or abusive language towards any individual.
- 7) Harassment or discrimination.
- 8) Speaking without being recognized by the Chair.

Rule 16. Suspension or Amendment of Rules.

No rule of the County Board shall be suspended, altered, or rescinded except upon the affirmation vote of a 2/3 majority of the County Board, unless notice of such change shall

have been given at a previous meeting in which case only a majority shall be required.

Rule 17. Notice of Agenda.

The regular County Board meeting agendas shall be provided to the official County newspaper, posted outside the Government Center Board Room, and posted on the County's website www.co.aitkin.mn.us to provide the public with timely and accurate notice of regular County Board meetings.

THESE RULES SHALL TAKE EFFECT and be in force from and after their adoption by the County Board, and any and all prior rules are hereby rescinded.

Aitkin County Department Heads

Administrator	Jessica Seibert	927-7276
Assessor	Mike Dangers	927-7327
Attorney	Jim Ratz	927-7347
Auditor	Kirk Peysar	927-7354
Community Corrections	Kami Genz	927-7281
Engineer	John Welle	927-3741
Environmental Services	Andrew Carlstrom	927-7342
Health & Human Services	Sarah Pratt	927-7200
Human Resources	Bobbie Danielson	927-7306
Land Commissioner	Dennis Thompson	927-7364
Information Technology	Chris Sutch	927-7345
Recorder	Tara Snyder	927-7336
Sheriff	Dan Guida	927-7400
Treasurer	Lori Grams	927-7325

Send Inquiries to: Aitkin County Administrator's Office
Attn: County Administrator – Jessica Seibert
307 2nd St. NW – Room 310
Aitkin, MN 56431



Board of County Commissioners Agenda Request

9B
Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Set 2024 Board Meeting Schedule

<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: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 minutes
Summary of Issue: <p>Each year the County Board sets the year's scheduled meeting dates. Since 2013 the Board has primarily been meeting on the second and fourth Tuesdays of each month. Based on past practices, staff have proposed the 2024 County Board Calendar. The dates proposed are again the second and fourth Tuesdays of each month, with the exception of December as noted on the Board Calendar.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve 2024 County Board meeting schedule.		
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>		

2024

Aitkin County Board Calendar

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
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23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
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25	26	27	28	29	30	31

September						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
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13	14	15	16	17	18	19
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27	28	29	30	31		

November						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

 Board Meetings

 Holidays



Board of County Commissioners Agenda Request

9C

Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Designation of Official County Newspaper

<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>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 minutes
Summary of Issue: <p>At the first meeting of the year, the County Board must designate an official newspaper. The County Board authorized the bid forms and procedures at the November 14, 2023 County Board Meeting. Attached for your review are the following:</p> <ol style="list-style-type: none"> 1. The Bid Specifications that were sent to the Aitkin Independent Age, Voyageur Press, and the NewsHopper. 2. The submitted bids. 3. The 2024 Bid Comparison Form. 4. A proposed resolution. <p>The County Auditor has also reviewed the bids and supports the proposed resolution.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Recommendation to adopt the proposed resolution.		
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>		

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

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

ADOPTED January 2, 2024

By Commissioner: xxx

20240102-xxx

2024 Official County Newspaper

BE IT RESOLVED, That the *Aitkin Independent Age* is hereby designated by the Aitkin County Board of Commissioners as the official county newspaper in which all official business shall be published. *Voyageur Press* is named second publication of Financial Statement.

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 2nd day of January, 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 2nd day of January, 2024.

Jessica Seibert
County Administrator

CALENDAR YEAR 2024 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

I. GENERAL INFORMATION FOR BIDDERS

- A. Sealed bids for newspaper publication of Aitkin County legal notices for 2024 will be received in the **Aitkin County Administrator's Office**, 307 2nd Street NW - Room 310, Aitkin, MN 56431, until **Noon on Thursday, December 14, 2023** at which time they will be opened, read and tabulated.
- B. All bids must be typewritten or written legibly in ink, sealed in an envelope, and bear the inscription "2024 NEWSPAPER PUBLISHING BID" together with the name and address of the publisher.
- C. Bidders must use the attached form when submitting a bid.
- D. Bids received after the time set for bid opening will be returned to the bidder unopened.
- E. Bids will be considered at the Aitkin County Board of Commissioners meeting on **January 2, 2024**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Thursday, December 14, 2023.
- G. Aitkin County will send written notice of bid awards to the successful publishers.
- H. Aitkin County reserves the right to waive any irregularities in the bids, to reject any or all bids and to make any award which it considers to be in the best interest of the County.
- I. Aitkin County does not discriminate on the basis of disability, race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. If you need assistance due to disability or language barrier please call (218) 927-7276.

