



## ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

**What:** Aitkin County Board Agenda

**When:** September 24, 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: 2558 164 1478

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
- D) Health & Human Services (see separate HHS Agenda)

10:00 a.m.

- E) **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 find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 option 8 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-**  
September 10, 2024 - September 23, 2024
  - B) **Approve County Board Minutes-**  
September 10, 2024
  - C) **Approve Electronic Funds Transfers**  
EFT Report thru 09.16.2024
  - D) **Approve Auditor Vouchers-**  
R&B Contract payments
  - E) **Approve Manual Warrants/Voids/Corrections-**  
ELAN 08.29.24
  - F) **Approve Auditor Vouchers-**  
Auditor Warrants - Sales, Use and Diesel Tax, August 2024
  - G) **Approve Manual Warrants/Voids/Corrections-**  
Returned Check to Highway
  - H) **Approve Manual Warrants/Voids/Corrections-**  
Manual Warrants 09.13.24
  - I) **Approve-**  
Aitkin Airport Grant Agreement - AIT-025
  - J) **Adopt Resolution-**  
Search & Rescue Donation - Benevity
  - K) **Adopt Resolution-**  
Sheriff's Office Donation - Michael DuBay
  - L) **Approve-**  
McGregor Airport Committee Assignment
  - M) **Adopt Resolution-**  
Sentence to Serve Donation - McGregor Lions
  - N) **Approve County Board Minutes-**  
Committee of the Whole - September 17, 2024

10:05 a.m.

- 3) Andrew Carlstrom – Environmental Services Director  
A) Request direction on proposed Aitkin County Cannabis Enforcement & Regulation  
B) Approve Requested Public Hearing Date for proposed Aitkin County Cannabis Ordinance  
C) Adopt Resolution - Limiting Retail Cannabis Businesses to Two

10:30 a.m.

- 4) Mark Jeffers – Economic Development Coordinator  
A) Public Hearing - CDBG-CV McGrath Broadband Project

10:40 a.m.

- 5) Dennis Thompson – Land Commissioner  
A) Invitation for County Board to attend the NRAC 2024 Fall Tour - Discussion Only  
B) Adopt Resolution - Set Date, Time, and Prices for Tax Forfeited Land Sale

10:50 a.m.

- 6) John Welle – County Engineer  
A) 2025-2029 Capital Road Improvement Plan - Discussion only  
B) Approve 2025 Highway Contract Schedule

11:20 a.m.

- 7) Jessica Seibert – County Administrator  
A) Adopt Resolution - 2025 Preliminary Levy  
B) Approve Scheduling Committee of the Whole Meeting  
C) Administrator Updates

11:40 a.m.

- 8) Board of Commissioners  
A) Commissioner Committee Reports

11:50 a.m.

- 9) Bobbie Danielson – Human Resources Director  
A) Closed Session - Labor Negotiations Strategy, MN Statute 13D.03

ADJOURN



**AITKIN COUNTY BOARD OF COMMISSIONERS**

September 10, 2024

9:00 a.m.

Government Center Board Room

Regular Session Minutes

1.A **CALL TO ORDER**

Chair Wedel called the meeting to order at 8:58 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 to: Approve the agenda, as amended.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Michael Kearney
	Removed 2S from consent to item 2.5, added items 10G and 10H

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

2 **CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Michael Kearney
<b>SECONDER:</b>	Commissioner Bret Sample

- A) **Correspondence File-**  
August 27, 2024 - September 9, 2024
- B) **Approve County Board Minutes-**  
August 27, 2024
- C) **Approve Electronic Funds Transfers**  

<b>Total</b>	\$1,813,991.82
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- D) **Adopt Resolution-**  
Application to Make Retail Sales of Tobacco Products
- E) **Approve-**  
Affidavit for Duplicate of Lost Warrant
- F) **Adopt Resolution-**  
Sheriff's Office Donation - Deloris Goetzke
- G) **Adopt Resolution-**  
Temporary On Sale Liquor License - Jacobson Community Center 10.2024
- H) **Adopt Resolution-**  
Temporary On Sale Liquor License - Jacobson Community Center 11.2024

**I) Approve Commissioner's Vouchers**

Commissioner Warrants 08.30.24

General	\$117,750.20	Reserves	\$6,527.95	R&B	\$42,759.11	HHS	\$8,339.33
State	\$6,486.24	Trust	\$5,944.64	Forest	\$2,309.82	Taxes	\$1,131.00
LLCC	\$6,309.86	Parks	\$6,768.87			<b>Total</b>	\$204,327.02

**J) Approve Auditor Vouchers-**

Auditor Warrants - R&B Contract Payments and Taconite Payments

R&B	\$767,786.72	Townships	\$173,425.00			<b>Total</b>	\$941,211.72
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**K) Approve Manual Warrants/Voids/Corrections-**

ELAN 08.29.24

General	\$7,649.19					<b>Total</b>	\$7,649.19
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**L) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 08.29.24

General	\$2,927.71	Taxes	\$400.00	LLCC	\$431.00	Parks	\$670.00
						<b>Total</b>	\$4,428.71

**M) Approve-**

Aitkin Airport grant agreement

**N) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants - NSF returned check, HHS

HHS	\$53.92					<b>Total</b>	\$53.92
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**O) Approve-**

H&HS August 27th Bills

**P) Approve Manual Warrants/Voids/Corrections-**

ELAN 08.15.24

General	\$1,595.71	Trust	\$99.99	LLCC	\$367.70	HHS	\$1,260.90
						<b>Total</b>	\$3,324.30

**Q) Adopt Resolution-**

Certification of Unorganized Township Levies

**R) Approve-**

RFP for parking lot snow plowing

## Regular Agenda

2.5 **Adopt Resolution-**

County Off Sale Liquor License - Petry's Bait Mille Lacs, Inc. dba Lake Liquors

<b>RESULT:</b>	<b>APPROVED (4 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Travis Leiviska Commissioner Laurie Westerlund abstained

3A Kathleen Ryan – Chief Financial Officer

**Informational Only**

2023 Audit Review/Presentation

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

4A Jessica Seibert – County Administrator

**Informational Only**

East Central Regional Library Budget Presentation

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

5A Jessica Seibert – County Administrator

**Informational Only**

University of Minnesota Extension Budget Presentation

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

6A Jessica Seibert – County Administrator

**Motion to:**

Consider Mississippi Headwaters Letter of Support

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Michael Kearney

7A Mark Jeffers – Economic Development Coordinator

**Motion to:**

Request Public Hearing - CDBG-CV Broadband Grant

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Travis Leiviska

Public Hearing on Sept. 24, 2024 at 10:30 am - Aitkin County Board Room

8A John Welle – County Engineer

**Motion to:**

Adopt Resolution - CSAH 11 Speed Zone Study

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Bret Sample

9A Dennis Thompson – Land Commissioner

**Motion to:**

Set Public Hearing Date for Land Classification

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Michael Kearney

**SECONDER:** Commissioner Laurie Westerlund

Public Hearing on Nov. 26, 2024 at 10:15 am - Aitkin County Board Room

9B Dennis Thompson – Land Commissioner

**Informational Only**

2025 Proposed Land Department Budget

**RESULT:** INFORMATIONAL ONLY

**MOVER:**

**SECONDER:**

10A Jessica Seibert – County Administrator

**Informational Only**

2025 Draft Capital Improvement Plan

**RESULT:** INFORMATIONAL ONLY

**MOVER:**

**SECONDER:**

10B Jessica Seibert – County Administrator

**Informational Only**

2023/2024 Fund Balance Worksheet

**RESULT:** INFORMATIONAL ONLY

**MOVER:**

**SECONDER:**

10C Jessica Seibert – County Administrator

**Informational Only**

2025 Commissioner Salaries

**RESULT:** INFORMATIONAL ONLY

**MOVER:**

**SECONDER:**

10D Jessica Seibert – County Administrator

**Informational Only**

2025 Preliminary Budget Presentation

**RESULT:** INFORMATIONAL ONLY

**MOVER:**

**SECONDER:**

10E Jessica Seibert – County Administrator  
**Informational Only**  
2025 Draft Aitkin County Legislative Priorities

**RESULT:** INFORMATIONAL ONLY  
**MOVER:**  
**SECONDER:**

10F Jessica Seibert – County Administrator  
**Informational Only**  
Administrator Updates

11A Board of Commissioners  
**Informational Only**  
Commissioner Committee Reports

MN Rural Counties, Budget Committee, Economic Development, HHS Advisory, Aitkin Airport

**Motion to Adjourn**

Motion made at 12:44 p.m.

**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Michael Kearney  
**Next Meeting:** Tuesday, September 24, 2024

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

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



# Board of County Commissioners Agenda Request

**2C**  
Agenda Item #

**Requested Meeting Date:** 9/24/2024

**Title of Item:** EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Lori Grams	<b>Department:</b> County Treasurer	
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  EFT Report thru 9/16/2024		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <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>		

**ELECTRONIC FUNDS TRANSFER**

**Thru September 16, 2024 Board Meeting September 24, 2024**

<u>Abstract Number</u>	<u>Date</u>	<u>Amount</u>	<u>Reason</u>
22122	9/6/24	\$3,901.42	Auditor Abstract
22124	9/6/24	\$924,775.15	Payroll Abstract
22125	9/10/24	\$17,711.95	Commissioner Abstract
22126	9/13/24	\$243,038.81	Commissioner Abstract
22127	9/12/24	\$2,567.80	Auditor Abstract
22130	9/13/24	\$57,849.38	Auditor Abstract
22131	9/13/24	\$2,460.05	Manual Abstract
22132	9/13/24	\$89,282.36	Manual Abstract

\$0  
Voids/No ACH  
22123  
22128  
22129  
22133

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\$1,341,586.92

S:Board Report:2024 EFT Board Report Thru Date

WLB1  
9/4/24

3:12PM

# Aitkin County



# 2D

Audit List for Board

## AUDITOR'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 **AUDITOR'S VOUCHERS ENTRIES**

**3** Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>307</b>	DEPT			R&B Capital Infrastructure			
9051	<b>Hawkinson Construction Company Inc</b>						
	03-307-000-0000-6262		4,192.57	CONT 20233 FIN PMT	CONT 20233 FIN PM	Contract Payments	N
	03-307-000-0000-6262		1,709.84	CONT 20233 FIN PMT	CONT 20233 FIN PM	Contract Payments	N
	03-307-000-0000-6262		5,604.49	CONT 20233 FIN PMT	CONT 20233 FIN PM	Contract Payments	N
	03-307-000-0000-6262		9,920.73	CONT 20233 FIN PMT	CONT 20233 FIN PM	Contract Payments	N
	03-307-000-0000-6262		1,298,092.75	CONT 20245 PMT 1	CONT 20245 PMT 1	Contract Payments	N
<b>9051</b>	<b>Hawkinson Construction Company Inc</b>		<b>1,319,520.38</b>	<b>5 Transactions</b>			
<b>307</b>	<b>DEPT Total:</b>		<b>1,319,520.38</b>	<b>R&amp;B Capital Infrastructure</b>	<b>1 Vendors</b>	<b>5 Transactions</b>	
<b>308</b>	DEPT			R&B Equipment & Facilities			
8694	<b>Department of Transportation</b>						
	03-308-000-0000-6610		5,500.00	07 CAT P5000 FORKLIFT F483153	CAT P5000 FL	Equipment	N
<b>8694</b>	<b>Department of Transportation</b>		<b>5,500.00</b>	<b>1 Transactions</b>			
<b>308</b>	<b>DEPT Total:</b>		<b>5,500.00</b>	<b>R&amp;B Equipment &amp; Facilities</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>3</b>	<b>Fund Total:</b>		<b>1,325,020.38</b>	<b>Road &amp; Bridge</b>		<b>6 Transactions</b>	
	<b>Final Total:</b>		<b>1,325,020.38</b>	<b>2 Vendors</b>	<b>6 Transactions</b>		

# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	3	1,325,020.38	Road & Bridge
	<b>All Funds</b>	<b>1,325,020.38</b>	<b>Total</b>

Approved by, .....

.....

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# 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
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>						
12	05-400-440-0410-6332		40.96	ADMIN-LODGING		Hotel/Lodging	N
13	05-420-600-4800-6332		96.54	ADMIN-LODGING		Hotel/Lodging	N
19	05-420-600-4800-6332		420.00	IM-SUPERVISOR CONF LODGING(JG) 08/12/2024 08/12/2024		Hotel/Lodging	N
14	05-430-700-4800-6332		155.06	ADMIN-LODGING		Hotel/Lodging	N
16	05-430-700-4800-6332		228.75	SS - TRAINING LODGING (ES) 08/19/2024 08/20/2024		Hotel/Lodging	N
18	05-430-700-4800-6332		420.00	SS-SUPERVISOR CONF LODGING(RP) 08/08/2024 08/08/2024		Hotel/Lodging	N
1	05-430-700-4800-6405		327.77	GROC BILLED IN ERROR SEE CREDI 08/14/2024 08/14/2024		Office Supplies	N
15	05-430-700-4800-6405		79.97	SS-BUSINESS CARDS (CR/SS GEN) 08/22/2024 08/22/2024		Office Supplies	N
17	05-430-700-4800-6405		327.77-	CR GROC BILLED IN ERROR 08/14/2024 08/14/2024		Office Supplies	N
9	05-400-400-0402-6266		16.03	WEBEX (PUBLIC HEALTH) 08/09/2024 09/08/2024	161-01924168	Software Fees/License Fees	N
2	05-400-440-0410-6266		6.73	WEBEX (SP, CG, PA) 08/09/2024 09/08/2024	161-01924168	Software Fees/License Fees	N
6	05-400-440-0410-6266		16.03	WEBEX (EM) 08/09/2024 09/08/2024	161-01924168	Software Fees/License Fees	N
3	05-420-600-4800-6266		15.87	WEBEX (SP, CG, PA) 08/09/2024 09/08/2024	161-01924168	Software Fees/License Fees	N
7	05-420-600-4800-6266		16.03	WEBEX (JG) 08/09/2024 09/08/2024	161-01924168	Software Fees/License Fees	N
8	05-420-640-4800-6266		16.03	WEBEX (JH) 08/09/2024 09/08/2024	161-01924168	Software Fees/License Fees	N
4	05-430-700-4800-6266		25.50	WEBEX (SP, CG, PA) 08/09/2024 09/08/2024	161-01924168	Software Fees/License Fees	N
5	05-430-700-4800-6266		48.09	WEBEX (KL, JS, RP) 08/09/2024 09/08/2024	161-01924168	Software Fees/License Fees	N
11	05-430-700-4800-6266		16.04	WEBEX (ADULT SERVICES) 08/09/2024 09/08/2024	161-01924168	Software Fees/License Fees	N
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>		<b>1,617.63</b>	<b>18 Transactions</b>			
<b>5 Fund Total:</b>			<b>1,617.63</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>18 Transactions</b>	

# Aitkin County



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

**25** Opioid Remediation Settlement

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	<b>5462 Bremer Bank (Elan ACH)</b> 25-000-000-0000-6266		16.03	WEBEX (OPIOID) 08/09/2024 09/08/2024	161-01924168	Data Processing/Computer Services	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>16.03</b>	<b>1 Transactions</b>			
<b>25 Fund Total:</b>			<b>16.03</b>	<b>Opioid Remediation Settlement</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>1,633.66</b>	<b>2 Vendors</b>	<b>19 Transactions</b>		

# 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
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>						
3	01-090-000-0000-6240		278.00	REGISTRATION	000315312	Membership/Dues/Association Fees	N
14	01-252-000-0000-6330		22.10	#227 NO - TRANSPORT MEAL	032635	Prisoner Transportation & Travel	N
15	01-252-000-0000-6330		22.53	#227 NO- TRANSPORT MEAL	056831	Prisoner Transportation & Travel	N
7	01-043-000-0000-6332		243.90	LODGING AND MISC FOR MAAP	1	Hotel / Motel Lodging	N
9	01-043-000-0000-6335		36.56	GAS FOR MOTOR POOL VEHICLE	12128	Gas/Vehicle Fuel Charges	N
8	01-043-000-0000-6339		42.21	MEALS FOR MAAP CONFERENCE	12128	Meals (Overnight)	N
35	01-043-000-0000-6268		225.00	MAAO	12249	Staff Training, Development	N
1	01-090-000-0000-6268		75.00	LAND ISSUES CLASS	1676-5692	Staff Training, Development	N
10	01-100-196-0000-6266		139.88	CHATGPT/DROPBOX	18638	Data Processing/Computer Services	N
21	01-280-000-0000-6339		21.96	#303 EM MEAL	2005	Meals (Overnight)	N
19	01-200-200-0000-6800		30.45	USPS	31010	VCET Program Expenditures	N
13	01-122-000-0000-6268		75.00	LAND USE TRAINING - KEARNEY	32446	Staff Training, Development	N
30	01-049-000-0000-6266		69.00	SHODAN - AUGUST	3AE6D18C-0008	Software Fees/License Fees	N
				08/16/2024 09/16/2024			
24	01-280-000-0000-6332		551.88	301/303 EM HOTEL	4172	Hotel / Motel Lodging	N
31	01-053-000-0000-6360		191.00	RACARIE SOFTWARE AUG-SEPT	4439	Services, Labor, Contracts	N
				08/01/2024 09/01/2024			
32	01-053-000-0000-6360		20.00	CHAT GPT	4439	Services, Labor, Contracts	N
				08/13/2024 09/13/2024			
2	01-049-000-0000-6332		118.91	HOTEL FOR CHRIS PLT C.E.	6945849	Hotel / Motel Lodging	N
23	01-280-000-0000-6339		36.79	301/303 EM MEAL	7013	Meals (Overnight)	N
20	01-280-000-0000-6335		55.00	#303 EM FUEL	807837	Gas/Vehicle Fuel Charges	N
22	01-280-000-0000-6339		38.79	#301/303 EM MEAL	902257	Meals (Overnight)	N
33	01-200-039-0000-6463		150.00	TROUBLESHOOT/REPAIR CARD PRINT	92786	Gun Permit Supplies/Expenses	N
34	01-110-000-0000-6415		214.58	AHU FILTERS	98655	Operational Supplies	N
29	01-049-000-0000-6266		6.99	DWG FASTVIEW	BI64030465	Software Fees/License Fees	N
16	01-252-000-0000-6330		14.26	#227 NO - TRANSPORT MEAL	C912281	Prisoner Transportation & Travel	N
17	01-200-000-0000-6360		5.00	SPYPOINT - GLARCO	CE486A8D-0023	Services, Labor, Contracts	N
				08/17/2024 09/17/2024			
18	01-200-000-0000-6360		5.00	SPYPOINT- GLARCO	CE486A8D-0024	Services, Labor, Contracts	N
				08/21/2024 09/21/2024			
25	01-252-000-0000-6330		564.29	#227 NO TRANSPORT FLIGHT/HOTEL	H2OUR4	Prisoner Transportation & Travel	N
27	01-252-000-0000-6330		564.29	HANSON- NO TRANSPORT FLIGHT	H2V5AV	Prisoner Transportation & Travel	N
26	01-252-000-0000-6330		358.48	C.N. - TRANSPORT FLIGHT NO	H3G5PQ	Prisoner Transportation & Travel	N
4	01-122-000-0000-6360		15.99	MONTHLY ZOOM CONTRACT	INV269912579	Services, Labor, Contracts	N
				08/22/2024 09/21/2024			
28	01-200-000-0000-6405		19.99	DROPBOX	TXQSRW2ZZ2DK	Office Supplies	N
				08/15/2024 09/15/2024			

WLB1  
9/9/24 11:43AM

# Aitkin County



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

1 General Fund

<u>Vendor</u>	<u>Name</u>	<u>Rpt</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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5462	Bremer Bank (Elan ACH)		4,212.83	31 Transactions		
<b>1 Fund Total:</b>			<b>4,212.83</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>31 Transactions</b>

WLB1  
9/9/24 11:43AM

# 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
6	<b>5462</b> Bremer Bank (Elan ACH) 10-923-000-0000-6268		700.00	KINZER ECO SILVICULTURE CERT C	X363648	Staff Training, Development	N
5	10-923-000-0000-6268		700.00	RYAN ECO SILVICULTURE CERT COU	X494705	Staff Training, Development	N
	<b>5462</b> Bremer Bank (Elan ACH)		<b>1,400.00</b>	2 Transactions			
<b>10 Fund Total:</b>			<b>1,400.00</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

# Aitkin County



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

**19** Long Lake Conservation Cen

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
12	<b>5462 Bremer Bank (Elan ACH)</b> 19-521-000-0000-6205		18.70	MAILING CANTEEN STUFF 08/23/2024 08/23/2025	4715110303635416	Postage	N
11	19-521-000-0000-6360		384.00	WIX INTERNET RENEWAL 08/23/2024 08/23/2025	4715110303635416	Services, Labor, Contracts	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>402.70</b>	<b>2 Transactions</b>			
<b>19 Fund Total:</b>			<b>402.70</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>Final Total:</b>			<b>6,015.53</b>	<b>3 Vendors</b>	<b>35 Transactions</b>		

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	4,212.83	General Fund
10	1,400.00	Trust
19	402.70	Long Lake Conservation Center
<b>All Funds</b>	<b>6,015.53</b>	<b>Total</b>

Approved by, .....

.....

.....

# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>	
	5	1,617.63	Health & Human Services	
	25	16.03	Opioid Remediation Settlement	
<b>All Funds</b>		<b>1,633.66</b>	<b>Total</b>	Approved by, .....
				.....
				.....