II. SPECIFIC REQUIREMENTS FOR BIDDERS

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

**CALENDAR YEAR 2024 BID SPECIFICATIONS
NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES**

(3) **PUBLICATION OF DELINQUENT REAL ESTATE NOTICE AND LIST:** Minnesota Statute 279.08 refers.) The list of real estate taxes remaining delinquent on the first Monday of January 2024 shall be published once in each of two non-consecutive weeks. The county will provide the Real Estate List in digital format and may specify font, point size and leading.

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

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

III. BID AWARD CRITERIA

- A. A successful bidder will be designated by the County Board as the “Official County Newspaper” for calendar year 2024 and will be required to publish all legal notices and advertisements as required by law to be published in the official newspaper.
- B. A successful bidder will be designated by the County Board for publication of the “Second Publication of the County Financial Statement.” That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statute 375.17 subd. 3.
- C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.
- D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.
- E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.
- F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as “Official Newspaper” (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2024

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

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

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

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

Newspaper circulation within the boundaries of Aitkin County = _____

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

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

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

(Please Print Clearly)

Name of Bidding Newspaper: _____

Official Address: _____

Printed Name of Submitter _____ Title _____

Phone: _____

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

Signature in Ink of Submitter

Date

advertisements as required by law to be published in the official newspaper.

B. A successful bidder will be designated by the County Board for publication of the "Second Publication of the County Financial Statement." That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statute 375.17 subd. 3.

C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.

D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.

E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.

F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as "Official Newspaper" (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2024

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

(1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)

\$ 8.50 per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)

\$ 8.50 per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)

\$ 8.50 per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)

\$ 8.50 per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)

\$ 8.50 per column inch

Size in inches of newspaper single page sheet = 9.88" by 13"

Maximum number of columns per page in legal notice section = 6

Newspaper circulation within the boundaries of Aitkin County = 1600

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

56431 1184 56469 112 55748 25 55760 260 55787 19 56350

Subscription cost per individual customer within Aitkin County for 1 year = \$67.60

(Please Print Clearly)

Name of Bidding Newspaper: Aitkin Independent Age

Official Address: 213 Minnesota Ave N.

Aitkin, Mn. 56431

Printed Name of Submitter RoxAnne Bouley Title General Manager

Phone: 218-927-3761

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

 Date 11/30/23

Signature in Ink of Submitter

Date

AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2024

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

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)
\$ 7⁵⁰ per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ 7⁵⁰ per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ 7⁵⁰ per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 7⁵⁰ per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 6⁵⁰ per column inch

Size in inches of newspaper single page sheet = 10.3 by 15.0

Maximum number of columns per page in legal notice section = 8

Newspaper circulation within the boundaries of Aitkin County = 520

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

56431 35 56469 25 55748 0 55760 425 55787 25 56350 10

Subscription cost per individual customer within Aitkin County for 1 year = \$40⁰⁰

(Please Print Clearly)

Name of Bidding Newspaper: VOYAGEUR PRESS OF MCGREGOR

Official Address: 15 COUNTRY HOUSE LANE, PO BOX 59
MCGREGOR, MN 55760

Printed Name of Submitter JOHN GRONES Title PUBLISHER

Phone: 218-409-4096

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


Signature in Ink of Submitter

November 28, 2023
Date

AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2024

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

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)
\$ 8.00 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ 8.00 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ 8.00 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 8.00 per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 8.00 per column inch

Size in inches of newspaper single page sheet = 10.5" by 21.25"

Maximum number of columns per page in legal notice section = 6

Newspaper circulation within the boundaries of Aitkin County = 5240

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

56431 5240 56469 55748 55760 55787 56350

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

(Please Print Clearly)

Name of Bidding Newspaper: NewsHopper

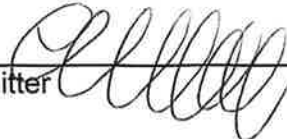
Official Address: PO Box 562

Ironton, MN 56455

Printed Name of Submitter Eric J Heglund Title Owner

Phone: 218-821-1393

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



Submitter

11-29-23

Date

Signature in Ink of

AITKIN COUNTY - BID COMPARISON FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2024

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>8.50</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>7.50</u> per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>8.50</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>7.50</u> per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>8.50</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>7.50</u> per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>8.50</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>7.50</u> per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>8.50</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>6.50</u> per column inch