Total Elan paid 8.29.24 = \$7649.19

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 **AUDITOR'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
40	DEPT			Auditor			
89991	<b>Bremer Bank</b>						
	01-040-000-0000-5840		0.06	Receipt Nbr 22465 08/20/2024		Misc Receipts	N
	01-040-000-0000-5840		0.06	Receipt Nbr 22473 08/21/2024		Misc Receipts	N
	01-040-000-0000-5840		0.06	Receipt Nbr 22490 08/27/2024		Misc Receipts	N
	<b>89991 Bremer Bank</b>		<b>0.18</b>	<b>3 Transactions</b>			
40	<b>DEPT Total:</b>		<b>0.18</b>	<b>Auditor</b>	<b>1 Vendors</b>	<b>3 Transactions</b>	
42	DEPT			Treasurer			
89991	<b>Bremer Bank</b>						
	01-042-000-0000-5840		12.87	Receipt Nbr 22451 08/13/2024		Misc Receipts	N
	01-042-000-0000-5840		12.87	Receipt Nbr 22493 08/28/2024		Misc Receipts	N
	<b>89991 Bremer Bank</b>		<b>25.74</b>	<b>2 Transactions</b>			
42	<b>DEPT Total:</b>		<b>25.74</b>	<b>Treasurer</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
43	DEPT			Assessor			
89991	<b>Bremer Bank</b>						
	01-043-000-0000-5840		1.03	Receipt Nbr 469 08/08/2024		Misc Receipts	N
	01-043-000-0000-5840		0.26	Receipt Nbr 470 08/12/2024		Misc Receipts	N
	01-043-000-0000-5840		0.26	Receipt Nbr 476 08/16/2024		Misc Receipts	N
	01-043-000-0000-5840		0.26	Receipt Nbr 479 08/19/2024		Misc Receipts	N
	<b>89991 Bremer Bank</b>		<b>1.81</b>	<b>4 Transactions</b>			
43	<b>DEPT Total:</b>		<b>1.81</b>	<b>Assessor</b>	<b>1 Vendors</b>	<b>4 Transactions</b>	
90	DEPT			Attorney			
89991	<b>Bremer Bank</b>						
	01-090-000-0000-5840		0.64	Receipt Nbr 922 08/16/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 922 08/16/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 922 08/16/2024		Misc Receipts	N
	01-090-000-0000-5840		1.93	Receipt Nbr 922 08/16/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 924 08/22/2024		Misc Receipts	N
	01-090-000-0000-5840		1.61	Receipt Nbr 924 08/22/2024		Misc Receipts	N
	<b>89991 Bremer Bank</b>		<b>6.10</b>	<b>6 Transactions</b>			

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
<b>90</b>	<b>DEPT Total:</b>		<b>6.10</b>	<b>Attorney</b>	<b>1 Vendors</b>	<b>6 Transactions</b>
<b>100</b>	DEPT			Recorder		
89991	<b>Bremer Bank</b>					
	01-100-000-0000-5840		3.86	Receipt Nbr 7876 08/05/2024	Misc Receipts	N
	01-100-000-0000-5840		11.00	Receipt Nbr 7888 08/07/2024	Misc Receipts	N
	01-100-000-0000-5840		8.23	Receipt Nbr 7918 08/13/2024	Misc Receipts	N
	01-100-000-0000-5840		7.40	Receipt Nbr 7945 08/16/2024	Misc Receipts	N
	01-100-000-0000-5840		12.79	Receipt Nbr 7991 08/26/2024	Misc Receipts	N
	<b>89991 Bremer Bank</b>		<b>43.28</b>	<b>5 Transactions</b>		
<b>100</b>	<b>DEPT Total:</b>		<b>43.28</b>	<b>Recorder</b>	<b>1 Vendors</b>	<b>5 Transactions</b>
<b>252</b>	DEPT			Corrections		
89991	<b>Bremer Bank</b>					
	01-252-252-0000-5872		45.07	Receipt Nbr 2077 08/16/2024	Phone Card Prisoner Welfare(Taxable)	N
	<b>89991 Bremer Bank</b>		<b>45.07</b>	<b>1 Transactions</b>		
<b>252</b>	<b>DEPT Total:</b>		<b>45.07</b>	<b>Corrections</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>1</b>	<b>Fund Total:</b>		<b>122.18</b>	<b>General Fund</b>		<b>21 Transactions</b>

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
89991	<b>Bremer Bank</b>						
	03-000-000-0000-5506		0.13	Receipt Nbr 347 08/15/2024		County Maps	N
	03-000-000-0000-5517		2.89	Receipt Nbr 346 08/13/2024		Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 346 08/13/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1500 08/16/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1504 08/19/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1510 08/22/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 348 08/23/2024		Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 348 08/23/2024		Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 348 08/23/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 349 08/30/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 349 08/30/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 349 08/30/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 349 08/30/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1478 08/01/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1486 08/07/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1494 08/12/2024		Charges-Individuals	N
	<b>89991 Bremer Bank</b>		<b>49.27</b>	<b>16 Transactions</b>			
0	<b>DEPT Total:</b>		<b>49.27</b>	<b>Undesignated</b>	<b>1 Vendors</b>	<b>16 Transactions</b>	
303	DEPT			R&B Highway Maintenance			
89991	<b>Bremer Bank</b>						
	03-303-000-0000-6570		64.61	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		19.47	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		47.40	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		124.42	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		11.85	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		31.32	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		125.27	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		193.84	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		188.47	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		41.76	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		176.49	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		137.97	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		139.66	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		61.78	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		28.49	DIESEL TAX: AUG 2024	DIESEL TAX AUG 24	Motor Fuel & Lubricants	N

# Aitkin County



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

**3** Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank		1,392.80	15 Transactions		
303	<b>DEPT Total:</b>		1,392.80	R&B Highway Maintenance	1 Vendors	15 Transactions
3	<b>Fund Total:</b>		1,442.07	Road & Bridge		31 Transactions

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 10 Trust

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
923	DEPT			Forfeited Tax Sales			
	89991 Bremer Bank						
	10-923-000-0000-5260		59.09	Receipt Nbr 4272 08/01/2024		FTS-Leases/Easements	N
	10-923-000-0000-5260		1.48	Receipt Nbr 4320 08/21/2024		FTS-Leases/Easements	N
	89991 Bremer Bank		60.57	2 Transactions			
923	<b>DEPT Total:</b>		<b>60.57</b>	<b>Forfeited Tax Sales</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
10	<b>Fund Total:</b>		<b>60.57</b>	<b>Trust</b>		<b>2 Transactions</b>	

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT		LLCC Administration			
	89991 <b>Bremer Bank</b>					
	19-521-000-0000-5885		7.57 Receipt Nbr 22429 08/05/2024		Commissary Sales Taxable	N
	19-521-000-0000-5885		2.32 Receipt Nbr 22432 08/06/2024		Commissary Sales Taxable	N
	19-521-000-0000-5885		14.84 Receipt Nbr 22447 08/12/2024		Commissary Sales Taxable	N
	19-521-000-0000-5885		12.72 Receipt Nbr 22447 08/12/2024		Commissary Sales Taxable	N
	19-521-000-0000-5885		1.38 Receipt Nbr 22447 08/12/2024		Commissary Sales Taxable	N
	19-521-000-0000-5885		2.56 Receipt Nbr 22455 08/13/2024		Commissary Sales Taxable	N
	<b>89991 Bremer Bank</b>		<b>41.39</b>	<b>6</b> Transactions		
521	<b>DEPT Total:</b>		<b>41.39</b>	<b>LLCC Administration</b>	<b>1 Vendors</b>	<b>6 Transactions</b>
19	<b>Fund Total:</b>		<b>41.39</b>	<b>Long Lake Conservation Center</b>		<b>6 Transactions</b>

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Acrr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
89991	<b>Bremer Bank</b>						
	21-520-000-0000-5510		28.95	Receipt Nbr 4273 08/01/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.65	Receipt Nbr 4275 08/02/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 4275 08/02/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 4275 08/02/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.43	Receipt Nbr 4275 08/02/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		4.55	Receipt Nbr 4275 08/02/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.61	Receipt Nbr 4275 08/02/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.71	Receipt Nbr 4275 08/02/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4276 08/02/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 4282 08/05/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		15.44	Receipt Nbr 4283 08/05/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4286 08/06/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 4286 08/06/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4287 08/07/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.65	Receipt Nbr 4288 08/07/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 4289 08/08/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		13.51	Receipt Nbr 4289 08/08/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.43	Receipt Nbr 4289 08/08/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 4289 08/08/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.54	Receipt Nbr 4289 08/08/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.74	Receipt Nbr 4289 08/08/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.32	Receipt Nbr 4289 08/08/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.65	Receipt Nbr 4292 08/09/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4294 08/13/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4294 08/13/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		19.30	Receipt Nbr 4296 08/14/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		17.37	Receipt Nbr 4296 08/14/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 4296 08/14/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 4296 08/14/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		4.25	Receipt Nbr 4296 08/14/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.99	Receipt Nbr 4296 08/14/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.51	Receipt Nbr 4296 08/14/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.79	Receipt Nbr 4297 08/14/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		30.88	Receipt Nbr 4297 08/14/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 4297 08/14/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4307 08/16/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		21.23	Receipt Nbr 4307 08/16/2024		Co. Parks Campground Fees	N

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	21-520-000-0000-5510		2.57	Receipt Nbr 4308 08/16/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.65	Receipt Nbr 4312 08/19/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.65	Receipt Nbr 4312 08/19/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.79	Receipt Nbr 4313 08/19/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.26	Receipt Nbr 4313 08/19/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4314 08/19/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4315 08/19/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 4316 08/20/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 4321 08/21/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.01	Receipt Nbr 4321 08/21/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		15.44	Receipt Nbr 4323 08/23/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 4323 08/23/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		15.44	Receipt Nbr 4323 08/23/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 4323 08/23/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		4.37	Receipt Nbr 4323 08/23/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.22	Receipt Nbr 4323 08/23/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.39	Receipt Nbr 4323 08/23/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		15.44	Receipt Nbr 4325 08/23/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4326 08/26/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4327 08/26/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		23.09	Receipt Nbr 4334 08/29/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 4334 08/29/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		12.54	Receipt Nbr 4334 08/29/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.43	Receipt Nbr 4334 08/29/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.41	Receipt Nbr 4334 08/29/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.96	Receipt Nbr 4334 08/29/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.84	Receipt Nbr 4334 08/29/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 4337 08/29/2024		Co. Parks Campground Fees	N
	21-520-000-0000-6254		12.88	Warr Nbr 93872 08/02/2024		Utilities-Gas and Electric	N
	21-520-000-0000-6254		17.20	Warr Nbr 94082 08/30/2024		Utilities-Gas and Electric	N
	21-520-000-0000-6360		29.43	Warr Nbr 11759 08/02/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		37.68	Warr Nbr 11759 08/02/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		12.93	Warr Nbr 11759 08/02/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		40.43	Warr Nbr 11759 08/02/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		17.88	Warr Nbr 93861 08/02/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		32.66	Warr Nbr 93965 08/16/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		10.62	Warr Nbr 94041 08/30/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		36.78	Warr Nbr 11936 08/30/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		47.09	Warr Nbr 11936 08/30/2024		Services, Labor, Contracts	N

KMR1  
 9/10/24 1:24PM  
 21 Parks

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	21-520-000-0000-6360		16.16	Warr Nbr 11936 08/30/2024		Services, Labor, Contracts N
	21-520-000-0000-6360		50.53	Warr Nbr 11936 08/30/2024		Services, Labor, Contracts N
	21-520-000-0000-6361		22.28	Warr Nbr 11783 08/02/2024		Road Construction Service N
	21-520-000-0000-6450		33.62	Warr Nbr 11744 08/02/2024		Field Supplies N
	21-520-000-0000-6523		9.10	Warr Nbr 11863 08/16/2024		Misc Bldg & Shop Supplies N
	21-520-000-0000-6523		3.65	Warr Nbr 11863 08/16/2024		Misc Bldg & Shop Supplies N
<b>89991</b>	<b>Bremer Bank</b>		<b>921.59</b>	<b>82</b> Transactions		
<b>520</b>	<b>DEPT Total:</b>		<b>921.59</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>82 Transactions</b>
<b>21</b>	<b>Fund Total:</b>		<b>921.59</b>	<b>Parks</b>		<b>82 Transactions</b>
	<b>Final Total:</b>		<b>2,587.80</b>	<b>11 Vendors</b>	<b>142 Transactions</b>	

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	122.18	General Fund
3	1,442.07	Road & Bridge
10	60.57	Trust
19	41.39	Long Lake Conservation Center
21	921.59	Parks
<b>All Funds</b>	<b>2,587.80</b>	<b>Total</b>

Approved by, .....  
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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

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 9/13/24 8:58AM

# Aitkin County



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

**3** Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	<b>8410 Bremer Bank</b> 03-000-000-0000-5517		2,460.05	RETURNED CHECK	14414863	Charges-Individuals	N
	<b>8410 Bremer Bank</b>		<b>2,460.05</b>	1 Transactions			
<b>3 Fund Total:</b>			<b>2,460.05</b>	<b>Road &amp; Bridge</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>2,460.05</b>	<b>1 Vendors</b>	<b>1 Transactions</b>		

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	2,460.05	Road & Bridge
<b>All Funds</b>	<b>2,460.05</b>	<b>Total</b>

Approved by, .....

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KMR1  
9/13/24

9:16AM

# Aitkin County



**2H**

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

Page 1

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

# 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
<b>780 Bremer Bank</b>							
6	01-040-000-0000-5081		0.02	MTG REG TAX	AUGUST 2024	Mortgage Registry-3%	N
7	01-042-000-0000-5079		0.01	DEED TAX	AUGUST 2024	3% State Deed Tax	N
	<b>780 Bremer Bank</b>		<b>0.03</b>	<b>2 Transactions</b>			
<b>8410 Bremer Bank</b>							
1	01-044-904-0000-6360		4.55	WEX MED FLEX	08/30/2024	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		6.85	MED FSA CLAIMS 2024	09/01/2024	Flex Plan Withdrawals	N
3	01-044-904-0000-6360		145.25	MED FSA CLAIMS 2024	09/03/2024	Flex Plan Withdrawals	N
8	01-044-904-0000-6360		338.55	MED FSA CLAIMS 2024	09/06/2024	Flex Plan Withdrawals	N
10	01-044-904-0000-6360		408.34	DEP CARE FSA CLAIMS 2024	09/09/2024	Flex Plan Withdrawals	N
14	01-044-904-0000-6360		619.87	MED FSA CLAIMS 2024	09/11/2024	Flex Plan Withdrawals	N
	<b>8410 Bremer Bank</b>		<b>1,523.41</b>	<b>6 Transactions</b>			
<b>5462 Bremer Bank (Elan ACH)</b>							
15	01-044-000-0000-6800		8,387.29	ELAN PD 09.12.2024	09.12.2024	ELAN - Statement Payment	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>8,387.29</b>	<b>1 Transactions</b>			
<b>1 Fund Total:</b>			<b>9,910.73</b>	<b>General Fund</b>	<b>3 Vendors</b>	<b>9 Transactions</b>	

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9/13/24 9:16AM

# Aitkin County



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

9 State

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	<b>780 Bremer Bank</b>						
5	09-000-000-0000-2025		48,273.56	DEED TAX	AUGUST 2024	State's Share Of Deed Tax (97%)	N
4	09-000-000-0000-2026		30,389.39	MTG REG TAX	AUGUST 2024	State Share Of Mortgage Registry (97%)	N
	<b>780 Bremer Bank</b>		<b>78,662.95</b>				
				2 Transactions			
<b>9 Fund Total:</b>			<b>78,662.95</b>	<b>State</b>		<b>1 Vendors</b>	<b>2 Transactions</b>

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 9/13/24 9:16AM

# 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
9	<b>8410 Bremer Bank</b> 13-943-000-0000-2001		412.00	REV PMT-INVALID ACCT STRUC-P2	2111	Cur - Property Taxes	N
	<b>8410 Bremer Bank</b>		<b>412.00</b>	1 Transactions			
<b>13 Fund Total:</b>			<b>412.00</b>	<b>Taxes &amp; Penalties</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

# 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
11	<b>8410 Bremer Bank</b> 19-522-000-0000-6267		117.28	TOTAL TRANSACTION FEES 08/01/2024 08/31/2024	461201217886	Credit Card Fees	N
12	19-522-000-0000-6267		69.40	TOTAL FEES 08/01/2024 08/31/2024	461201217886	Credit Card Fees	N
	<b>8410 Bremer Bank</b>		<b>186.68</b>	<b>2 Transactions</b>			
<b>19 Fund Total:</b>			<b>186.68</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

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9/13/24 9:16AM

# 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
13	<b>8410 Bremer Bank</b> 21-520-000-0000-5510		110.00	CAMP REFUND - HEYER	B - 7883	Co. Parks Campground Fees	N
	<b>8410 Bremer Bank</b>		<b>110.00</b>	1 Transactions			
<b>21 Fund Total:</b>			<b>110.00</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>89,282.36</b>	<b>7 Vendors</b>	<b>15 Transactions</b>		

# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	9,910.73	General Fund
	9	78,662.95	State
	13	412.00	Taxes & Penalties
	19	186.68	Long Lake Conservation Center
	21	110.00	Parks
	<b>All Funds</b>	<b>89,282.36</b>	<b>Total</b>

Approved by, .....

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# Board of County Commissioners Agenda Request

**21**  
Agenda Item #

**Requested Meeting Date:** Sept. 24, 2024

**Title of Item:** Aitkin Airport Grant Agreement - AIT-025

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Admin
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Please see attached FAA grant agreement for the Aitkin Airport.  The agreement has been reviewed by the County Attorney.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve FY 2024 AIP Grant Agreement for the Aitkin Municipal Airport.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



U.S. Department  
of Transportation  
Federal Aviation  
Administration

Airports Division  
Great Lakes Region  
Minnesota

Dakota-Minnesota Airports  
District Office  
6020 28th Ave S, Ste 102  
Minneapolis, MN 55450

August 19, 2024

Ms. Jennifer Thompson  
Airport Manager  
109 First Ave NW  
Aitkin, MN 56431

Dear Ms. Thompson:

The Grant Offer for the Bipartisan Infrastructure Law (BIL) - Airport Infrastructure Grant (AIG) Project No. **3-27-0002-025-2024** at Aitkin Municipal/Steve Kurtz Field Airport is attached for execution. This letter outlines the steps you must take to properly enter into this agreement and provides other useful information. Please read the conditions, special conditions, and assurances that comprise the grant offer carefully.

**You may not make any modification to the text, terms or conditions of the grant offer.**

***Steps You Must Take to Enter Into Agreement.***

To properly enter into this agreement, you must do the following:

1. The governing body must give authority to execute the grant to the individual(s) signing the grant, i.e., the person signing the document must be the sponsor's authorized representative(s) (hereinafter "authorized representative").
2. The authorized representative must execute the grant by adding their electronic signature to the appropriate certificate at the end of the agreement.
3. Once the authorized representative has electronically signed the grant, the sponsor's attorney(s) will automatically receive an email notification.
4. On the **same day or after** the authorized representative has signed the grant, the sponsor's attorney(s) will add their electronic signature to the appropriate certificate at the end of the agreement.
5. If there are co-sponsors, the authorized representative(s) and sponsor's attorney(s) must follow the above procedures to fully execute the grant and finalize the process. Signatures must be obtained and finalized no later than **September 16, 2024**.
6. The fully executed grant will then be automatically sent to all parties as an email attachment.

***Payment.*** Subject to the requirements in 2 CFR § 200.305 (Federal Payment), each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System.

***Project Timing.*** The terms and conditions of this agreement require you to complete the project without undue delay and no later than the Period of Performance end date (1,460 days from the grant execution date). We will be monitoring your progress to ensure proper stewardship of these Federal funds. **We expect you to submit payment requests for reimbursement of allowable incurred project expenses**

consistent with project progress. Your grant may be placed in “inactive” status if you do not make draws on a regular basis, which will affect your ability to receive future grant offers. Costs incurred after the Period of Performance ends are generally not allowable and will be rejected unless authorized by the FAA in advance.

**Reporting.** Until the grant is completed and closed, you are responsible for submitting formal reports as follows:

- For all grants, you must submit by December 31<sup>st</sup> of each year this grant is open:
  1. A signed/dated SF-270 (Request for Advance or Reimbursement for non-construction projects) or SF-271 or equivalent (Outlay Report and Request for Reimbursement for Construction Programs), and
  2. An SF-425 (Federal Financial Report).
- For non-construction projects, you must submit FAA Form 5100-140, Performance Report within 30 days of the end of the Federal fiscal year.
- For construction projects, you must submit FAA Form 5370-1, Construction Progress and Inspection Report, within 30 days of the end of each Federal fiscal quarter.

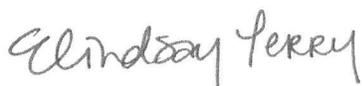
**Audit Requirements.** As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR Part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to ensure your organization will comply with applicable audit requirements and standards.

**Closeout.** Once the project(s) is completed and all costs are determined, we ask that you work with your FAA contact indicated below to close the project without delay and submit the necessary final closeout documentation as required by your Region/Airports District Office.

**FAA Contact Information.** Gaven O Hair, (612) 253-4637, [gaven.t.o#39;hair@faa.gov](mailto:gaven.t.o#39;hair@faa.gov) is the assigned program manager for this grant and is readily available to assist you and your designated representative with the requirements stated herein.

We sincerely value your cooperation in these efforts and look forward to working with you to complete this important project.

Sincerely,



E. Lindsay Terry  
Manager



U.S. Department of Transportation  
Federal Aviation Administration

**FY 2024 AIRPORT INFRASTRUCTURE GRANT  
GRANT AGREEMENT  
Part I - Offer**

Federal Award Offer Date August 19, 2024

Airport/Planning Area Aitkin Municipal/Steve Kurtz Field Airport

Airport Infrastructure Grant Number 3-27-0002-025-2024

Unique Entity Identifier XRFKA2FKJP42

TO: City of Aitkin and County of Aitkin

(herein called the "Sponsor") (For Co-Sponsors, list all Co-Sponsor names. The word "Sponsor" in this Grant Agreement also applies to a Co-Sponsor.)

*This grant channels through the State of Minnesota.*

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

**WHEREAS**, the Sponsor has submitted to the FAA a Project Application dated August 14, 2024, for a grant of Federal funds for a project at or associated with the Aitkin Municipal/Steve Kurtz Field Airport, which is included as part of this Grant Agreement; and

**WHEREAS**, the FAA has approved a project for the Aitkin Municipal/Steve Kurtz Field Airport (herein called the "Project") consisting of the following:

**Reconstruct Runway Visual Guidance System 16/34 - PAPIs, Reconstruct Runway Visual Guidance System 16/34 - REILs**

which is more fully described in the Project Application.

**NOW THEREFORE**, Pursuant to and for the purpose of carrying out the Infrastructure Investment and Jobs Act (Public Law 117-58) of 2021 referred to as the Bipartisan Infrastructure Law (BIL); and the representations contained in the Project Application; and in consideration of: (a) the Sponsor's adoption and ratification of the Grant Assurances attached hereto; (b) the Sponsor's acceptance of this Offer; and

(c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurance and conditions as herein provided;

**THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay (90) % of the allowable costs incurred accomplishing the Project as the United States share of the Project.**

**Assistance Listings Number (Formerly CFDA Number): 20.106**

**This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

### **CONDITIONS**

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is **\$372,883.**

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$0 for planning

\$372,883 for airport development or noise program implementation; and,

\$0 for land acquisition.

2. **Grant Performance.** This Grant Agreement is subject to the following Federal award requirements:

- a. Period of Performance:

1. Shall start on the date the Sponsor formally accepts this Agreement and is the date signed by the last Sponsor signatory to the Agreement. The end date of the Period of Performance is 4 years (1,460 calendar days) from the date of acceptance. The Period of Performance end date shall not affect, relieve, or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods (2 Code of Federal Regulations (CFR) § 200.1).

- b. Budget Period:

1. For this Grant is 4 years (1,460 calendar days) and follows the same start and end date as the Period of Performance provided in paragraph 2(a)(1). Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the Budget Period. Eligible project-related costs incurred on or after November 15, 2021 that comply with all Federal funding procurement requirements and FAA standards are allowable costs.
2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to 2 CFR § 200.308.

- c. Close Out and Termination

1. Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the Period of Performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will

proceed to close out the grant within one year of the Period of Performance end date with the information available at the end of 120 days (2 CFR § 200.344).

2. The FAA may terminate this Grant, in whole or in part, in accordance with the conditions set forth in 2 CFR § 200.340, or other Federal regulatory or statutory authorities as applicable.
3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages.
5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with 49 U.S.C. § 47109, the regulations, policies, and procedures of the Secretary of Transportation ("Secretary"), and any superseding legislation. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this Agreement, BIL (Public Law 117-58), the regulations, policies, and procedures of the Secretary. Per 2 CFR § 200.308, the Sponsor agrees to report and request prior FAA approval for any disengagement from performing the project that exceeds three months or a 25 percent reduction in time devoted to the project. The report must include a reason for the project stoppage. The Sponsor also agrees to comply with the grant assurances, which are part of this Agreement.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before **September 16, 2024**, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this Grant Agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.
10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this Grant Agreement.
11. **System for Award Management (SAM) Registration and Unique Entity Identifier (UEI).**

- a. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR § 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this Grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
  - b. Unique entity identifier (UEI) means a 12-character alpha-numeric value used to identify a specific commercial, nonprofit or governmental entity. A UEI may be obtained from SAM.gov at <https://sam.gov/content/entity-registration>.
12. **Electronic Grant Payment(s)**. Unless otherwise directed by the FAA, the Sponsor must make each payment request under this Agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
  13. **Informal Letter Amendment of BIL Projects**. If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.  
  
The FAA can, subject to the availability of Federal funds, also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of Condition No. 1, Maximum Obligation.  
  
The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.  
  
An informal letter amendment has the same force and effect as a formal grant amendment.
  14. **Environmental Standards**. The Sponsor is required to comply with all applicable environmental standards, as further defined in the Grant Assurances, for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this Grant Agreement.
  15. **Financial Reporting and Payment Requirements**. The Sponsor will comply with all Federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
  16. **Buy American**. Unless otherwise approved in advance by the FAA, in accordance with 49 U.S.C. § 50101, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured goods produced outside the United States to be used for any project for which funds are provided under this Grant. The Sponsor will include a provision implementing Buy American in every contract and subcontract awarded under this Grant.
  17. **Build America, Buy American**. The Sponsor must comply with the requirements under the Build America, Buy America Act (Public Law 117-58).
  18. **Maximum Obligation Increase**. In accordance with 49 U.S.C. § 47108(b)(3), as amended, the maximum obligation of the United States, as stated in Condition No. 1, Maximum Obligation, of this Grant:

- a. May not be increased for a planning project;
- b. May be increased by not more than 15 percent for development projects, if funds are available;
- c. May be increased by not more than the greater of the following for a land project, if funds are available:
  - 1. 15 percent; or
  - 2. 25 percent of the total increase in allowable project costs attributable to acquiring an interest in the land.

If the Sponsor requests an increase, any eligible increase in funding will be subject to the United States Government share as provided in BIL (Public Law 117-58), or other superseding legislation if applicable, for the fiscal year appropriation with which the increase is funded. The FAA is not responsible for the same Federal share provided herein for any amount increased over the initial grant amount. The FAA may adjust the Federal share as applicable through an informal letter of amendment.

**19. Audits for Sponsors.**

**PUBLIC SPONSORS.** The Sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Upon request of the FAA, the Sponsor shall provide one copy of the completed audit to the FAA. Sponsors that expend less than \$750,000 in Federal awards and are exempt from Federal audit requirements must make records available for review or audit by the appropriate Federal agency officials, State, and Government Accountability Office. The FAA and other appropriate Federal agencies may request additional information to meet all Federal audit requirements.

**20. Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:

- a. Verify the non-Federal entity is eligible to participate in this Federal program by:
  - 1. Checking the Responsibility/Qualification records in the Federal Awardee Performance and Integrity Information System (FAPIS) as maintained within the System for Award Management (SAM) to determine if the non-Federal entity is excluded or disqualified; or
  - 2. Collecting a certification statement from the non-Federal entity attesting they are not excluded or disqualified from participating; or
  - 3. Adding a clause or condition to covered transactions attesting the individual or firm are not excluded or disqualified from participating.
- b. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions with their contractors and sub-contractors.
- c. Immediately disclose in writing to the FAA whenever (1) the Sponsor learns they have entered into a covered transaction with an ineligible entity or (2) the Public Sponsor suspends or debar a contractor, person, or entity.

**21. Ban on Texting While Driving.**

- a. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
  1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
  2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
    - i. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
    - ii. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- b. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts, and subcontracts funded with this Grant.

## **22. Trafficking in Persons.**

- a. *Posting of contact information.*
  1. The Sponsor must post the contact information of the national human trafficking hotline (including options to reach out to the hotline such as through phone, text, or TTY) in all public airport restrooms.
- b. *Provisions applicable to a recipient that is a private entity.*
  1. You as the recipient, your employees, subrecipients under this Grant, and subrecipients' employees may not:
    - i. Engage in severe forms of trafficking in persons during the period of time that the Grant and applicable conditions are in effect;
    - ii. Procure a commercial sex act during the period of time that the Grant and applicable conditions are in effect; or
    - iii. Use forced labor in the performance of the Grant or any subgrants under this Grant.
  2. We as the Federal awarding agency, may unilaterally terminate this Grant, without penalty, if you or a subrecipient that is a private entity –
    - i. Is determined to have violated a prohibition in paragraph (b) of this Grant Condition; or
    - ii. Has an employee who is determined by the agency official authorized to terminate the Grant to have violated a prohibition in paragraph (b) of this Grant Condition through conduct that is either –
      - a) Associated with performance under this Grant; or
      - b) Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 1200.

- c. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this Grant, without penalty, if a subrecipient that is a private entity –
1. Is determined to have violated an applicable prohibition in paragraph (a) of this Grant Condition; or
  2. Has an employee who is determined by the agency official authorized to terminate the Grant to have violated an applicable prohibition in paragraph (a) of this Grant Condition through conduct that is either –
    - i. Associated with performance under this Grant; or
    - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR Part 1200.
- d. *Provisions applicable to any recipient.*
1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a) of this Grant Condition.
  2. Our right to terminate unilaterally that is described in paragraph (a) or (b) of this Grant Condition:
    - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended [22 U.S.C. § 7104(g)], and
    - ii. Is in addition to all other remedies for noncompliance that are available to us under this Grant.
  3. You must include the requirements of paragraph (a) of this Grant Condition in any subgrant you make to a private entity.
- e. *Definitions.* For purposes of this Grant Condition:
1. “Employee” means either:
    - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this Grant; or
    - ii. Another person engaged in the performance of the project or program under this Grant and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
  2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
  3. “Private entity”:
    - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR § 175.25.
    - ii. Includes:

- a) A nonprofit organization, including any nonprofit institute of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR § 175.25(b).
  - b) A for-profit organization.
- 4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).
- 23. **BIL Funded Work Included in a PFC Application.** Within 120 days of acceptance of this Grant Agreement, the Sponsor must submit to the FAA an amendment to any approved Passenger Facility Charge (PFC) application that contains an approved PFC project also covered under this Grant Agreement as described in the project application. The airport sponsor may not make any expenditure under this Grant Agreement until project work addressed under this Grant Agreement is removed from an approved PFC application by amendment.
- 24. **Exhibit "A" Property Map.** The Exhibit "A" Property Map dated August 18, 2022, is incorporated herein by reference or is submitted with the project application and made part of this Grant Agreement.
- 25. **Employee Protection from Reprisal.**
  - a. Prohibition of Reprisals.
    - 1. In accordance with 41 U.S.C. § 4712, an employee of a Sponsor, grantee, subgrantee, contractor, or subcontractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (a)(2) below, information that the employee reasonably believes is evidence of:
      - i. Gross mismanagement of a Federal grant;
      - ii. Gross waste of Federal funds;
      - iii. An abuse of authority relating to implementation or use of Federal funds;
      - iv. A substantial and specific danger to public health or safety; or
      - v. A violation of law, rule, or regulation related to a Federal grant.
    - 2. Persons and bodies covered. The persons and bodies to which a disclosure by an employee is covered are as follows:
      - i. A member of Congress or a representative of a committee of Congress;
      - ii. An Inspector General;
      - iii. The Government Accountability Office;
      - iv. A Federal employee responsible for contract or grant oversight or management at the relevant agency;
      - v. A court or grand jury;
      - vi. A management official or other employee of the Sponsor, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct; or
      - vii. An authorized official of the Department of Justice or other law enforcement agency.
  - b. Investigation of Complaints.

1. **Submission of Complaint.** A person who believes that they have been subjected to a reprisal prohibited by paragraph (a) of this Condition may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
  2. **Time Limitation for Submittal of a Complaint.** A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
  3. **Required Actions of the Inspector General.** Actions, limitations, and exceptions of the OIG's office are established under 41 U.S.C. § 4712(b).
- c. **Remedy and Enforcement Authority.**
1. **Assumption of Rights to Civil Remedy.** Upon receipt of an explanation of a decision not to conduct or continue an investigation by the OIG, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c)(2).
26. **Prohibited Telecommunications and Video Surveillance Services and Equipment.** The Sponsor agrees to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)] and 2 CFR § 200.216.
27. **Title VI of the Civil Rights Act.** As a condition of a grant award, the Sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21), the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities. This may include, as applicable, providing a current Title VI Program Plan and a Community Participation Plan (alternatively may be called a Public Participation Plan) to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is also required for every grant application, unless excused by the FAA. The Sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin (including limited English proficiency), sex (including sexual orientation and gender identity), creed, age, disability, genetic information, or environmental justice in consideration for federal financial assistance. The Sponsor, who have not sufficiently demonstrated the conditions of compliance with civil rights requirements will be required to do so before receiving funds. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.

**SPECIAL CONDITIONS**

28. **Environmental**. The environmental approval for this project was issued on 2/26/2024.
29. **Instrument Landing System and Associated Equipment in Project**. The Sponsor agrees that it will:
- a. Prior to commissioning, assure the equipment meets the FAA's standards; and
  - b. To remove, relocate, lower, mark, or light each obstruction to obtain a clear approach as indicated in the 14 CFR Part 77 aeronautical survey.
30. **Airport - Owned Visual or Electronic Navigation Aids in Project**. The Sponsor agrees that it will:
- a. Provide for the continuous operation and maintenance of any navigational aid funded under this Grant Agreement during the useful life of the equipment;
  - b. Prior to commissioning, assure the equipment meets the FAA's standards; and
  - c. Remove, relocate, lower, mark, or light each obstruction to obtain a clear approach as indicated in the 14 CFR Part 77 aeronautical survey.
31. **Leaded Fuel**. FAA Reauthorization Act of 2024 (P.L. 118-63) Section 770 "Grant Assurances" requires airports that made 100-octane low lead aviation gasoline (100LL) available at any time during calendar year 2022 to not prohibit or restrict the sale or self-fueling of such aviation gasoline. This requirement remains until the earlier of 2030 or the date on which the airport or any retail fuel seller at the airport makes available an FAA-authorized unleaded aviation gasoline replacement for 100LL meeting either an industry consensus standard or other standard that facilitates the safe use, production, and distribution of such unleaded aviation gasoline, as deemed appropriate by the Administrator. The Sponsor understands and agrees that any violations are subject to civil penalties.
32. **Buy American Executive Orders**. The Sponsor agrees to abide by applicable Executive Orders in effect at the time this Grant Agreement is executed, including Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the Grant Assurances, terms, and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>1</sup>

**UNITED STATES OF AMERICA  
FEDERAL AVIATION ADMINISTRATION**



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

E. Lindsay Terry

\_\_\_\_\_  
*(Typed Name)*

Manager, FAA-DMA-ADO

\_\_\_\_\_  
*(Title of FAA Official)*

<sup>1</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

**Part II - Acceptance**

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this Offer and in the Project Application.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>2</sup>

Dated August 26, 2024

\_\_\_\_\_

City of Aitkin and County of Aitkin

\_\_\_\_\_  
*(Name of Sponsor)*

*Jennifer Thompson*

\_\_\_\_\_  
Jennifer Thompson (Aug 26, 2024 15:11 CDT)

\_\_\_\_\_  
*(Signature of Sponsor's Authorized Official)*

**By:** Jennifer Thompson

\_\_\_\_\_  
*(Typed Name of Sponsor's Authorized Official)*

**Title:** City Administrator

\_\_\_\_\_  
*(Title of Sponsor's Authorized Official)*

\_\_\_\_\_  
<sup>2</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this Offer and in the Project Application.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>3</sup>

Dated \_\_\_\_\_

\_\_\_\_\_  
City of Aitkin and County of Aitkin

*(Name of Sponsor)*

\_\_\_\_\_  
*(Signature of Sponsor's Authorized Official)*

**By:** \_\_\_\_\_

*(Typed Name of Sponsor's Authorized Official)*

**Title:** \_\_\_\_\_

*(Title of Sponsor's Authorized Official)*

<sup>3</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

**CERTIFICATE OF SPONSOR’S ATTORNEY**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Minnesota. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor’s official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State; the Infrastructure Investment and Jobs Act (Public Law 117-58) of 2021 referred to as the Bipartisan Infrastructure Law (BIL), Division J, Title VIII; and the representations contained in the Project Application. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>4</sup>

Dated at \_\_\_\_\_

By: \_\_\_\_\_  
*(Signature of Sponsor’s Attorney)*

<sup>4</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Minnesota. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor’s official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State; the Infrastructure Investment and Jobs Act (Public Law 117-58) of 2021 referred to as the Bipartisan Infrastructure Law (BIL), Division J, Title VIII; and the representations contained in the Project Application. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.<sup>5</sup>

Dated at \_\_\_\_\_

By: \_\_\_\_\_  
*(Signature of Sponsor’s Attorney)*

<sup>5</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

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## Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

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**Sponsor:** City of Aitkin

**Airport:** Aitkin Municipal/ Steve Kurtz Field Airport

**Project Number:** 3-27-0002-025-2024

**Description of Work:** Reconstruct Runway Visual Guidance System 16/34 - PAPIs, Reconstruct Runway C

### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes  No  N/A

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes  No  N/A

3. The sponsor or sub-recipient certifies that is has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes  No  N/A

Attach documentation clarifying any above item marked with "no" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

August 26, 2024

Name of Sponsor:

Name of Sponsor's Authorized Official: Jennifer Thompson

Title of Sponsor's Authorized Official: City Administrator

Signature of Sponsor's Authorized Official: Jennifer Thompson  
Jennifer Thompson (Aug 26, 2024 15:11 CDT)

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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## Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

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**Sponsor:** City of Aitkin

**Airport:** Aitkin Municipal/ Steve Kurtz Field Airport

**Project Number:** 3-27-0002-025-2024

**Description of Work:** Reconstruct Runway Visual Guidance System 16/34 - PAPIs, Reconstruct Runway Reconstruct Runway Visual Guidance System 16/34 - PAPIs, Reconstruct Runway

### Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgment and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).  
 Yes  No  N/A
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor’s performance in complying with:
  - a. Technical standards (Advisory Circular (AC) 150/5370-12);
  - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
  - c. Construction safety and phasing plan measures (AC 150/5370-2). Yes  No  N/A
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).  
 Yes  No  N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).
- Yes  No  N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).
- Yes  No  N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
  - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
  - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- Yes  No  N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).
- Yes  No  N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
  - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
  - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
  - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- Yes  No  N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
  - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
  - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- Yes  No  N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).
- Yes  No  N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

Yes  No  N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);

b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and

c. Prepare and retain as-built plans (Order 5100.38)

Yes  No  N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

Yes  No  N/A

Attach documentation clarifying any above item marked with "No" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

August 26, 2024

Name of Sponsor:

Name of Sponsor's Authorized Official: Jennifer Thompson

Title of Sponsor's Authorized Official: City Administrator

Signature of Sponsor's Authorized Official:

Jennifer Thompson  
Jennifer Thompson (Aug 26, 2024 15:11 CDT)

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

---

## Selection of Consultants

### Airport Improvement Program Sponsor Certification

---

**Sponsor:** City of Aitkin

**Airport:** Aitkin Municipal/ Steve Kurtz Field Airport

**Project Number:** 3-27-0002-025-2024

**Description of Work:** Reconstruct Runway Visual Guidance System 16/34 - PAPIs, Reconstruct Runway  
Reconstruct Runway Visual Guidance System 16/34 - PAPIs, Reconstruct Runway

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).  
 Yes  No  N/A
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).  
 Yes  No  N/A
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).  
 Yes  No  N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).  
 Yes  No  N/A
5. Sponsor has publicized or will publicize a RFQ that:  
 a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and  
 b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).  
 Yes  No  N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).  
 Yes  No  N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR §180.300).  
 Yes  No  N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:  
 a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and  
 b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).  
 Yes  No  N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR §200.323).  
 Yes  No  N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR §200.302).  
 Yes  No  N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR §200.318(i)).  
 Yes  No  N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)  
 Yes  No  N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

Yes  No  N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

Yes  No  N/A

Attach documentation clarifying any above item marked with "no" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

August 26, 2024

Name of Sponsor:

Name of Sponsor's Authorized Official: Jennifer Thompson

Title of Sponsor's Authorized Official: City Administrator

Signature of Sponsor's Authorized Official: Jennifer Thompson  
Jennifer Thompson (Aug 26, 2024 15:11 CDT)

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

---

## Drug-Free Workplace Airport Improvement Program Sponsor Certification

---

**Sponsor:** City of Aitkin

**Airport:** Aitkin Municipal/ Steve Kurtz Field Airport

**Project Number:** 3-27-0002-025-2024

**Description of Work:** Reconstruct Runway Visual Guidance System 16/34 - PAPIs, Reconstruct Runway Reconstruct Runway Visual Guidance System 16/34 - PAPIs, Reconstruct Runway

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes  No  N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes  No  N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes  No  N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

a. Abide by the terms of the statement; and

b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes  No  N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes  No  N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and

b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes  No  N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes  No  N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location: Aitkin Municipal Airport  
Address: 1190 Air Park Drive, Aitkin, MN 56431

**Location 2 (if applicable)**

Name of Location:  
Address:

**Location 3 (if applicable)**

Name of Location:  
Address:

Attach documentation clarifying any above item marked with a "No" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

August 26, 2024

Name of Sponsor:

Name of Sponsor's Authorized Official: Jennifer Thompson

Title of Sponsor's Authorized Official: City Administrator

Signature of Sponsor's Authorized Official: Jennifer Thompson  
Jennifer Thompson (Aug 26, 2024 15:11 CDT)

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

---

## Equipment and Construction Contracts Airport Improvement Sponsor Certification

---

**Sponsor:** City of Aitkin

**Airport:** Aitkin Municipal/ Steve Kurtz Field Airport

**Project Number:** 3-27-0002-025-2024

**Description of Work:** Reconstruct Runway Visual Guidance System 16/34 - PAPIs, Reconstruct Runway  
Reconstruct Runway Visual Guidance System 16/34 - PAPIs, Reconstruct Runway

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

Yes  No  N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).
- Yes  No  N/A
3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.
- Yes  No  N/A
4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:
- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
  - b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
  - c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).
- Yes  No  N/A
5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:
- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
  - b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
  - c. Publicly opened at a time and place prescribed in the invitation for bids; and
  - d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.
- Yes  No  N/A
6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:
- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
  - b. Plan for publicizing and soliciting an adequate number of qualified sources; and
  - c. Listing of evaluation factors along with relative importance of the factors.
- Yes  No  N/A
7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).
- Yes  No  N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

Yes  No  N/A

9. All construction and equipment installation contracts contain or will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances( 41 CFR part60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, etseq)
- e. Occupational Safety and Health Act requirements (20 CFR part1920)
- f. Seismic Safety – building construction (49 CFR part41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

Yes  No  N/A

10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part5)
- b. Copeland "Anti-Kickback" Act (29 CFR parts 3 and 5)

Yes  No  N/A

11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).

Yes  No  N/A

12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

Yes  No  N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes  No  N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$150,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR §200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes  No  N/A

Attach documentation clarifying any above item marked with "No" response

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

August 26, 2024

Name of Sponsor:

Name of Sponsor's Authorized Official: Jennifer Thompson

Title of Sponsor's Authorized Official: City Administrator

Signature of Sponsor's Authorized Official: Jennifer Thompson  
Jennifer Thompson (Aug 26, 2024 15:11 CDT)

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

---

## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

---

**Sponsor:** City of Aitkin

**Airport:** Aitkin Municipal/ Steve Kurtz Field Airport

**Project Number:** 3-27-0002-025-2024

**Description of Work:** Reconstruct Runway Visual Guidance System 16/34 - PAPIs, Reconstruct Runway  
Reconstruct Runway Visual Guidance System 16/34 - PAPIs, Reconstruct Runway

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).