Size in inches of newspaper single page sheet = 9.88" by 13" Aitkin Age
10.5" by 21.25" NewsHopper 10.3" by 15" Voyageur Press

Maximum number of columns per page in legal notice section = 6 Aitkin Age
6 NewsHopper 8 Voyageur Press

Newspaper circulation within the boundaries of Aitkin County = 1600 Aitkin Age
5240 NewsHopper 520 Voyageur Press

Weekly circulation within the boundaries of Aitkin County by zip code **Aitkin Age:**

56431: 1184 56469: 112 55748: 25 55760: 260 55787: 19 56350: 0

Weekly circulation within the boundaries of Aitkin County by zip code **NewsHopper:**

56431: 5240 56469: 0 55748: 0 55760: 0 55787: 0 56350: 0

Weekly circulation within the boundaries of Aitkin County by zip code **Voyageur Press:**

56431: 35 56469: 25 55748: 0 55760: 425 55787: 25 56350: 10

Subscription cost per individual customer within Aitkin County for 1 year = \$67.60 **Aitkin Age**
NewsHopper \$40.00 **Voyageur Press**



Board of County Commissioners Agenda Request

9D
Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Adopt Resolution - Minimum Commissioner Salary

<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: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 Min.
Summary of Issue: Resolution attached.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Recommendation to approve the attached resolution setting the minimum Commissioner salary for the next term.		
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>		

By Commissioner: xxx

20241024-xxx

Minimum Salary for Commissioners

WHEREAS, Minnesota Statute requires that at a January meeting during the year in which a candidate may file for the office of County Commissioner, the County Board shall set by resolution the minimum salary to be paid for the following term,

NOW THEREFORE BE IT RESOLVED, that the minimum salary of County Commissioner is hereby established for the next term as \$36,471.89.

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

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 2nd day of January, 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 2nd day of January, 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

9E
Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Adoption Resolution - County Veteran Service Officer

<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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 Min.
Summary of Issue: MN Statute 197.60 enables the County Board to appoint a county veterans service officer. The term shall be for four years unless removed for cause. The attached resolution reaffirms the appointment of the current VSO for a four year term effective January 1, 2024.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Adopt resolution appointing VSO.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED January 2, 2024

By Commissioner: xxx

20240102-xxx

VETERAN SERVICE OFFICER

WHEREAS, Minnesota Statute 197.60 enable the County Board in Minnesota to appoint and employ a County Veteran Service Officer and appointments are for four year terms;

NOW THEREFORE BE IT RESOLVED, that Penny Harms Monroe is hereby appointed Veteran Service Officer of Aitkin County for a four-year term commencing on January 1, 2024, pursuant to the provisions of Minnesota Statute, Section 197.60.

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

xxx MEMBERS PRESENT

All Members Voting xxx

**STATE OF MINNESOTA)
COUNTY OF AITKIN)**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 2nd day of January 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 2nd day of January 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

9F
Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: 2024 Committee Appointments

<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: April Kellerman		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed:
Summary of Issue: Each year the County Board updates committee appointments. The following items are attached: 1. A draft proposed resolution. Known changes are indicated. Once the committee appointments have been made, the resolution will be updated accordingly.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt 2024 Committee Appointments Resolution.		
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>		

By Commissioner: xxx

20240102-xxx

2024 Committee Appointments

BE IT HEREBY RESOLVED, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2024:

Aitkin Airport Commission (2)	J. Mark Wedel John Welle
Aitkin County Care Board	Travis Leiviska
Aitkin County Community Corrections Advisory Board (2)	J. Mark Wedel Laurie Westerlund
Anoka County JPA Advisory Board	Laurie Westerlund
Aitkin County Opioid Settlement Subcommittee	Bret Sample
Aitkin County Water Planning Task Force	J. Mark Wedel
Aitkin Economic Development Administration (AEDA)	J. Mark Wedel Commissioner District 2 Commissioner District 3 Commissioner District 4 Commissioner District 5 County Administrator County Engineer Environmental Services Director HHS Director
AMC Delegates (8)	J. Mark Wedel Bret Sample
Aquatic Invasive Species (AIS)	Michael Kearney Laurie Westerlund, Alt.
Arrowhead Counties Association (1)	Michael Kearney Travis Leiviska, Alt.
Arrowhead Economic Opportunity Agency	Michael Kearney Travis Leiviska, Alt.
Arrowhead Regional Development Center (ARDC)	Michael Kearney Travis Leiviska, Alt.
Assessor for Unorganized Townships	Mike Dangers
ATV Committee (2)	Bret Sample Westerlund OR Leiviska
Big Sandy Lake Management Plan (1+Alternate)	Bret Sample Michael Kearney, Alt.