Yes  No  N/A

2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).

Yes  No  N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).  
 Yes  No  N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).  
 Yes  No  N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).  
 Yes  No  N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).  
 Yes  No  N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).  
 Yes  No  N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).  
 Yes  No  N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).  
 Yes  No  N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).  
 Yes  No  N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)  
 Yes  No  N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
  - a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.  
 Yes  No  N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

Yes  No  N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

Yes  No  N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

Yes  No  N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

Yes  No  N/A

Attach documentation clarifying any above item marked with "No" response.

#### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

August 26, 2024

Name of Sponsor:

Name of Sponsor's Authorized Official: Jennifer Thompson

Title of Sponsor's Authorized Official: City Administrator

Signature of Sponsor's Authorized Official: Jennifer Thompson  
Jennifer Thompson (Aug 26, 2024 15:11 CDT)

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



# Board of County Commissioners Agenda Request

**2J**  
Agenda Item #

**Requested Meeting Date:** 9/24/2024

**Title of Item:** Search & Rescue Donation - Benevity

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sheriff Dan Guida	<b>Department:</b> Sheriff	
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue</b>  Benevity has donated \$2,500.00 to the all-volunteer Aitkin County Search & Rescue group to assist with the purchase of drone equipment & training.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend accepting donation		
<b>Financial Impact:</b> <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.

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

ADOPTED September 24, 2024

By Commissioner: xxx

**20240924-xxx**

**Search & Rescue Donation - Benevity**

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

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

Benevity \$2,500.00

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

Benevity Aitkin County Search and Rescue

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

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

Commissioner 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 24<sup>th</sup> day of September 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 24<sup>th</sup> day of September 2024**

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



# Board of County Commissioners Agenda Request

## 2K

Agenda Item #

**Requested Meeting Date:** 9/24/2024

**Title of Item:** Sheriff's Office Donation - Michael DuBay

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sheriff Dan Guida		<b>Department:</b> Sheriff
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue</b>  Accept donation of \$100.00 to the Aitkin County Sheriff's Office from Michael DuBay. This donation will be used for children's safety and drug education materials that are distributed by the Sheriff's Office.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend accepting donation		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input 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 September 24, 2024

By Commissioner: xxx

**20240924-xxx**

**Sheriff's Office Donation – Michael DuBay**

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

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

Michael DuBay \$100.00

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

Michael DuBay Aitkin County Sheriff's Office

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

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

Commissioner 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 24<sup>th</sup> day of September 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 24<sup>th</sup> day of September 2024**

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



# Board of County Commissioners Agenda Request

**2L**  
Agenda Item #

**Requested Meeting Date:** September 24, 2024

**Title of Item:** McGregor Airport Committee Assignment

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



# Board of County Commissioners Agenda Request

**2M**  
Agenda Item #

Requested Meeting Date: 9/24/2024

Title of Item: Sentence to Serve Donation- McGregor Lions

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sheriff Dan Guida		<b>Department:</b> Sheriff
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  McGregor Area Lions Club, Inc. has made a \$1,500.00 donation to the Aitkin County Sentence to Serve in appreciation for their work throughout Aitkin County.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend accepting donation		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain:		

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

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

**ADOPTED September 24, 2024**

By Commissioner: xxx

**20240924-xxx**

**Accept Donation – STS Donation – McGregor Area Lions Club, Inc**

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

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

McGregor Area Lions Club, Inc. \$1,500.00

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

McGregor Area Lions Club, Inc. Aitkin County Sentence to Serve

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

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

Commissioner 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 24<sup>th</sup> day of September 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24<sup>th</sup> day of September 2024

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



**2N**

**AITKIN COUNTY BOARD OF COMMISSIONERS**

September 17, 2024

2:30 p.m.

Government Center Training Room

Committee of the Whole Session Minutes

1.A **CALL TO ORDER**

Chair Wedel called the meeting to order at 2:30 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	Absent

1.B **PLEDGE OF ALLEGIANCE**

1.C **APPROVAL OF AGENDA**

Motion to: Approve the agenda.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Travis Leiviska

2 **Strategic Planning**

**Motion to Adjourn**

Motion made at 4:00 p.m.

<b>MOVER:</b>	Commissioner Michael Kearney
<b>SECONDER:</b>	Commissioner Travis Leiviska

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

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



# Board of County Commissioners Agenda Request

**3A**  
Agenda Item #

**Requested Meeting Date:** September 24, 2024

**Title of Item:** Request direction on proposed Aitkin County Cannabis Enforcement & Regulation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Andrew Carlstrom		<b>Department:</b> Environmental Services-Planning/Zoning
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b>  We are respectfully requesting direction on the proposed draft Joint Powers Agreement (JPA) for the enforcement and regulation of cannabis with our municipalities in Aitkin County. Please see attached draft JPA. Thank you.		
<b>Alternatives, Options, Effects on Others/Comments:</b> N/A		
<b>Recommended Action/Motion:</b> Requesting direction on the proposed draft Joint Powers Agreement.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 50px;"><i>Please Explain:</i></span>		

**JOINT POWERS AGREEMENT BETWEEN THE  
COUNTY OF AITKIN AND [INSERT CITY OR TOWN]  
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the [INSERT CITY OR TOWN] for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision 1 and Minn. Stat. § 471.59.

The County of Aitkin and the [INSERT CITY OR TOWN] agree that:

1. The County of Aitkin will act in place of the [INSERT CITY OR TOWN] as the local government unit for the regulation and enforcement of cannabis under Minnesota Statutes Chapter 342 and any rules or regulations adopted under Minnesota Statutes Chapter 342 by the State of Minnesota or the Office of Cannabis Management.
2. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of [INSERT CITY OR TOWN] any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium and the adoption of a limit on the number of retailer registrations issued as allowed under Minnesota Statutes Chapter 342.
3. The County of Aitkin is authorized and has the consent of the [INSERT CITY OR TOWN] to review and certify to the Office of Cannabis Management if the business applying for a license in [INSERT CITY OR TOWN] complies with local zoning ordinances and, if applicable, state fire and building codes. The [INSERT CITY OR TOWN] shall provide the County of Aitkin, within 30 days of receipt of the license application, with any additional information it believes is relevant to the license review and the County of Aitkin shall attach such information to the certification materials submitted to the Office of Cannabis Management.
4. The County of Aitkin is authorized and has the consent of the [INSERT CITY OR TOWN] to register and enforce all registration requirements, including but not limited to compliance checks and registration suspension related actions, under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Aitkin. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.
5. The County of Aitkin will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of [INSERT CITY OR TOWN]. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This agreement may be amended by mutual agreement of the County of Aitkin and the [INSERT NAME OF CITY OR TOWN] by resolutions of their respective boards.

This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

---

County of Aitkin  
Board Chair

---

Date

---

[INSERT NAME OF CITY OR TOWN]  
[Mayor or Town Board Chair]

---

Date



# Board of County Commissioners Agenda Request

**3B**  
Agenda Item #

**Requested Meeting Date:** September 24, 2024

**Title of Item:** Request Public Hearing Date for proposed Aitkin County Cannabis Ordinance

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

<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director	<b>Estimated Time Needed:</b> 5 Minutes
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**Summary of Issue:**

The Aitkin County Planning Commission met for a Public Hearing on September 16, 2024 to discuss the proposed draft "Aitkin County Cannabis Ordinance". The Planning Commission voted unanimously to approve and forward to the Aitkin County Board of Commissioners for a Public Hearing.

At this time, we are respectfully requesting a public hearing with the Aitkin County Board of Commissioners at the regularly scheduled meeting of October 22, 2024, and to allow time for Public Notice. We are proposing a second reading on November 12, 2024. Please see the proposed draft ordinance, health & safety concerns, proposed joint powers agreement, and cannabis planning timeline.

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

**Recommended Action/Motion:**  
Request a Public Hearing for October 22, 2024 on the proposed draft "Aitkin County Cannabis Ordinance"

**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  
CANNABIS ORDINANCE

CANNABIS ORIENTED BUSINESS AND LAND USE

(Draft as of September 16, 2024)

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# **AN ORDINANCE OF THE COUNTY OF AITKIN TO REGULATE CANNABIS ORIENTED BUSINESSES AND LAND USE**

## **SECTION 1 ADMINISTRATION**

### **1.1 Findings and Purpose**

Aitkin County makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, Chapter 342, which authorizes Aitkin County to protect the public health, safety, welfare of Aitkin County residents by regulating cannabis businesses within the legal boundaries of Aitkin County.

Aitkin County finds and concludes that the proposed provisions are appropriate and lawful land use regulations for Aitkin County, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

### **1.2 Authority & Jurisdiction**

Aitkin County has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances. Ordinance shall be applicable to the legal boundaries of Aitkin County.

For Aitkin County jurisdictions that have opted into county zoning per the Aitkin County Cannabis Ordinance section 3, Aitkin County will be the registration authority for those jurisdictions unless that jurisdiction opts out of county zoning per the Aitkin County Cannabis Ordinance section 3.

### **1.3 Severability**

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

## 1.4 Enforcement

Aitkin County is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by Minnesota law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this Ordinance.

## 1.5 Definitions

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

**1. Cannabis Business:** A “Cannabis Business” means any of the following licensed operations: cannabis microbusiness, cannabis mezzo business, cannabis cultivator, cannabis manufacturer, cannabis retailer, cannabis wholesaler, cannabis transporter, cannabis testing facility, cannabis event organizer, cannabis delivery service, medical cannabis cultivator, medical cannabis processor, medical cannabis retailer, and medical cannabis combination business.

**2. Cannabis Cultivator:** A “Cannabis Cultivator” may grow cannabis plants within the approved amount of space from seed to immature plant to mature plant, harvest cannabis flower, package and label immature cannabis plants and seedlings and cannabis flower, and transport cannabis flower to cannabis manufacturers.

**3. Cannabis Cultivation:** A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. Harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

**4. Cannabis Delivery Service:** A “Cannabis Delivery Service” may purchase cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from licensed cannabis microbusinesses with a retail endorsement, cannabis mezzo businesses with a retail endorsement, cannabis retailers, medical cannabis retailers, and medical cannabis combination businesses; transport and deliver cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumable products to customers; and perform other actions approved by the Office of Cannabis Management. Prior to completing a delivery, a cannabis delivery service must verify that the customer is at least 21 years of age or is enrolled in the registry program. The Office of Cannabis Management shall establish limits on the amount of cannabis and hemp products that a cannabis delivery service may transport. Cannabis and hemp must be stored in a locked, safe, and secure storage compartment that is part of the cannabis delivery vehicle.

**5. Cannabis Event Organizer:** A “Cannabis Event Organizer” may organize a temporary cannabis event lasting no more than four days. A cannabis event organizer must receive local

approval, including obtaining any necessary permits or licenses issued by a local unit of government before holding a cannabis event. If approved by the local unit of government, a cannabis event may designate an area for consumption of adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or any combination of those items.

**6. Cannabis Manufacturer:** A “Cannabis Manufacturer” may purchase cannabis flower, cannabis products hemp plant parts, hemp concentrate, and artificially derived cannabinoids from a cannabis business, purchase hemp plants and hemp concentrates, make cannabis hemp concentrate, manufacture artificially derived cannabinoids, manufacture adult-use cannabis products, lower-potency hemp edibles, and hemp derived consumer products, and sell cannabis concentrate, hemp concentrate, artificially derived cannabinoids, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to other cannabis businesses.

**7. Cannabis Mezzo Business:** A “Cannabis Mezzo Business” may grow cannabis from seed or immature plant for cannabis products or medical cannabis flower, make cannabis and hemp concentrate, manufacture adult-use cannabis products, lower-potency hemp edibles, and hemp-derived consumers products for public consumption, process medical cannabinoid products, sell immature cannabis plants and seedlings, and purchase cannabis concentrate, hemp concentrate, and synthetically derived cannabinoids from another cannabis business. A cannabis mezzo business that cultivates cannabis at an indoor facility may cultivate up to 15,000 square feet of plant canopy. A cannabis mezzo business that cultivates cannabis at an outdoor location may cultivate up to one acre of mature, flowering plants.

**8. Cannabis Microbusiness:** A “Cannabis Microbusiness” may grow cannabis plants, make cannabis concentrate, make hemp concentrate, manufacture artificially derived cannabinoids, manufacture adult-use cannabis products, lower potency hemp edibles, and hemp derived consumer products for public consumption, purchase hemp or hemp concentrate parts, package and label cannabis and hemp products, and sell cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp products, and hemp-derived consumer products. A cannabis microbusiness that cultivates cannabis at an indoor facility may cultivate up to 5000 square feet of plant canopy. A cannabis microbusiness that cultivates cannabis at an outdoor location may cultivate up to one-half acre of mature, flowering plants. A cannabis microbusiness with the appropriate endorsement may operate one retail location. A cannabis microbusiness may permit on-site consumption of edible cannabis products and lower-potency hemp edibles on a portion of its premises. Cannabis microbusiness must ensure that the display and consumption of any edible product or lower-potency hemp edible is not visible from outside the licensed premises of the business.

**9. Cannabis Retailer:** Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form. A “Cannabis Retailer” may purchase immature cannabis plants and seedlings, cannabis flower, cannabis products, and lower-potency hemp products, from cannabis businesses, and sell immature cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, and other products authorized by law to customers.

**10. Cannabis Retail Businesses:** A retail location and the retail location(s) of a mezzo businesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.

**11. Cannabis Testing Facility:** A “Cannabis Testing Facility” may obtain and test immature cannabis plants and seedlings, cannabis flower, cannabis products, hemp plant parts, hemp concentrate, artificially derived cannabinoids, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzo businesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, medical cannabis cultivators, medical cannabis processors, medical cannabis combination businesses, and industrial hemp growers.

**12. Cannabis Transporter:** A “Cannabis Transporter” may transport immature cannabis plants and seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzo businesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, medical cannabis retailers, medical cannabis processors, and industrial hemp growers to cannabis microbusinesses, cannabis mezzo businesses, cannabis manufacturers, cannabis testing facilities, cannabis wholesalers, cannabis retailers, lower-potency hemp edible retailers, medical cannabis processors, medical cannabis retailers, and medical cannabis combination businesses and perform other actions approved by the Office of Cannabis Management.

**13. Cannabis Wholesaler:** A “Cannabis Wholesaler” may purchase immature cannabis plants and seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from cannabis businesses, and purchase hemp plant parts and hemp concentrates. Cannabis wholesalers may sell immature cannabis plants and seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to cannabis microbusinesses, cannabis mezzo businesses, cannabis manufacturers, and cannabis retailers, sell lower-potency hemp edibles to lower-potency-hemp edible retailers, and import hemp-derived consumer products and lower-potency hemp edibles that contain hemp concentrate or artificially derived cannabinoids.

**14. Compliance Checks:** The system the County uses to investigate and ensure that those authorized to sell licensed products are following and complying with the requirements of this ordinance. COMPLIANCE CHECKS may also be conducted by the County or other units of government for educational, research, and training purposes or for investigating or enforcing federal, state, or local laws and regulations related to licensed products.

**15. Daycare:** A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

**16. Lower-potency Hemp Edible:** A “Lower-Potency Hemp Edible” means any product: (1) that is intended to be eaten or consumed as a beverage by humans; (2) contains hemp concentrate

or an artificially derived cannabinoid, in combination with food ingredients; (3) is not a drug; (4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts; (5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving; (6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol; (7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and (8) is a type of product approved for sale by the office or is substantially similar to a product approved by the office, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

**17. Lower-potency Hemp Edible Manufacturer:** A “Lower-Potency Hemp Edible Manufacturer” may purchase hemp plant parts, hemp concentrate, and artificially derived cannabinoids from cannabis microbusinesses, cannabis mezzo businesses, cannabis manufacturers, cannabis wholesalers, and lower-potency edible manufactures . Lower-potency hemp edibles manufacturers may also purchase hemp parts and hemp concentrate, make hemp concentrate, manufacture artificially derived cannabinoids, manufacture lower-potency hemp edibles for public consumption, package and label lower potency hemp edibles, and sell hemp concentrate, artificially derived cannabinoids, and lower-potency hemp enables to other cannabis businesses ad hemp businesses.

**18. Lower-potency Hemp Edible Retailer:** A “Lower-Potency Hemp Edible Retailer” may only sell lower-potency hemp edibles to individuals who are at least 21 years of age. A lower-potency hemp edible retailer may sell lower-potency hemp edibles that are obtained from a licensed Minnesota cannabis microbusiness, cannabis mezzo business, cannabis manufacturer, cannabis wholesaler, or lower-potency hemp edible manufacturer, and meet all applicable packaging and labeling requirements.

**19. Medical Cannabis Combination Business:** A “Medical Cannabis Combination Business” may grow cannabis plants from seed to immature pant to mature plant and harvest adult-use cannabis flower and medical cannabis flower from a mature plant, make cannabis concentrate, make cannabis and hemp concentrate, manufacture artificially derived cannabinoids, manufacture medical cannabinoid products, package and label medical cannabis and medical cannabinoid products for sale to medical cannabis processors, medical cannabis retailers, other medical cannabis combination businesses, and patients enrolled in the registry program, registered caregivers, and parents, legal guardians, and spouses of an enrolled patient.

**20. Medical Cannabis Cultivator:** A “Medical Cannabis Cultivator” may grow cannabis plants within the approved amount of space (60,00 square feet of plant canopy) from seed or immature plant, harvest cannabis flower from a mature plant, package and label cannabis flower as medical cannabis flower, sell medical cannabis flower to medical cannabis processors and medical cannabis retailers, transport medical cannabis flower to a medical cannabis processor located on the same premises, and perform other actions approved by the Office of Cannabis Management. A medical cannabis cultivator must verify that every batch of medical cannabis flower has passed safety, potency and consistency testing at a cannabis testing facility approved by the Office of Cannabis Management for the testing of medical cannabis flower before the

medical cannabis cultivator may package, label, or sell the medical cannabis flower to any other entity.

**21. Medical Cannabis Processor:** A “Medical Cannabis Processor” may purchase medical cannabis flower, medical cannabinoid products, hemp plant parts, and hemp concentrate from medical cannabis cultivators and other medical cannabis processors, purchase hemp plant parts from industrial hemp growers, make cannabis and hemp concentrate from medical cannabis flower, manufacture medical cannabinoid products, package and label medical cannabinoid products for sale to other medical cannabis processors and to medical cannabis retailers. A medical cannabis processor must verify that every batch of medical cannabis flower has passed safety, potency, and consistency testing at a cannabis testing facility approved by the Office of Cannabis Management for testing of medical cannabis flower before the medical cannabis cultivator may package, label, or sell the medical cannabis flower to any other entity.

**22. Medical Cannabis Retailer:** A “Medical Cannabis Retailer” may purchase medical cannabis flower and medical cannabinoid products from medical cannabis cultivators and medical cannabis processors and sell or distribute medical cannabis flower and medical cannabinoid products to any person authorized to receive medical cannabis flower or medical cannabinoid products.

**23. Office of Cannabis Management: Minnesota Office of Cannabis Management,** referred to as “OCM” in this ordinance.

**24. Place of Public Accommodation:** A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

**25. Preliminary License Approval:** OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.

**26. Public Place:** A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

**27. Residential Treatment Facility:** As defined under Minn. Stat. 245.462 subd. 23.

**28. Retail Registration:** An approved registration issued by Aitkin County to a state-licensed cannabis retail business.

**29. School:** A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.

**30. State License:** An approved license issued by the State of Minnesota’s Office of Cannabis Management to a cannabis retail business.

**31. Youth-Oriented Facility:** Any facility with residents, customers, visitors, or inhabitants of which 25 percent or more are regularly under the age of 21 or that primarily sells, rents, or offers services or products that are consumed or used primarily by persons under the age of 21. A youth-oriented facility includes, but is not limited to schools, playgrounds, recreation centers, athletic fields, and public parks.

## **SECTION 2 REGISTRATION OF CANNABIS BUSINESSES**

### **2.1 Consent to registering of Cannabis Businesses**

For jurisdictions covered by this Ordinance (section 1.2), no individual or entity may operate a state-licensed cannabis retail business within Aitkin County without first registering with the Aitkin County Auditor's Office.

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to \$2,000) for each violation per Minn. Statute 342.22 subd. 5(e). Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Tribal Nations, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

### **2.2 Compliance Checks Prior to Retail Registration**

Prior to issuance of a cannabis retail business registration, Aitkin County shall conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342.13(f), within 30 days of receiving a copy of a state license application from OCM, Aitkin County shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code. If a jurisdiction that has delegated registration authority to Aitkin County receives a state license application from OCM, that jurisdiction shall immediately forward the application to the Aitkin County Auditor's Office.

### **2.3 Registration & Application Procedure**

#### ***2.3.1 Fees***

Aitkin County shall not charge an application fee. A registration fee, as established in Aitkin County's fee schedule, shall be charged to applicants depending on the type of retail business license applied for. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee. Any renewal retail registration fee imposed by Aitkin County shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this

section, of the adult-use retail business. All fees collected by Aitkin County will be retained by Aitkin County.

### ***2.3.2 Application Submittal.***

The Aitkin County Auditor's Office shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

- A. An applicant for a retail registration shall fill out an application form, as provided by the Aitkin County Auditor's Office. Said form shall include, but is not limited to:
- Full name, tax id number, and address of the property owner;
  - Full name, tax id number, and address of applicant;
  - Email address, and telephone number of the applicant and property owner;
  - The address and parcel ID for the property which the retail registration is sought;
  - Certification that property taxes are current on the property listed above;
  - Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
    - Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, Aitkin County Environmental Services shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- B. The applicant shall include with the form:
- the application fee as required in [Section 2.3.1];
  - a copy of a valid state license or written notice of OCM license preapproval;
- iii. A copy of their current Workers' Compensation Certificate of Compliance.
- C. Once an application is considered complete, the Aitkin County Auditor's Office shall inform the applicant as such and process the application fees. The application will be forwarded to Aitkin County Environmental Services for an Interim Use Permit Application and scheduling for a Public Hearing before the Aitkin County Planning Commission and for approval or denial.
- D. The application fee shall be non-refundable once processed.

### ***2.3.3 Application Approval***

- A. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under section 2.6.
- B. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this Ordinance.
- C. A state-licensed cannabis retail business application that meets the requirements of this Ordinance shall be approved.

### ***2.3.4 Annual Compliance Checks***

Aitkin County shall complete at minimum one compliance check per calendar year of every cannabis business with a retail registration to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24, and this Ordinance.

Aitkin County shall conduct at minimum one unannounced age verification compliance check per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

### ***2.3.5 Location Change***

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of Aitkin County.

- All registrations shall be valid only on the premises for which the license was issued and only for the person to whom the registration was issued. No transfer of the registration to another location or person shall be allowed.

## **2.4 Renewal of Registration**

The Aitkin County Auditor's Office shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by the Aitkin County Auditor's Office. A cannabis retail registration issued under this ordinance shall not be transferred.

### ***2.4.1 Renewal Fees.***

The Aitkin County Auditor's Office may charge a renewal fee for the registration starting at the second renewal, as established in Aitkin County's fee schedule.

### ***2.4.2 Renewal Application.***

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance and any additional standards as requested by the Aitkin County Auditor's Office.

## **2.5 Suspension of Registration**

### ***2.5.1 When Suspension is Warranted.***

The Aitkin County Auditor's Office may suspend a cannabis business' registration if it violates the ordinance of Aitkin County or poses an immediate threat to the health or safety of the public. The Aitkin County Auditor's Office shall immediately notify the cannabis retail business in writing the grounds for the suspension.

### ***2.5.2 Notification to OCM.***

The Aitkin County Auditor's Office shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide Aitkin County and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

### ***2.5.3 Length of Suspension.***

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended. The Aitkin County Auditor's Office shall reinstate if it determines that the violations have been resolved, and if OCM determines that the violation(s) have been resolved.

### ***2.5.4 Civil Penalties.***

Subject to Minn. Stat. 342.22, subd. 5(e) Aitkin County may impose a civil penalty, as specified in the Aitkin County's Fee Schedule, for registration violations, not to exceed \$2,000.

## **2.6 Limiting of Registrations**

Aitkin County shall limit the number of cannabis retail businesses to no more than one registration for every 12,500 residents within Aitkin County (PENDING COUNTY BOARD)

## **SECTION 3 REQUIREMENTS FOR CANNABIS BUSINESSES**

### **3.1 Minimum Buffer Requirements**

Aitkin County shall prohibit the operation of a cannabis business property line within 1,000 feet of a school property line.

Aitkin County shall prohibit the operation of a cannabis business property line within 500 feet of a daycare property line.

Aitkin County shall prohibit the operation of a cannabis business property line within 500 feet of a residential treatment facility property line.

Aitkin County shall prohibit the operation of a cannabis retail business property line within 500 feet of another Cannabis retail business property line.

Aitkin County shall prohibit the operation of a cannabis business property line within 500 feet of ANY youth-orientated facility property line.

Pursuant to MN Statute 462.367 Subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/youth-orientated facility) moves within the minimum buffer zone.

## **3.2 Zoning and Land Use**

### ***3.2.1 Purpose and Permit Required***

It is the purpose and intent of this section to regulate zoning and land use of cannabis businesses within Aitkin County, and to mitigate possible adverse impacts to the health, safety, and welfare of surrounding properties, environments, and the general public well-being. Cannabis businesses are prohibited as a home occupation. The following standards apply to any cannabis businesses (excluding Low-Potency Hemp Edible businesses) in which the owner must apply for and receive an Interim Use Permit (IUP). The IUP 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. The applicant, owner, or authorized agent shall be present at the scheduled Aitkin County Planning Commission Meeting. The termination of the IUP will take place when there is a change in ownership of the cannabis business.

### ***3.2.2 Zoning and Land Use Application Requirements***

The application for an Interim Use Permit shall include at a minimum, but is not limited to:

- A. All information required for a Conditional Use Permit found in Section 11 of the Aitkin County Zoning Ordinance.
- B. A to-scale site plan of the property which details the locations and dimensions of all property lines, the structure intended for licensing (building size shall not exceed as set forth in definitions), accessory structures, parking areas/plan, and sewage treatment systems.
- C. 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.
- D. A contact person or system administrator shall be designated and contact information be provided to Aitkin County Environmental Services at the time of application.
- (E) After a complete application is submitted and prior to the approval of the IUP, Aitkin County Environmental Services shall inspect interior and exterior of the proposed cannabis business in order to determine compliance with the requirements of this ordinance.

### ***3.2.3 Cannabis Businesses Permitted in Zoning Districts***

#### **A. Cannabis Cultivation**

Cannabis businesses licensed or endorsed for cultivation are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, and Open Zones.

**B. Cannabis Manufacturer**

Cannabis businesses licensed or endorsed for manufacturing are only permitted as an Interim Use in the following zoning districts:

- Commercial and Manufacturing zones.

**C. Low-Potency Hemp Edible Manufacturer**

Businesses licensed or endorsed for low-potency hemp edible manufacturers are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, and Open zones.

**D. Cannabis Wholesaler**

Cannabis businesses licensed or endorsed for wholesale are only permitted as an Interim Use in the following zoning districts:

- Commercial and Manufacturing zones.

**E. Cannabis Retailer**

Cannabis businesses licensed or endorsed for cannabis retail are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, Public, Open and Shoreland (all) zones

**F. Cannabis Transporter**

Cannabis businesses licensed or endorsed for transportation are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, Public, Open and Shoreland (all) zones

**G. Cannabis Delivery Service.**

Cannabis businesses licensed or endorsed for delivery are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, Public, Open, Residential, and Shoreland (all) zones

<b>CLASSIFICATION LIST</b>	<b>FR</b>	<b>R</b>	<b>C</b>	<b>M</b>	<b>P</b>	<b>O</b>	<b>SL</b>
<b>Cannabis Business</b>							
<b>Cannabis Cultivation</b>	C	NP	C	C	NP	C	NP
<b>Cannabis Delivery Service</b>	C	C	C	C	C	C	C
<b>Cannabis Manufacturer</b>	NP	NP	C	C	NP	NP	NP
<b>Cannabis Retailer</b>	C	NP	C	C	C	C	C
<b>Cannabis Transporter</b>	C	NP	C	C	C	C	C
<b>Cannabis Wholesaler</b>	NP	NP	C	C	NP	NP	NP
<b>Lower-Potency Hemp Edible Manufacturer</b>	C	NP	C	C	NP	C	NP
<b>Lower-Potency Hemp Edible Retailer</b>	P	P	P	P	P	P	P
<b>Temporary Cannabis Event</b>	C	NP	NP	NP	NP	NP	NP

FR=Farm residential, R=Residential, C=Commercial, M=Manufacturing, P=Public, O=Open, SL=Shoreland (all). “NP” means Not Permitted. “C” means an Interim Use Permit (IUP).

### ***3.2.4 General Requirements for Cultivation and Manufacturing Businesses***

- A. **Security and (indoor/outdoor) Lighting** shall be in accordance with MN Statutes 2023 Section 342.25 Subd. 7 and subject to IUP conditions imposed by the Aitkin County Planning Commission.
- B. **Wastewater** plan shall be in accordance with MN Statutes 2023 Section 342.28 Subd. 3 and applicant must submit to OCM an operating plan demonstrating the proposed size and layout of the cultivation facility; plans for wastewater and waste disposal for the cultivation facility; plans for providing electricity, water, and other utilities necessary for the normal operation of the cultivation facility. The cultivation or manufacturing facility shall be connected to an approved Subsurface Septic Treatment System (SSTS) and shall include a flow measuring device.
- C. **Ventilation and Filtration** shall be in accordance with MN Statutes 2023 Section 342.24 Subd. 4 and must maintain a ventilation and filtration system sufficient to meet the requirements for odor control established by state administrative rules.
- D. **Solid Waste** shall be in accordance with MN Statutes 2023 Section 342.25 Subd. 4 and must prepare, maintain, and execute a solid waste disposal plan. MN Statutes 2023 Section 342.08 Subd. 3 notes administrative rules will be created for appropriate disposal of cannabis plant matter, packaging, and other solid waste of all cannabis businesses.
- E. **Other Regulations** imposed by the Planning Commission may include conditions that will reduce impacts of the proposed use on neighboring properties, public services, and public safety. Said conditions may include, but not be limited to: fencing or vegetative screening, parking plan, pest management plan, etc.

### ***3.2.5 General Requirements for Cannabis Retail, Microbusiness, and Mezzobusiness***

- A. **Security** shall be in accordance with MN Statutes 2023 342.27 Subd. 9 and shall maintain compliance with security requirements established by the state, including both, but not limited to, requirements for maintaining video surveillance records, using specific locking mechanisms, establishing secure entries, and the number of employees working at all times.
- B. **Lighting** shall be in accordance with MN Statutes 2023 Section 342.27 Subd. 10 and shall keep all lighting outside and inside the dispensary in good working order and of sufficient wattage for security cameras.
- C. **Wastewater** shall be in accordance with MN Statutes 2023 Section 342.29 Subd. 3 and applicant for a Cannabis mezzo business license must submit to the state an operating plan demonstrating the proposed layout of the facility, including a diagram of ventilation and filtration systems; plans for wastewater and waste disposal for any cultivation or manufacturing activities; plans for providing electricity, water, and other utilities necessary for the normal operation of any cultivation or manufacturing activities.
- D. **Ventilation and Filtration** shall be in accordance with MN Statutes 2023 Section 342.24 Subd. 4 and must maintain a ventilation and filtration system sufficient to meet the requirements for odor control established by state administrative rules.

E. **Solid Waste** shall be in accordance with MN Statutes 2023 Section 342.08 Subd. 3 and notes administrative rules will be created for appropriate disposal of cannabis plant matter, packaging, and other solid waste of all cannabis businesses.

F. **Other Regulations** imposed by the Planning Commission may include conditions that will reduce impacts of the proposed use on neighboring properties, public services, and public safety. Said conditions may include, but not be limited to: fencing or vegetative screening, parking plan, pest management plan, etc.

### ***3.2.6 Zoning and Land Use Enforcement/Violations***

A. For Cannabis businesses 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 cannabis business by Aitkin County Environmental Services. During the annual inspection, the Cannabis business owner will be assessed an annual re-inspection fee with payment due prior to 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 Cannabis owner must be complied with during the term of the IUP.

D. If substantial 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. 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 provision of the ordinance may be subject to the forfeiture of their IUP. Violation of this ordinance shall be deemed a misdemeanor. Each day that a violation continues to exist shall constitute a separate offense.

### ***3.2.7 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 the Aitkin County Zoning Ordinance.

## **3.3 Hours of Operation**

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10 a.m. to 9 p.m. seven days per week.

## **3.4 Advertising**

This section applies only to areas of Aitkin County that are covered by Aitkin County Zoning Ordinance, including jurisdictions that have opted into Aitkin County zoning. Jurisdictions that have requested Aitkin County to register cannabis businesses but have not opted into Aitkin

County zoning must certify to Aitkin County Planning and Zoning that a proposed cannabis business complies with its sign requirements.

It is the intent of this ordinance to permit signs in accordance with Section 5 of the Aitkin County Zoning Ordinance and wherever they are moderate in size, design, consistent with public safety, public welfare, and the aesthetics of surrounding areas.

## **SECTION 4      TEMPORARY CANNABIS EVENTS**

A Temporary Cannabis Event is only permitted as an Interim Use in the following zoning district:

- Farm Residential districts.

### **4.1      License or Permit Required for Temporary Cannabis Events**

#### ***4.1.1 License Required. .***

A license or permit is required to be issued and approved by Aitkin County Auditor's Office prior to holding a Temporary Cannabis Event.

#### ***4.1.2 Registration & Application Procedure***

A registration fee, as established in Aitkin County's fee schedule, shall be charged to applicants for Temporary Cannabis Events.

#### ***4.1.3 Application Submittal & Review.***

The Aitkin County Auditor's Office shall require an application for Temporary Cannabis Events.

A. An applicant for a retail registration shall fill out an application form, as provided by the Aitkin County Auditor's Office. Said form shall include, but is not limited to: Items required under Section 2.3.2 of this Ordinance.

B. The applicant shall include with the form:

- i. the registration fee as required in (Section 4.1.2);
- ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2. The application shall be submitted to the Aitkin County Auditor's Office, or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

C. Once an application is considered complete, the Aitkin County Auditor's Office shall inform the applicant as such and process the application fees. The application will be forwarded to Aitkin County Environmental Services for an Interim Use Permit Application and scheduling for a Public Hearing before the Aitkin County Planning Commission and for approval or denial.

D. The application fee shall be non-refundable once processed.

E. The application for a license for a Temporary Cannabis Event shall meet the following standards:

*(Standards)*

- i. *Include the nature and purpose of the event, the proposed beginning date and the period during which the event will be conducted, and a detailed statement of the manner in which it will be conducted.*

- ii. *Include the maximum number of persons which the applicant will permit to assemble on the premises at any time during the event, which number shall be stated as a condition of any permit which may be issued.*
- iii. *The plans of the applicant to limit and control admission to the premises to the maximum number of persons stated in the permit and for controlling and parking vehicles of persons assembling on the premises.*
- iv. *Plans for maintenance of security and order on the premises, including the proposed number, deployment, and hours of availability of security guards upon the premises prior to, during, and immediately after the close of the assembly. The plan must be approved by the Aitkin County Sheriff and or designee.*
- v. *Plans for the preparation and distribution of food and refreshments upon the premises.*
- vi. *Plans for medical services, including buildings therefore, the names and hours of availability of physicians and nurses, and provisions for ambulance and other emergency services.*
- vii. *The application shall be accompanied by a bond in the penal sum of \$25,000.00 with sureties to be approved by the County of Aitkin conditioned that the permittee:*
  - a. *carries out all of the plans and keeps and performs all of the conditions of the application and permit,*
  - b. *maintain order on the premises,*
  - c. *leave the premises in neat and respectable condition,*
  - d. *indemnify and hold harmless the County of Aitkin, its officers, agents, and employees, from any liability or causes of action arising in any way from the conduct of the assembly, evidenced by a certificate of insurance in the minimum amounts of municipal tort limits and a named additional insured.*
  - e. *the bond shall provide that any person damaged by the breach of any condition of the bond may maintain an action within ninety (90) days after the event concludes in his own name to recover his damage, after first giving written notice to the County of Aitkin, or the County of Aitkin may maintain an action in its own name for the benefit of the persons damaged. In the event that approval of the application shall be denied by the County Board of Commissioners, the fee shall be returned.*
  - f. *if no action has been filed, the bond shall be released ninety (90) days after the event concludes.*

F. A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

G. A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The Aitkin County Auditor's Office shall notify the applicant of the standards not met and basis for denial.

## **SECTION 5 LOWER-POTENCY HEMP EDIBLES**

### **5.1 Sale of Low-Potency Hemp Edibles**

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

### **5.2 Zoning Districts**

**Low-Potency Edibles** businesses are permitted as a Permitted Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, Public, Open, and Shoreland (all) zoning.

### **5.3 Additional Standards**

#### ***5.3.1 Sales within Municipal Liquor Store.***

The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

#### ***5.3.2 Age Requirements.***

The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age or older.

#### ***5.3.3 Beverages.***

The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

#### ***5.3.4 Storage of Product.***

Low-Potency Edibles shall be sold behind a counter, and stored in a locked case.

## **SECTION 6. LOCAL GOVERNMENT AS A CANNABIS RETAILER**

Aitkin County may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter. The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6. Aitkin County shall be subject to all same rental license requirements and procedures applicable to all other applicants.

## **SECTION 7 USE IN PUBLIC PLACES**

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

## **SECTION 8 MORE RESTRICTIVE REGULATIONS**

More restrictive Federal, State, County, and Township regulations or standards shall take precedence over the regulations of this ordinance. Nothing in this ordinance shall limit any Township's power to zone more restrictive than established herein.

## **SECTION 9 ADOPTION**

The Aitkin County Cannabis Ordinance is hereby adopted by Aitkin County Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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**Chairperson, Aitkin County Board of Commissioners**

**ATTEST:**

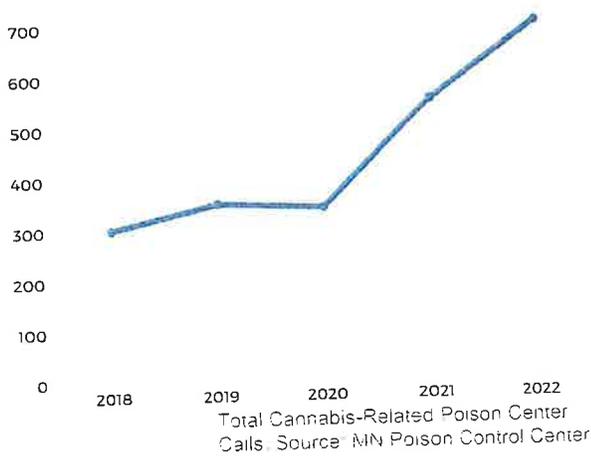
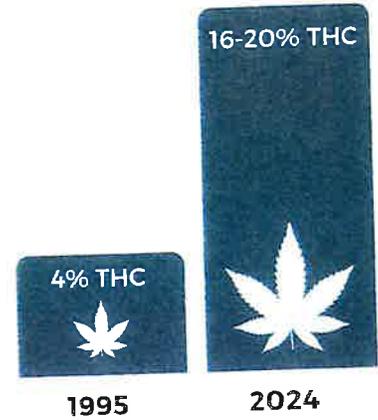
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**EFFECTIVE DATE:** \_\_\_\_\_, 2025

# Health and Safety Considerations for Cannabis Regulation

## Potency & Risk for Addiction

Today's cannabis is stronger than ever before, with **3X the potency** of THC compared to 30 years ago. In 2022, nearly 40% of Minnesotans aged 18-25 reported using marijuana in the past 12 months. Approximately **1 in 10** people who use cannabis will develop an addiction. Youth, as well as individuals with low socioeconomic status or other vulnerabilities, are more likely to have a use disorder, with risk for addiction increasing to upwards of **1 in 6**.

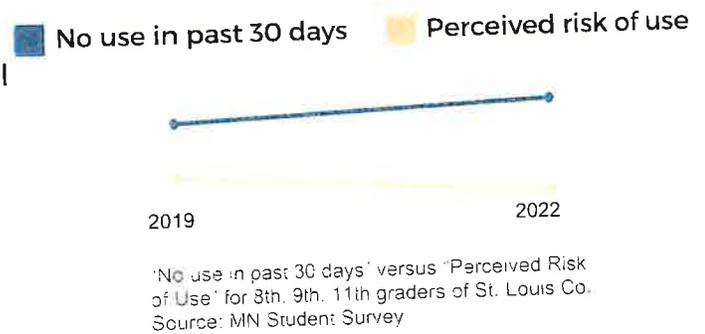


## Accidents & Poisonings

Emergency rooms and poison control center calls have seen an increase in cannabis related incidents. Cannabis related calls for kids **under age 5 increased 648%** between 2018 and 2022. Regardless of age, edibles are the most common cannabis-related product call category. Between 2018 and 2020, fatal crashes involving cannabis **more than doubled**. Driving under the influence of any cannabis product is illegal.

## Underage Use & Perceived Risk

As of early 2022, **91% of teens** in St. Louis County reported **NOT using cannabis** in a typical month, an increase from 2019. However, over time we have seen a decrease among teens in their risk perception of marijuana use. All cannabis products, including any low-potency hemp products, are illegal for anyone under the age of 21 years of age.



## Long-Term Health Impacts

Research shows that long-term cannabis use can cause permanent IQ loss, as much as **8 points**. Additionally, studies link cannabis use to **depression, anxiety, suicide planning and psychotic episodes**. Marijuana use during pregnancy, or while breastfeeding, can negatively impact the child's healthy development.



## **Aitkin County Proposed Cannabis Planning Timeline**

**1 August 2023: MN Cannabis Possession & Personal Growing legalized.**

**26 September 2023: Aitkin County Cannabis Public Use Ordinance enacted.**

**9 April 2024: Ordinance Committee review of “Emergency Interim Zoning Ordinance prohibiting the establishment of new uses or the expansion of existing uses related to sales, testing, cultivation, manufacturing, and distribution of cannabis products” (Moratorium).**

**14 May 2024: Ordinance Committee first meeting on Cannabis definitions, zoning districts, etc.**

**20 May 2024: Planning Commission Public Hearing on (Moratorium) Ordinance 2024-01.**

**28 May 2024: County Board Public Hearing / 1<sup>st</sup> Reading on (Moratorium) Ordinance 2024-01.**

**11 June 2024: County Board 2<sup>nd</sup> Reading / Approval on (Moratorium) Ordinance 2024-01.**

**20 June 2024: Office of Cannabis Management (OCM) issues local government guide and state model ordinance.**

**23 July 2024: Ordinance Committee reviews and discusses proposed 2<sup>nd</sup> Draft Aitkin County Cannabis Ordinance.**

**13 August 2024: Ordinance Committee (last meeting)**

**9 September 2024: Planning Commission Workshop on Cannabis Ordinance (Public Notice)**

**16 September 2024: Planning Commission Public Hearing on the adoption of the proposed draft Cannabis Ordinance. Public Hearing on adoption of Ordinance 2024-02 “Limiting the number of retail businesses selling recreational and medical cannabis in Aitkin County to two.”**

**24 September 2024: Request Public Hearing (PH) date from County Board for Ordinance 2024-02 & Draft Cannabis Ordinance.**

**22 October 2024: County Board Public Hearing / 1<sup>st</sup> Reading on Draft Cannabis Ordinance and Ordinance 2024-02.**

**12 November 2024: County Board 2<sup>nd</sup> Reading & Final Approval on Draft Cannabis Ordinance and Ordinance 2024-02.**



# Board of County Commissioners Agenda Request

## 3C

Agenda Item #

**Requested Meeting Date:** September 24, 2024

**Title of Item:** Resolution Limiting Retail Cannabis Businesses to Two

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Andrew Carlstrom		<b>Department:</b> Environmental Services-Planning/Zoning
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director		<b>Estimated Time Needed:</b> 10 Minutes
<b>Summary of Issue:</b>  <p>The Aitkin County Planning Commission met for a Public Hearing on September 16, 2024 to discuss an "Ordinance Limiting the Number of Retail Businesses Selling Recreational and Medical Cannabis in Aitkin County to Two". The Planning Commission voted unanimously to approve and forward to the Aitkin County Board of Commissioners for approval or denial. After further discussion, it is understood that an ordinance is not necessary, and that a proposed resolution can be denied or adopted by the County Board.</p> <p>We are respectfully requesting a motion to approve or deny the "Resolution Limiting the Number of Retail Businesses Selling Recreational and Medical Cannabis in Aitkin County to Two". Please see the attached proposed resolution.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> N/A		
<b>Recommended Action/Motion:</b> Consider the adoption of the Resolution Limiting the Number of Retail Businesses Selling Recreational and Medical Cannabis in Aitkin County to Two		
<b>Financial Impact:</b> <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.