Brainerd 1 Watershed 1 Plan	J. Mark Wedel
Budget Committee 2020 (2)	Bret Sample J. Mark Wedel
East Central Regional Library Board	Travis Leiviska Bret Sample, Alt.
Economic Development (2)	J. Mark Wedel Bret Sample
Emergency Management	J. Mark Wedel
Environmental Assessment Worksheet (2)	Michael Kearney Bret Sample
Extension Committee (1 + Alternate)	Michael Kearney Laurie Westerlund, Alt
Facilities/Technology Committee (2)	J. Mark Wedel Michael Kearney
Fairgrounds Custodian	Kirk Peysar
H&HS Advisory Committee (Liaison) (2)	J. Mark Wedel Travis Leiviska
Historical Society (Liaison)	Travis Leiviska
Joint Powers Natural Resources Board (2)	Bret Sample Dennis Thompson Michael Kearney, Alt.
Lakes & Pines (1+Alternate)	Travis Leiviska Michael Kearney, Alt.
Law Library	Travis Leiviska Michael Kearney, Alt.
McGregor Airport Commission (2)	Michael Kearney
MCIT Representative (1 + Alternate)	Laurie Westerlund Jessica Seibert, Alt.
Mille Lacs Fisheries Input Group	Laurie Westerlund
Mille Lacs Watershed (1 + Alternate)	Travis Leiviska Laurie Westerlund, Alt.
Mississippi Headwaters Board (1+Alternate)	Michael Kearney Bret Sample, Alt.
MN Rural Counties (1+Alternate)	Laurie Westerlund Travis Leiviska, Alt.
Natural Resources Advisory Committee (2)	Michael Kearney Bret Sample
NE MN Office Job Training	Travis Leiviska

Northeast MN ATP (2)	Michael Kearney John Welle Travis Leiviska, Alt.
Northeast MN Emergency Communications Board (ECB)	Travis Leiviska Dan Guida, Alt.
Northeast MN Regional Advisory Committee (RAC)	Patrice Erickson Dan Guida, Alt.
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Bret Sample Laurie Westerlund, Alt.
Northern Counties Land Use Coordinating Board (NCLUCB) (1+Alternate)	Laurie Westerlund Michael Kearney, Alt.
Northwoods Regional Trail Alliance	Land Dept Staff, Alt.
Ordinance Committee (2)	Travis Leiviska Bret Sample
Personnel/Insurance Committee (2)	Travis Leiviska J. Mark Wedel
Planning Commission	Michael Kearney Laurie Westerlund, Alt.
Rum 1W1P Policy Committee	Laurie Westerlund Travis Leiviska, Alt.
Snake River Watershed Management Board/1W1P Policy Committee	Travis Leiviska Bret Sample, Alt.
Sobriety Court	J. Mark Wedel
Solid Waste Task Force (2)	J. Mark Wedel Bret Sample
Toward Zero Deaths	J. Mark Wedel
Tri-County Community Health Services Board	Laurie Westerlund

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 2nd day of January 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 2nd day of January 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

9G
Agenda Item #

Requested Meeting Date: January 2, 2024

Title of Item: Administrator Updates

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

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



Board of County Commissioners Agenda Request

9H

Agenda Item #

Requested Meeting Date:

Title of Item:

<p>REGULAR AGENDA</p> <p>CONSENT AGENDA</p> <p>INFORMATION ONLY</p>	<p>Action Requested:</p> <p style="margin-left: 20px;">Approve/Deny Motion</p> <p style="margin-left: 20px;">Adopt Resolution (attach draft)</p> <p style="margin-left: 40px;"><i>*provide copy of hearing notice that was published</i></p>	<p>Direction Requested</p> <p style="margin-left: 20px;">Discussion Item</p> <p style="margin-left: 20px;">Hold Public Hearing*</p>
Submitted by:		Department:
Presenter (Name and Title):		Estimated Time Needed:
<p>Summary of Issue:</p>		
<p>Alternatives, Options, Effects on Others/Comments:</p>		
<p>Recommended Action/Motion:</p>		
<p>Financial Impact:</p> <p><i>Is there a cost associated with this request?</i> Yes No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> Yes No <i>Please Explain:</i></p>		



Aitkin County Board of Commissioners Committee Reports Forms



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