By Commissioner: xxx

20240924-xxx

**A RESOLUTION LIMITING THE NUMBER OF RETAIL BUSINESSES SELLING RECREATIONAL AND MEDICAL CANNABIS IN AITKIN COUNTY TO TWO**

**WHEREAS**, the 2023 Session Laws, Chapter 63, (House File 100), Chapter 342.13(3) (i) of Minnesota State Statute states, "A local government that issues cannabis retailer registration under section 342.22 may, by ordinance, limit the number of licensed cannabis retailers, cannabis mezzobusinesses with a retail operations endorsement, and cannabis microbusinesses with a retail operations endorsement to no fewer than one registration for every 12,500 residents; and

**WHEREAS**, Aitkin County's most recent estimated population from 2022 was 16,614, and Chapter 342.13 (3) U) states, "If a county has one active registration for every 12,500 residents, a city or town within the county is not obligated to register a cannabis business"; and

**WHEREAS**, the Aitkin County Board of Commissioners finds the consideration of an Ordinance on limiting the number of retail businesses selling recreational and medical Cannabis in Aitkin County for the preservation of the public peace, health, morals, safety, and welfare and because of the inherent risk of injury to persons related to the enactment of 2023 Session Laws, Chapter 63, (House File 100), allowing for the use and possession of Cannabis and other products containing THC ("Cannabis Products"); and

**WHEREAS**, pursuant to Minnesota Statute 394.34, the Aitkin County Board of Commissioners deems it necessary to adopt an Ordinance placing a limit on the number of retail businesses selling recreational and medical Cannabis before January 1, 2025, and at which time official controls shall be in place; and

**WHEREAS**, the Aitkin County Board of Commissioners finds:

1. The institution of a zoning ordinance in order to limit the number of retail businesses selling recreational and medical cannabis shall be adopted and implemented, to protect the public health, safety, and general welfare of the residents of Aitkin County.
2. Aitkin County has received the State Model Cannabis Ordinance from the Office of Cannabis Management, but currently does not have official controls in place to regulate the sales, testing, cultivating, manufacturing, and distribution of Cannabis products. The State of Minnesota began receiving business license applications on July 1, 2024 for an early lottery entry from Social Equity Applicants, which are defined in MN Statutes 342.17.
3. It is in the interests of public health, safety, and general welfare to impose an ordinance limiting the number of retail businesses selling recreational and medical cannabis and be published pursuant to Minnesota Statute 375.51.

**NOW, THEREFORE BE IT RESOLVED**, that the Aitkin County Board of Commissioners approves and adopts a "Resolution Limiting the Number of Retail Businesses Selling Recreational and Medical Cannabis in Aitkin County to Two".

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 24<sup>th</sup> day of September 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 24<sup>th</sup> day of September 2024**

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Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

**4A**  
Agenda Item #

**Requested Meeting Date:** September 24, 2024

**Title of Item:** Public Hearing- CDBG-CV McGrath Broadband Project

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Mark Jeffers		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator		<b>Estimated Time Needed:</b> 10:30 pre-scheduled- 10 min
<b>Summary of Issue:</b> A public hearing is scheduled for 10:30 am on Tuesday, September 24, 2024, to discuss the completed McGrath Broadband Project.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Hold public hearing.		
<b>Financial Impact:</b> <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> This funding is budgeted through the ARPA funding.		

Notice of Public Hearing  
Aitkin County Board of Commissioners  
CDBG-CV Broadband Grant- McGrath Project

Notice is hereby given that the County Board of Aitkin County, Minnesota will hold a public hearing in the County Board Meeting Room in the Aitkin County Government Center, 217 2<sup>nd</sup> Street NW, Aitkin, MN 56431 on Tuesday, September 24, 2024 at 10:30 AM. The purpose of the public hearing is to discuss the completed McGrath Broadband project. All interested persons are invited to attend the public hearing or submit written comments. For further information, please contact Mark Jeffers, Economic Development Coordinator at the above address, [mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us) or 218-513-6188.

Jessica Seibert  
Aitkin County Administrator



# Board of County Commissioners Agenda Request

**5A**  
Agenda Item #

**Requested Meeting Date:** September 24, 2024

**Title of Item:** Invitation for County Board to attend the NRAC 2024 Fall Tour

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Dennis (DJ) Thompson		<b>Department:</b> Land Department
<b>Presenter (Name and Title):</b> Dennis (DJ) Thompson, Land Commissioner		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b> <p>I would like to invite the Commissioners to join the Natural Resources Advisory Committee on their 2024 Fall Tour. The Tour will be on Monday, October 14th. Tour stops will include canoe accesses on the Mississippi River, Jacobson Campground, and forestry sites. We will depart from Long Lake Conservation Center at 9:30 and will return by 3:30. RSVP is required before October 9th so we can get a head count for lunch.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> N/A		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

## 5B

Agenda Item #

**Requested Meeting Date:** September 24, 2024

**Title of Item:** Set Date, Time, and Prices for Tax Forfeited Land Sale

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Dennis (DJ) Thompson		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Dennis (DJ) Thompson, Land Commissioner		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b> <p>The attached resolution sets the next tax forfeited land auction for December 6, 2024 at 1:00 p.m. at the Government Center Board Room. This auction consists of 4 tracts (attached list).</p> <p>Properties not sold at the auction will be available over the counter on a first come first serve basis for the appraised price set by the county board at the Aitkin County Land Department office at 502 Minnesota Ave N. Aitkin, MN during regular business hours starting at 8:00 a.m. on Monday, December 9, 2024. Properties will be available until sold.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Adopt resolution to set the date, time, and prices for the land sale December 6, 2024 - 1:00 p.m. in the Government Center Board Room		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

By Commissioner: xxx

20240924-xxx

**Tax Forfeited Land Sale**

**WHEREAS**, the classification of the following county owned and tax forfeited lands to be offered for sale has been made by the County Board in accordance with Minnesota Statutes 282, and

**WHEREAS**, public hearings were held on November 24, 2015, March 13, 2018, and April 25, 2023 in Aitkin County regarding the classification of the attached lands and classified them as Non-Conservation, and

**WHEREAS**, the County Board has made appraisals of the lands classified as non-conservation and of the timber and timber products thereon, and has made appraisal of timber and buildings on such lands, and a list of such lands and timber, timber only and of buildings so appraised has been filed with the County Auditor for the purpose of offering lands, timber and buildings, so listed, for sale at not less than the appraised value of the land, timber, and buildings combined, with said appraisals of each property following, and

**WHEREAS**, the County Board is by law designated with authority to provide for the sale of such lands on terms:

**NOW, THEREFORE BE IT RESOLVED**, that such parcels shall be sold on the following terms, to wit: That on sales amounting to \$5,000.00 or less per parcel, the purchase price shall be paid in full at the time of purchase. On sales amounting to more than \$5,000.00 per parcel, the purchaser shall pay a minimum of \$5,000.00 down or 25% of the purchase price (whichever is greater). Any remaining balance must be paid within 60 days. No timber shall be cut, removed, or damaged until the entire purchase price for the parcel is paid in full.

The land and improvements are being sold AS IS and the County makes no warranties as to the condition of any buildings, wells, septic systems, soils, roads, or any other thing on the tract. The tract is being sold with the understanding that the buyer and seller agree to waive disclosures required under Minnesota Statutes Chapters 513.52 to 513.60, and 1031.235 and any associated liabilities. No representation is made as to access, the condition of any structure, its fixtures or contents, or the suitability for any particular use.

Provided that in case any parcel of land bearing standing timber, buildings or timber products is sold at public auction for more than the appraised value, the amount bid in excess of the appraised value shall be allocated between the land, buildings, and timber in proportion to the respective appraised value. Upon payment in full, the purchaser of tax forfeited land at such sale shall be entitled to immediate possession, subject to the provision of any existing lease made on behalf of the State, and

**BE IT FURTHER RESOLVED**, that notice of such sale of lands, timber and buildings be given by publication in the official newspaper of the County as provided by law; that the County Auditor of Aitkin County offer such parcels of land for sale in the order in which they appear in said NOTICE OF SALE, and that such sale shall commence at 1:00 p.m. on Friday, the 6<sup>th</sup> day of December 2024 and continue until all parcels are offered to the highest bidder for sale. This sale will be held at the Government Center Board Room, Third (3<sup>rd</sup>) Floor, – 307 2<sup>nd</sup> Street NW, Aitkin, MN 56431

**BE IT FURTHER RESOLVED**, as required by Minnesota Statutes 284.28, there will be added to the sale price of any tax forfeited lands sold, an amount equal to three percent (3%) of the total sale price. Said additional amount to be deposited in the State Treasury and credited to the State Real Estate Assurance Fund, and

**BE IT FURTHER RESOLVED**, that the Land Commissioner may withdraw any description on the list, later subject to the approval of the County Board, when it may appear to be in the public interest to do so, and

**BE IT FURTHER RESOLVED**, Minnesota Statutes 282.014, imposes a \$25.00 fee upon purchasers of tax forfeited land for issuance of a State Deed.

**BE IT FURTHER RESOLVED**, as required by Minnesota Statutes 282.01, Subdivision 6, all State Tax Deeds must be recorded with the County Recorder prior to issuing the Deed to the purchaser, therefore a

recording fee for each State Deed issued must be paid to the Aitkin County Recorder by the purchaser when tax forfeited land is paid for in full, as required in MS 357.18,

**BE IT FURTHER RESOLVED**, as required by Minnesota Statutes 287.22, all State Tax Deeds are subject to State Deed Tax which must be paid by the purchaser.

**BE IT FURTHER RESOLVED**, Aitkin County is not responsible for location of or determining property lines or boundaries.

**BE IT FURTHER RESOLVED**, that all lands sold hereunder are sold subject to the Zoning Ordinance adopted by the County Board, and all lands are sold subject to railroad and highway easements, power and pipeline easements, any recreational easements, and subject to all flowage rights, and

**BE IT FURTHER RESOLVED**, that except in the case of Deeds issued for platted property and Deeds issued to correct errors in either legal description or grantees, the Deeds issued for these parcels will contain a restrictive covenant which will prohibit enrollment of the land in a State Funded program providing compensation of marginal land or wetlands.

**BE IT FURTHER RESOLVED**, that properties not sold at the auction will be available over the counter on a first come first serve basis for the appraised price set by the county board at the Aitkin County Land Department office at 502 Minnesota Ave N. Aitkin, MN during regular business hours starting at 8:00 a.m. on Monday, December 9, 2024. Properties will be available until sold.

Parcel #	PIN	LEGAL	Sec	Twp	Rg	Access	Acres	Starting Bid
1	01-0-041201	PT of NW NW Lying N of CSAH 15	20	47	27	*	5.49	\$ 13,100.00
2	13-1-061400 13-1-061500 13-1-061600 13-1-061700 13-1-061800 13-1-061900 13-1-062000 13-1-062100 13-1-062200	Redtop Lots 4 to 12, Block 2	29	43	24	***	1.47	\$ 9,000.00
3	53-1-036000	Norma Addition to Hidden Lake Lot 23	4	50	27	***	0.38	\$ 7,000.00
4	60-1-007900 60-1-008000 60-1-008200	Palisade Lots 4, 5, and 6, Block 5	22	49	25	*	0.21	\$ 8,400.00

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 24<sup>th</sup> day of September 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24<sup>th</sup> day of September 2024

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



# Board of County Commissioners Agenda Request

**6A**  
Agenda Item #

**Requested Meeting Date:** 9-24-24

**Title of Item:** 2025-2029 Capital Road Improvement Plan

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 25 minutes
<b>Summary of Issue:</b> <p>The Aitkin County 5-year capital road improvement plan is updated annually through the budget process. The proposed attached 2025-2029 Capital Road Improvement Plan will be presented for discussion.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> NA		
<b>Recommended Action/Motion:</b> Discussion only, for future action.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain:		

## **Project Selection Process**

Identified improvements fall into one of five construction categories. Those categories, listed in priority order are as follows.

1. Highway Safety Improvement Program
2. Bridge Replacement
3. Pavement Resurfacing/Shoulder Widening
4. Gravel Road Reconstruction to Paved Road Standards
4. Gravel Road Improvement

### **1. Highway Safety Improvement Program**

Safety Improvements are selected based on the Aitkin County Highway Safety Plan and available HSIP funding.

### **2. Bridge Replacement**

Bridge replacement projects are selected based on calculated condition ratings that are the result of bridge safety inspections conducted on each bridge under the County's jurisdiction. See attached listing of all local highway bridges in Aitkin County. Highlighted bridges on the attachment are included in the current 5-year capital improvement program.

### **3. Pavement Resurfacing/Shoulder Widening**

Pavement resurfacing projects are selected based on pavement condition data collected on a two-year frequency. In addition, observed pavement conditions and geographical grouping of projects for lower construction costs are considered when scheduling resurfacing projects. See attached listing of all Aitkin County pavement segments. Highlighted segments on the attachment are included in the current 5-year capital improvement program.

The specific type of pavement resurfacing project is determined during the design stage of the project based on the project's individual characteristics. Chipseal, overlay, mill and overlay, reclaim and pave, and cold in-place recycle are included in this construction category.

For segments that have deficient shoulder width, slopes, or culverts, additional work to correct these deficiencies may be added to the resurfacing project.

### **4. Gravel Road Reconstruction to Paved Road Standards**

Improvements of existing gravel-surfaced roads to paved road standards are selected based on a prioritization worksheet that ranks the various gravel road segments based on annual average daily traffic (AADT) count, residence density, functional classification, sight distance deficiencies, improved route system layout, and private land ownership. The resulting priority ratings are updated with each Capital Road Improvement Plan update. See attached priority rating worksheet. Highlighted segments on the attachment are included in the current 5-year capital improvement program.

### **5. Gravel Road Improvement**

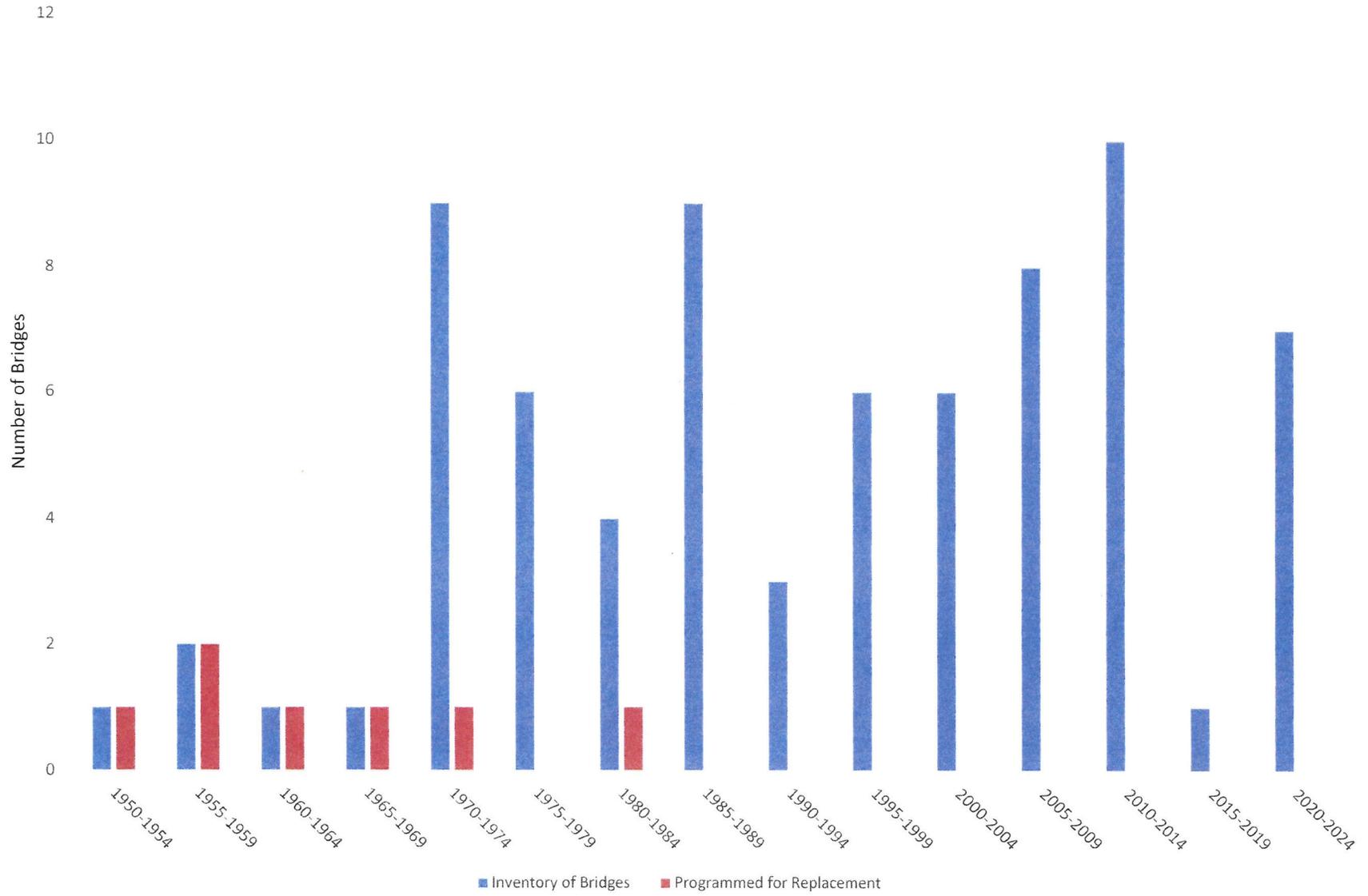
Improvements to existing gravel-surfaced roads to gravel road standards are selected based on observed deficiencies of gravel road segments.

### Aitkin County Bridge Listing

(Highlighted bridges replaced in 2024 or included for replacement in 2025-2029 Capital Road Improvement Plan)

BRIDGE	LOCATION	MATERIAL & DESIGN	LPI	POSTING
01508	CSAH 5 (NATURE AVE) over RICE RIVER	TIMB SLAB SPAN	38	32
01509	CSAH 5 (NATURE AVE) over WILLOW RIVER	TIMB SLAB SPAN	44	36
01513	CSAH 29 (OSPREY AVE) over WILLOW RIVER	TIMB SLAB SPAN	47	36
7375	CR 54 (390TH AVE) over SISSABAGAMAH CREEK	TIMB SLAB SPAN	52	28 - 40 - 40
7216	CSAH 2 (220TH ST) over SNAKE RIVER	TIMB BM SPAN	58	
01502	CSAH 22 (400TH ST) over WAKEFIELD BROOK	TIMB SLAB SPAN	61	
7215	CSAH 2 (220TH ST) over STREAM	TIMB BM SPAN	61	
92699	CSAH 21 (GREAT RIVER RD) over DITCH	STEEL PIPE CULVERT	64	
94154	CSAH 16 (KESTREL AVE) over SANDY RIVER TRIB	TIMB BOX CULV	64	
94155	CSAH 16 (KESTREL AVE) over RICE LAKE OUTLET	TIMB BOX CULV	64	
94157	CSAH 16 (KESTREL AVE) over SANDY RIVER	TIMB BOX CULV	64	
88102	CSAH 19 (410TH AVE) over MOOSE RIVER	STEEL PIPE CULVERT	65	
94156	CSAH 16 (KESTREL AVE) over SANDY RIVER TRIB	TIMB BOX CULV	66	
L9181	CNTY 67 (650TH ST) over WILLOW RIVER	TIMB SLAB SPAN	66	
01506	CSAH 1 (410TH AVE) over MISSISSIPPI RIVER	PRESTR BM SPAN	71	
01512	CSAH 28 (290TH ST) over RIPPLE RIVER	PRECAST QUAD TEE	83	
R0716	FIELD ENT over DRAINAGE DITCH	STEEL PIPE ARCH	84	
92918	CNTY 61 (120TH ST) over CHESLEY BROOK	PRECAST PIPE ARCH	85	
94221	CNTY 61 (120TH ST) over STREAM	PRECAST PIPE ARCH	85	
01516	CSAH 23 (ALDER ST) over CHAN BETWEEN TWO LAKES	PRECAST QUAD TEE	86	
92917	CSAH 12 (DEER ST) over RIPPLE RIVER	PRECAST PIPE ARCH	86	
R0717	350th PLACE over DRAINAGE DITCH	STEEL PIPE ARCH	86	
01515	6TH ST NW over RIPPLE RIVER	PRECAST QUAD TEE	87	
01521	390TH ST over RICE RIVER	TIMB SLAB SPAN	87	
95331	CSAH 1 (OSPREY AVE) over LITTLE WILLOW RIVER	PRECAST PIPE ARCH	88	
01533	DEER ST over RIPPLE RIVER	CCONC SLAB SPAN	89	
01534	CR 62 over SANDY RIVER	CCONC SLAB SPAN	89	
95332	CSAH 5 (350TH AVE) over SISSABAGAMAH CREEK	PRECAST PIPE ARCH	89	
01012	CSAH 3 over MISSISSIPPI RIVER	PRESTR BM SPAN	90	
01517	CSAH 10 (GREAT RIVER RD) over WILLOW RIVER	PRECAST DOUB TEE	90	
01518	CSAH 26 (180TH ST) over SNAKE RIVER	PRECAST DOUB TEE	90	
01530	CSAH 3 over BIG WILLOW RIVER	PRESTR BM SPAN	90	
93178	CSAH 38 (310TH AVE) over SEVENTEEN CREEK	PRECAST PIPE ARCH	90	
93455	CSAH 4 (DAM LAKE ST) over DAM BROOK	PRECAST PIPE ARCH	90	
96811	CSAH 2 (220TH ST) over SNAKE RIVER	PRECAST PIPE ARCH	90	
01527	CSAH 1 over MISS. R. DIVERSION CHAN.	PRESTR BM SPAN	91	
01J14	CSAH 34 (260TH ST) over BIRCH CREEK	PRECAST BOX CULV	91	
01J22	CSAH 29 (OSPREY AVE) over MOOSE RIVER	PRECAST BOX CULV	91	
93122	CSAH 26 (BIRCH ST) over DITCH	PRECAST PIPE ARCH	91	
01011	CSAH 3 over CHAN BETWEEN TWO LAKES	PRESTR BM SPAN	92	
01524	CR 62 (450TH ST) over SANDY RIVER	CCONC SLAB SPAN	92	
01528	CSAH 32 over TAMARACK RIVER	PRESTR BM SPAN	92	
01531	CSAH 14 over PRAIRIE RIVER	PRESTR BM SPAN	92	
01J01	CNTY 74 (678TH ST) over MORRISON BROOK	PRECAST PIPE ARCH	92	
91895	CNTY 64 (KESTREL AVE) over PRAIRIE RIVER	PRECAST PIPE ARCH	92	
01526	CSAH 22 over MISS R DIVERSION CHANNEL	PRESTR BM SPAN	93	
01532	CSAH 4 over RICE RIVER	PRESTR BM SPAN	93	
01J29	CR 75 (KESTREL AVE) over BIRCH CREEK	PRECAST BOX CULV	93	
95330	CSAH 36 (379TH ST) over STREAM	PRECAST PIPE ARCH	93	
01J02	CSAH 10 (GREAT RIVER RD) over WHITE ELK BROOK	PRECAST PIPE ARCH	95	
01J04	CSAH 39 (OAK AVE) over RIPPLE RIVER	PRECAST BOX CULV	95	
01I08	CSAH 3 (GROVE ST) over LITTLE WILLOW RIVER	PRECAST BOX CULV	95	
01J11	CSAH 9 (N ASH RD) over BEAR CREEK	PRECAST BOX CULV	95	
01J26	CSAH 26 over STREAM	PRECAST BOX CULV	95	
01J27	CR 73 over MINNEWAWA CREEK	PRECAST BOX CULV	95	
01J33	CSAH 10 over POKEGAMA CREEK	PRECAST BOX CULV	95	
91896	CNTY 64 (KESTREL AVE) over TAMARACK RIVER	PRECAST PIPE ARCH	95	
92844	CSAH 3 (GROVE ST) over DITCH	PRECAST PIPE ARCH	95	
93123	CNTY 75 (KESTREL AVE) over SPLIT ROCK RIVER	PRECAST PIPE ARCH	95	
93424	CNTY 67 (650TH ST) over LITTLE HILL RIVER	PRECAST PIPE ARCH	95	
95612	CNTY 51 (385TH AVE) over RIPPLE RIVER	PRECAST PIPE ARCH	95	
96142	CSAH 29 (OSPREY AVE) over LITTLE HILL RIVER	PRECAST PIPE ARCH	95	
96703	CSAH 4 (DAM LAKE ST) over CREEK	PRECAST BOX CULV	95	
01535	560TH ST over WILLOW RIVER	CCONC SLAB SPAN	96	
01J07	CSAH 1 (OSPREY AVE) over LITTLE WILLOW RIVER	PRECAST BOX CULV	96	
01J31	CR 73 over SANDY RIVER	PRECAST BOX CULV	96	
01J35	CSAH 3 over WHITE ELK BROOK	PRECAST BOX CULV	96	
92924	CSAH 23 (ALDER ST) over STREAM	PRECAST PIPE ARCH	96	
01J36	CSAH 32 over CO DITCH #13	PRECAST BOX CULV	99	
01J28	CSAH 28 (PIONEER AVE) over RIPPLE RIVER	PRECAST BOX CULV	100	
01J39	CSAH 15 over CEDAR CREEK	PRECAST BOX CULV	100	
01J43	LAKE AVE over SAVANNA RIVER	PRECAST BOX CULV	100	
01J45	NATURE AVE over UNNAMED STREAM	PRECAST BOX CULV	100	
01J48	TAME FISH LAKE RD over RIPPLE RIVER	PRECAST BOX CULV	100	

# Bridge Age 2024

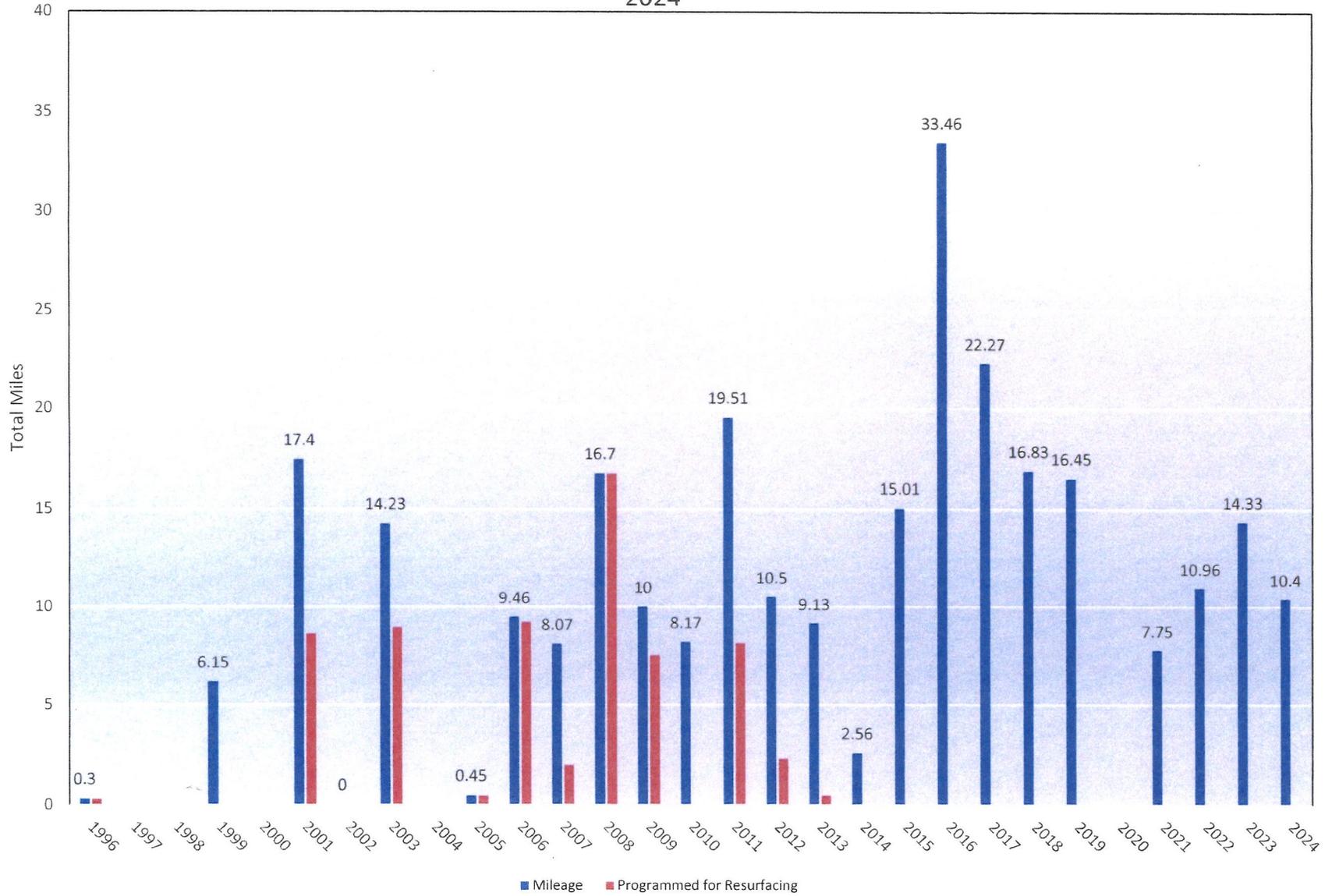


## Bituminous Pavements - Age and RQI Data

(Highlighted Segments included in 2025-2029 Capital Road Improvement Program)

	Length	2019 RQI	2021 RQI		Length	2019 RQI	2021 RQI
<b>1996</b>				<b>2013</b>			
CR 69	0.3			CSAH 12 from .35 m. E. of N. jct. CSAH 39 to TH 47 (NW)			
<b>1997</b>				CR 54 from CSAH 1 to .47 miles east	0.47	2.3/2.5	1.9-2.3
<b>1998</b>				CR 54 from CR 83 to end of pavement	0.56	2.4/2.8	2.7/2.8
<b>1999</b>				CR 60	3.98	3.6/3.7	3.6
CSAH 39 (2021 Chipseal)	5.1	3.5	3.4	CR 66 from 0.26 miles east of US 169 to US 169	0.83	2.3/2.4	2.1
CR 81 (2020 Chipseal)	1.05	2.9/3.1	3.0/3.1	CR 77	0.57	3.5/3.7	3.3-3.6
<b>2000</b>				CR 82	1.03	2.1/2.4	1.8-2.1
<b>2001</b>				CR 83	0.49	3.3/3.4	3.1/3.2
CSAH 14 from 2.3 m. northeast of TH 65 to State Park	8.6	2.9-3.2	2.8-3.0	CR 85	1.2	2.9	2.7/2.8
CSAH 22 (2022 Chipseal)	4.6	3.4/3.5	3.3/3.4	<b>2014</b>			
CSAH 24 (2022 Chipseal)	4.2	3.6	3.4	CSAH 12 from .35 m. E. of N. jct. CSAH 39 to TH 47 (Wear)	2.56	3.4	3.5
<b>2002</b>				<b>2015</b>			
<b>2003</b>				CSAH 10 from US Hwy 169 to CSAH 3	7.01	3.7	3.5/3.6
CSAH 23 (2022 Chipseal)	5.3	3.3/3.8	3.4-3.7	CSAH 28 from TH 210 to TH 169	8	3.6	3.4/3.5
CSAH 28 from TH 169 to CSAH 12	5.8	3.4	3.2/3.3	<b>2016</b>			
CSAH 37	2.3	2.6/2.9	2.5/2.7	CSAH 2 from TH 47 to TH 65	12.38	3.5/3.6	3.3
CR 54 from .47 miles east of CSAH 1 to CR 83	0.83	2.4/2.5	2.5/2.6	CSAH 3 from north jct. CSAH 5 to 6.36 miles east	6.2	3.7	3.7
<b>2005</b>				CSAH 12 from TH 47 to TH 210	0.58	3.0/3.2	3.0/3.2
CSAH 1 from TH 210 to beginning of Mississippi River Br	0.45	2.2/2.4	1.9-2.2	CSAH 12 from TH 47 to 375th Avenue	6.88	3.7/3.8	3.4
<b>2006</b>				CSAH 13 from TH 65 to CSAH 16	5.39	3.6/3.7	3.4/3.5
CSAH 3 from Crow Wing County Line to CSAH 29	5.74	3.3/3.4	3.2	CSAH 41 from 1st Street to west jct. TH 210	1.01	3.2/3.3	3.1/3.2
CSAH 7	3.2	3.1	2.8/2.9	CR 88	1.02	2.9/3.5	2.8/3.3
CR 66 from US 169 to 0.26 miles east	0.26	1.8	1.5/1.6	<b>2017</b>			
CSAH 29 from CSAH 19 to CSAH 7	0.26	3.4	3.2-3.5	CSAH 1 from CSAH 22 to 3.6 miles north	3.6	3.5/3.6	3.4/3.5
<b>2007</b>				CSAH 10 from CSAH 3 to CSAH 18	11.06	3.8/3.9	3.6/3.7
CSAH 8 from old Soo Line RR to TH 65	1.97	3.3	3.1	CSAH 15 from Crow Wing County Line to CSAH 1	6.08	2.9/3.8	3.6/3.7
CSAH 38	6.1	3.2/3.3	3.2	CR 74	1.53	3.5/3.7	3.3/3.4
<b>2008</b>				<b>2018</b>			
CSAH 4 from TH 47 to TH 65	14.4	3.2/3.3	3.0/3.1	CSAH 6 from TH 65 to 5.3 miles east	4.9	4.1	4.0
CSAH 29 from CSAH 3 to 509th Lane	2.3	2.6/2.7	2.6	CSAH 8 from TH 210 to old Soo Line RR	0.87	3.0	2.9/3.0
<b>2009</b>				CSAH 12 from 375th Avenue to Lanie's corner	2.74	3.9	3.5/3.6
CSAH 1 from beginning of Mississippi River Bridge to CS	2.5	3.2	3.2/3.3	CSAH 12 from Lanie's Corner to n. jct. CSAH 39	1.95	3.4	3.4/3.6
CSAH 5 from TH 210 to TH 232	7.5	2.6/2.7	2.5/2.6	CSAH 32 from CSAH 6 to CSAH 31	3.29	4.1	3.9
<b>2010</b>				CR 53 from CSAH 4 to 0.78 mile north	3.08	3.7	3.5
CSAH 10 from CSAH 18 to 8.2 miles south of TH 200	6.88	3.5	3.4	<b>2019</b>			
CSAH 33	0.29	1.9/2.0	2.0/2.1	CSAH 3 from CSAH 29 to TH 169	4.15		
CR 62 from TH 232 to 1.0 mile south	1.0	3.4		CSAH 10 from TH 200 to Itasca County Line	2.25		
<b>2011</b>				CSAH 16	8.9		
CSAH 6 from 5.27 miles est of TH 65 to TH 210	8.08	2.8/3.0	2.7-3.0	CSAH 41 from east jct. TH 210 to 1st Street	0.07		
CSAH 10 from TH200 to 8.12 miles south	8.12	3.2	2.9	CR 70	1.08		
CSAH 32 from CSAH 31 to Carlton County Line	3.01	3.6/3.7	3.5	<b>2020</b>			
CR 241	0.3			CSAH 3 from 6.36 miles east of north jct CSAH 5 to TH 65	3.15		
<b>2012</b>				CSAH 9	0.77		
CSAH 3 from US Hwy 169 to n. jct. CSAH 5	5.6	3.3/3.5	3.1-3.5	CSAH 25	3.29		
CSAH 5 from TH 47 to CR 50	1	3.4/3.5	3.3-3.4	CR 79	0.54		
CSAH 14 from TH 65 to 2.3 miles northeast	2.3	3.3/3.4	3.2	<b>2021</b>			
CSAH 36 from CSAH 14 to 1.6 mile north	1.6	2.6/2.9	2.6-2.8	CSAH 17	7.1		
				CR 76	2.82		
				CR 77W	1.04		
				<b>2022</b>			
				CSAH 11	3.26		
				CSAH 31	3.53		
				CSAH 40	4.9		
				CR 62 from TH 210 to 435th Street	2.64		
				<b>2023</b>			
				CSAH 2 from TH 65 to Pine County Line	10.4		
				Subtotal:	159.15		
Sub-total:	120.94			Grand Total:	280.09		

# Pavement Age 2024



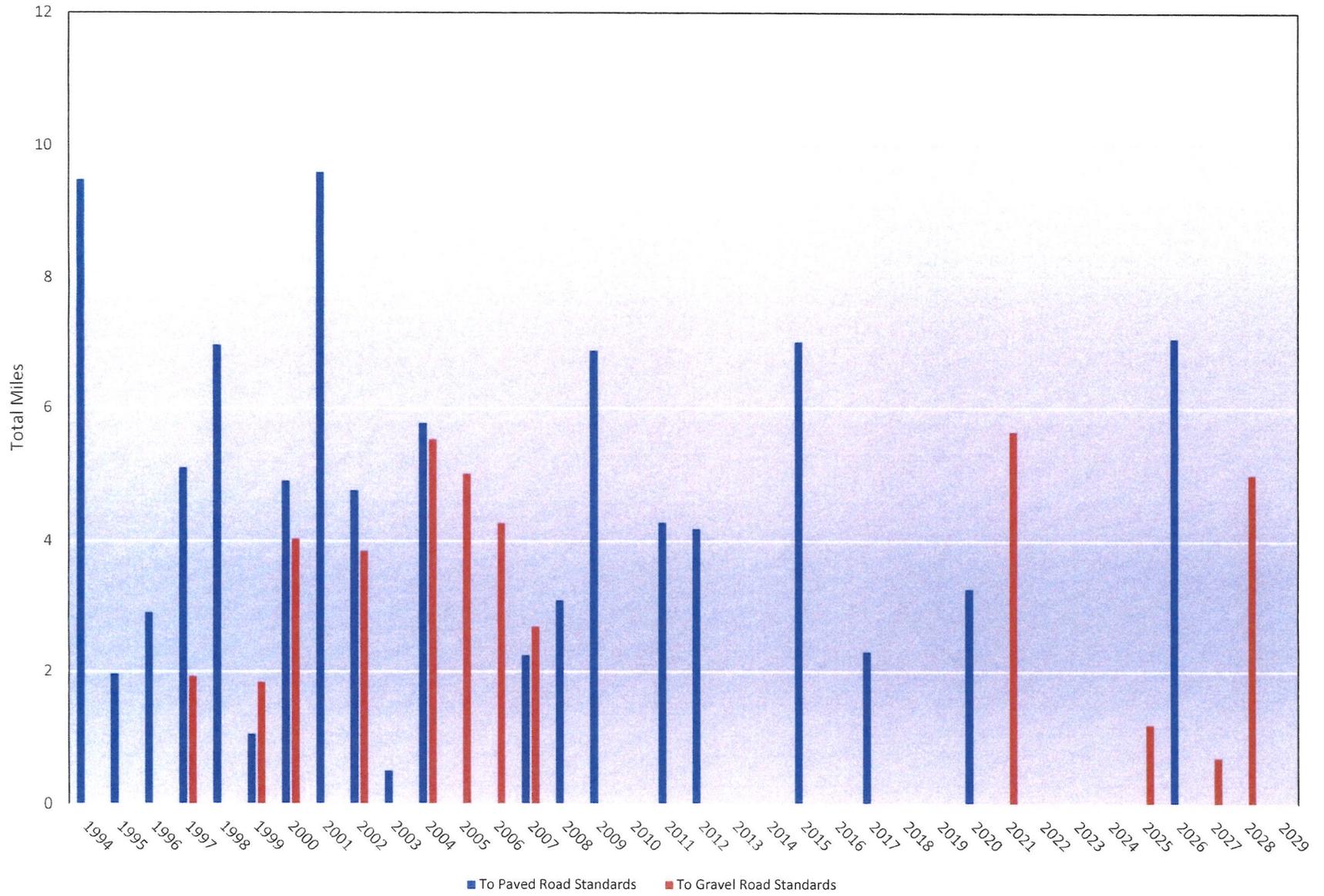
## Priority Rating Worksheet

(Highlighted Segments Included in 2025-2029 Capital Road Improvement Program)

8/19/2024

Road Number	Segment Description	Length	2021-2022 ADT (20 points decile)	Residence Density (20 point decile)	Functional Classification (10 points)	Sight Distance Deficiency (10 point decile)	Improved Route System Layout (15 points)	Privately-Owned Land (10 point decile)	Priority Rating (85 points)
5.2	CR 53 to TH 210	4.7	20	20	10	6	15	7	78.0
1	3.6 miles N of CSAH 22 to CSAH 3	7.4	18	6	10	3	15	6	58.0
62.1	2 miles N of TH 210 to CR 71	1.36	18	8	4	1	15	10	56.0
71		1	18	8	4	1	15	10	56.0
51	TH 18 to CSAH 28	4.77	10	14	4	3	15	8	54.0
30	TH 65 to CSAH 16	7	14	14	7	6	0	10	51.0
21	CSAH 1 to TH 169	6.9	16	4	10	4	5	10	49.0
19.2	CSAH 20 to CSAH 29	2	16	4	10	5	10	3	48.0
50	CSAH 5 to CR 56	2.95	16	2	4	2	15	8	47.0
56.1	TH 210 to CR 50	2	16	2	4	2	15	8	47.0
19.1	Cass County Line to CSAH 20	4.8	8	10	10	7	10	2	47.0
62.2	CR 71 to 1 mile south of TH 232	3	8	8	4	1	15	10	46.0
57.1	TH 65 to 5 miles east	5	16	8	4	5	0	10	43.0
59		4.28	12	4	4	3	10	10	43.0
64.2	CSAH 32 to 5 miles North	5	12	16	4	3	5	3	43.0
5.1	CR 50 to CR 53	5.9	14	10	4	4	0	10	42.0
13	CSAH 16 to Carlton County Line	5.6	8	2	7	4	15	5	41.0
68.1	CSAH 29 to dead end west	2	8	6	4	5	10	8	41.0
27	CSAH 13 to TH 27	6.6	4	6	7	4	10	9	40.0
5.3	CSAH 3 to CSAH 18	7.81	10	6	7	1	10	5	39.0
54	End of Blacktop to TH 210	4.88	10	2	4	3	10	10	39.0
63		2.69	8	8	4	9	0	10	39.0
20	Cass County Line to CSAH 19	5.9	8	4	7	3	10	6	38.0
64.1	5 miles N of CSAH 32 to CSAH 14	4.49	8	10	4	5	5	6	38.0
75	TH 27 to CSAH 34	6.9	2	8	7	5	10	6	38.0
68.3	TH 169 to dead end east	1.2	8	4	4	2	10	8	36.0
74		2.07	2	6	4	4	10	10	36.0
29.3	CSAH 7 to CR 67	4.54	12	6	7	4	0	6	35.0
67		5.17	12	4	4	6	0	8	34.0
34	CSAH 2 to CR 75	6.3	4	4	7	3	10	6	34.0
18.2	CSAH 5 to CSAH 10	6.1	2	2	7	2	10	10	33.0
36.2	CR 65 to 1.5 miles N of CSAH 14	5.2	8	6	7	7	0	5	33.0
61.1	TH 65 to TH 18	4.23	4	10	4	5	0	10	33.0
26.1	CSAH 38 to CR 59	5	8	4	7	3	0	10	32.0
60W		1.08	10	6	4	2	0	10	32.0
68.2	CSAH 29 to TH 169	3.3	8	4	4	3	10	2	31.0
72		1.2	4	8	4	5	0	10	31.0
26.2	CR 59 to TH 65	6	8	6	7	2	0	7	30.0
36.1	TH 65 to CR 65	4.2	8	4	7	8	0	3	30.0
73		5.1	8	4	4	2	5	6	29.0
61.2	TH 18 to CSAH 23	7	4	6	4	5	0	9	28.0
29.4	CR 67 to TH 200	2	12	4	7	2	0	2	27.0
65		8.96	4	6	4	10	0	3	27.0
57.2	TH 27 to 4 miles North	4.04	2	4	4	6	0	10	26.0
35	TH 65 to Itasca County Line	0.4	4	4	7	1	0	10	26.0
18.1	TH 169 to CSAH 5	6.1	2	2	7	1	10	3	25.0
80		1.7	4	4	4	3	0	10	25.0
26.3	TH 65 to CSAH 2	9.1	4	4	7	4	0	3	22.0
58		2.67	2	4	4	4	0	8	22.0
56.2	CR 50 to CSAH 5	6.4	2	2	4	5	0	8	21.0
29.1	2.3 miles N of CSAH 3 to CR 68	3.3	6	2	7	2	0	3	20.0
29.2	CR 68 to CSAH 7	6.3	6	4	7	2	0	1	20.0

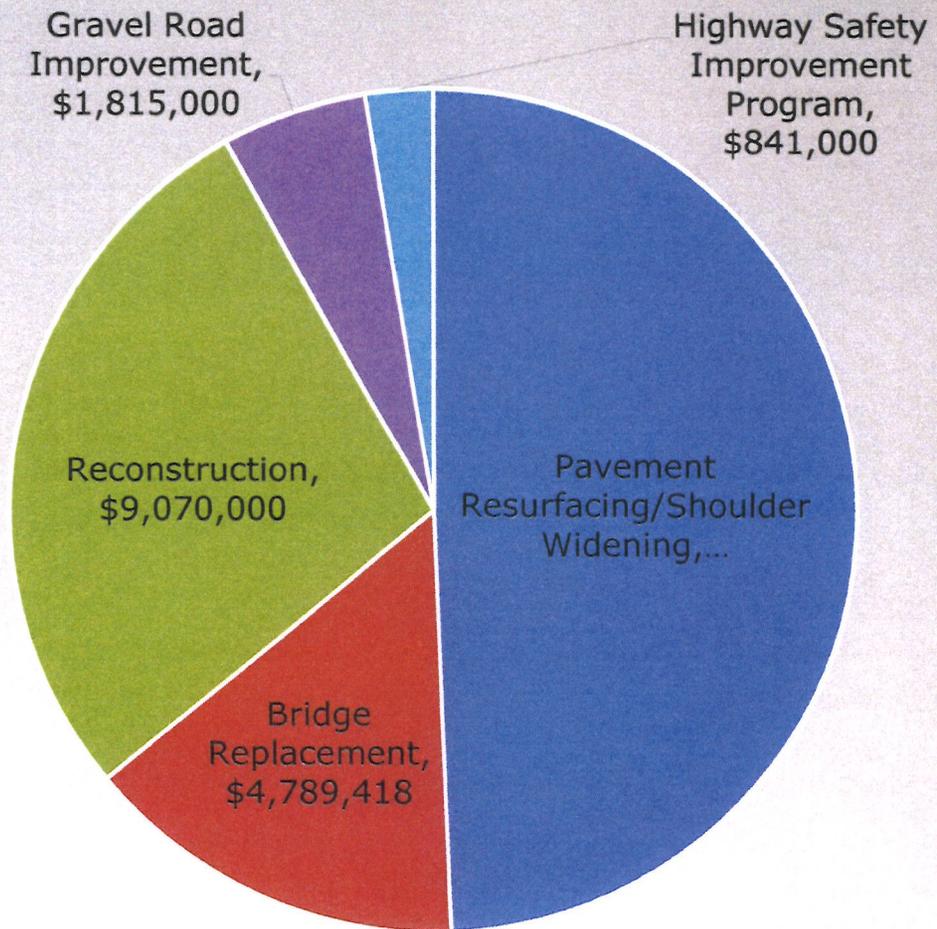
# Gravel Road Improvements



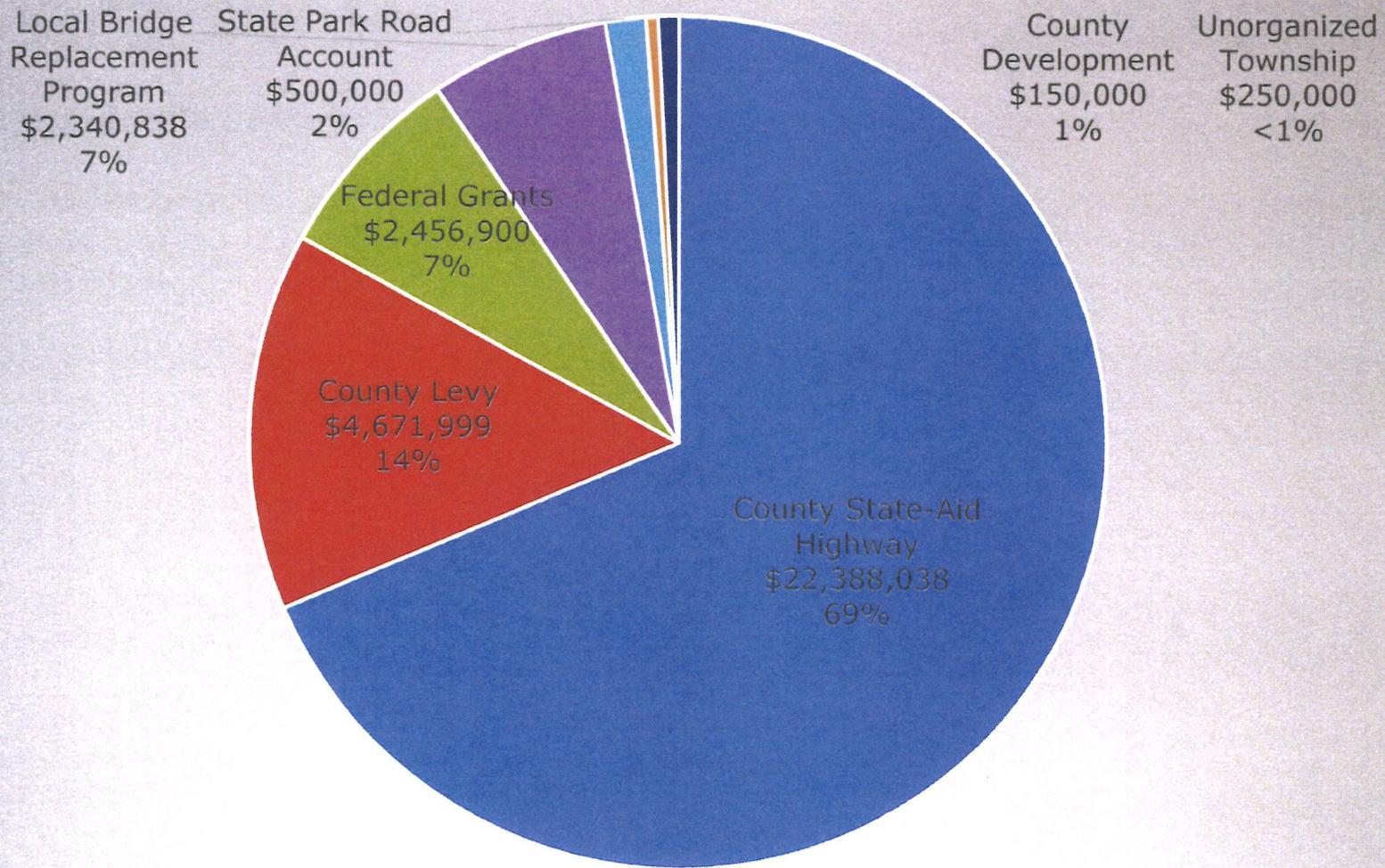
**Proposed 2025 through 2029 Capital Road Improvement Plan**

(\*projects added from previous program\*)

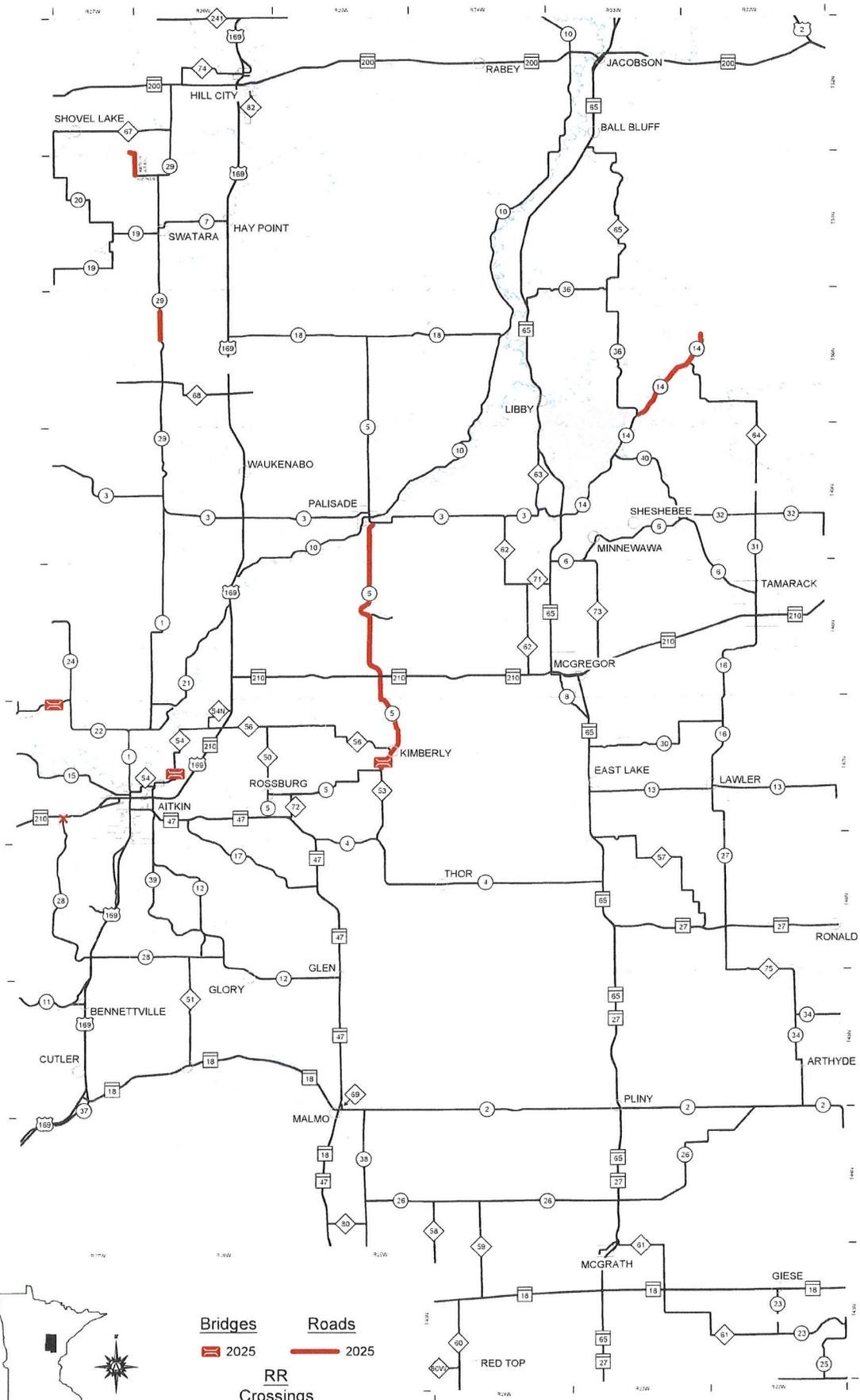
	Length	Location	Age/RQI or LPI	Estimated Construction Cost
<b>2025</b>				
SAP 001-605-015 - CSAH 5 Bridge No. 01508 Replacement	0.1	CSAH 5 over Rice River	1969/LPI 38	\$ 1,035,871
SAP 001-605-017 - CSAH 5 Resurfacing	7.5	TH 210 to CSAH 3	2009/RQI 2.5-2.6	\$ 1,700,000
*SAP 001-605-018 - CSAH 5 Clearing and Grubbing*	4.7	CR 53 to TH 210		\$ 250,000
SAP 001-614-015 - CSAH 14 Resurfacing	4.44	CSAH 36 to State Park	2001/RQI 2.8-3.0	\$ 710,000
SAP 001-622-010 - CSAH 22 Bridge 01502 Replacement	0.1	CSAH 22 over Wakefield Brook	1960/LPI 61	\$ 400,000
CP 001-029-006 - CSAH 29 Gravel Road Improvements	1.2	2.0 to 3.2 miles north of CH 68		\$ 255,000
SAP 001-598-016 - CR 54 Bridge No. 7375 Replacement	0.5	CR 54 over Sissabagamah Creek	1950/LPI 52	\$ 753,547
CP 001-470-001 - UT 470 (400th Place) Gravel Road Improvements	1.2	630th Lane to 1.2 miles northwest		\$ 250,000
SP 001-070-009 HSIP Pavement Markings	33.2	Various Locations		\$ 306,000
*CSAH 28 Railroad Crossing*				\$ 50,000
			<b>Total:</b>	<b>\$ 5,710,418</b>
<b>2026</b>				
SAP 001-602-015 - CSAH 2 Bridge 7215/7216 Replacement	0.2	CSAH 2 over Snake/Unnamed River	1958/LPI 58,61	\$ 1,900,000
SAP 001-605-014 - CSAH 5 Reconstruction (Grading and Agg. Base)	4.7	CR 53 to TH 210		\$ 4,500,000
CP 001-062-005 - CR 62 Reconstruction (Grading and Agg. Base)	1.36	435th Street to CR 71		\$ 875,000
CP 001-071-001 - CR 71 Reconstruction (Grading and Agg. Base)	1	CR 62 to TH 65		\$ 645,000
			<b>Total:</b>	<b>\$ 7,920,000</b>
<b>2027</b>				
CSAH 5 Bituminous Paving	4.7	CR 53 to TH 210		\$ 1,900,000
CSAH 8 Resurfacing	1.97	TH 65 to Soo Grade	2007/3.1	\$ 450,000
SAP 001-614-016 - CSAH 14 Resurfacing	1.88	2.3 miles NE of TH 65 to CSAH 40	2001/RQI 2.8-3.0	\$ 580,000
*SAP 001-614-016 - CSAH 14 Resurfacing*	2.3	TH 65 to 2.3 miles northeast	2012/3.2	\$ 640,000
SAP 001-614-017 - CSAH 14 Resurfacing/Shoulder Widening	1.92	CSAH 40 to CSAH 36	2001/RQI 2.8-3.0	\$ 2,000,000
CSAH 19 Gravel Road Improvements (0.7 of 6.8 miles)	0.7	Moose River to 0.7 mile south		\$ 160,000
CSAH 19 Bridge No. 88102 Replacement	0.1	CSAH 19 over Moose River	1981/LPI 65	\$ 400,000
CR 62 Bituminous Paving	1.36	435th Street to CR 71		\$ 520,000
CR 71 Bituminous Paving	1	CR 62 to TH 65		\$ 380,000
			<b>Total:</b>	<b>\$ 7,030,000</b>
<b>2028</b>				
CSAH 1 Resurfacing	0.45	US Hwy 169 to Mississippi River	2005/RQI 1.9-2.2	\$ 300,000
SP 001-604-014 - Resurfacing	14.4	TH 47 to TH 65	2008/3.0-3.1	\$ 3,000,000
CSAH 28 Resurfacing	5.8	US Hwy 169 to CSAH 12	2003/RQI 3.2-3.3	\$ 1,150,000
CSAH 37 Resurfacing	2.3	US Hwy 169 to US Hwy 169	2003/2.5-2.7	\$ 420,000
CR 54 Resurfacing	1.3	CSAH 1 to CR 83	2003/RQI 2.5-2.6	\$ 400,000
CR 57 Gravel Road Improvements	5	TH 65 to 5 miles east		\$ 1,150,000
CR 57 New Bridge	0.1	CR 57 over Section 5 Creek		\$ 300,000
CR 69 Resurfacing	0.3	CSAH 2 to TH 47		\$ 80,000
SP 001-070-011 - HSIP Pavement Markings	42.8	CH 6, 12, 17, 28		\$ 535,000
				<b>\$ 7,335,000</b>
<b>2029</b>				
CSAH 3 Resurfacing	5.74	Crow Wing county line to CSAH 29	2006/3.2	\$ 1,130,000
CSAH 7 Resurfacing	3.2	CSAH 29 to US Hwy 169	2006/2.8-2.9	\$ 590,000
*CSAH 10 Resurfacing (3.79 mile)/Reclamation (4.28 mile)*	8.12	8.12 m south of TH 200 to TH 200	2011/2.9	\$ 2,400,000
CSAH 29 Resurfacing	2.3	CSAH 3 to 509th Lane	2008/2.6	\$ 450,000
CSAH 29 Resurfacing	0.26	CSAH 7 to CSAH 19	2006/3.2-3.5	\$ 60,000
				<b>\$ 4,630,000</b>
<b>Five Year Total:</b>				<b>\$ 32,625,418</b>



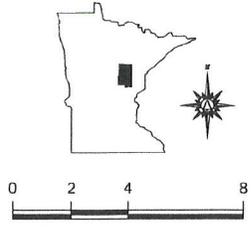
## Construction Categories



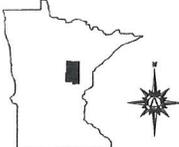
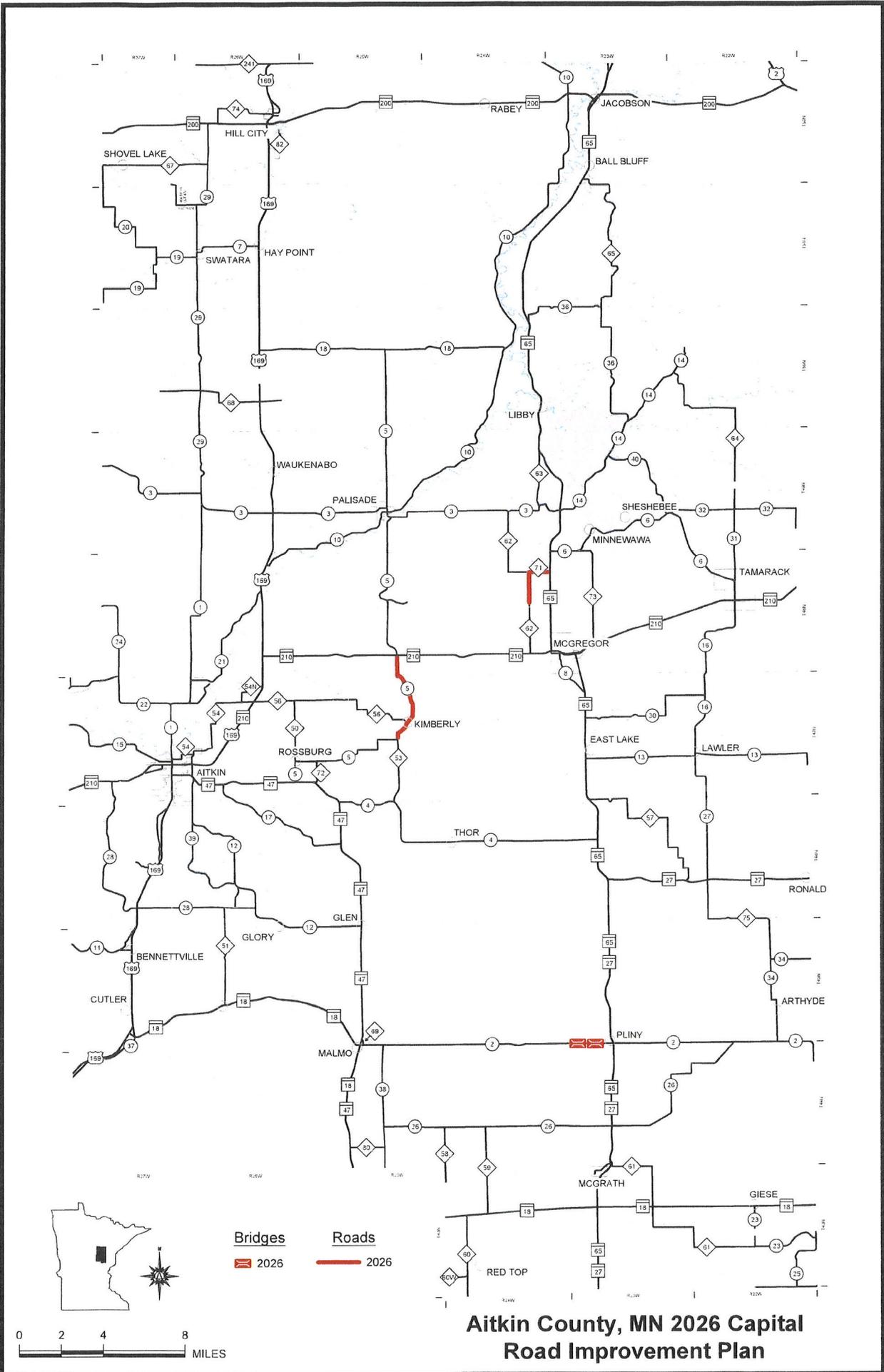
**Funding by Source**

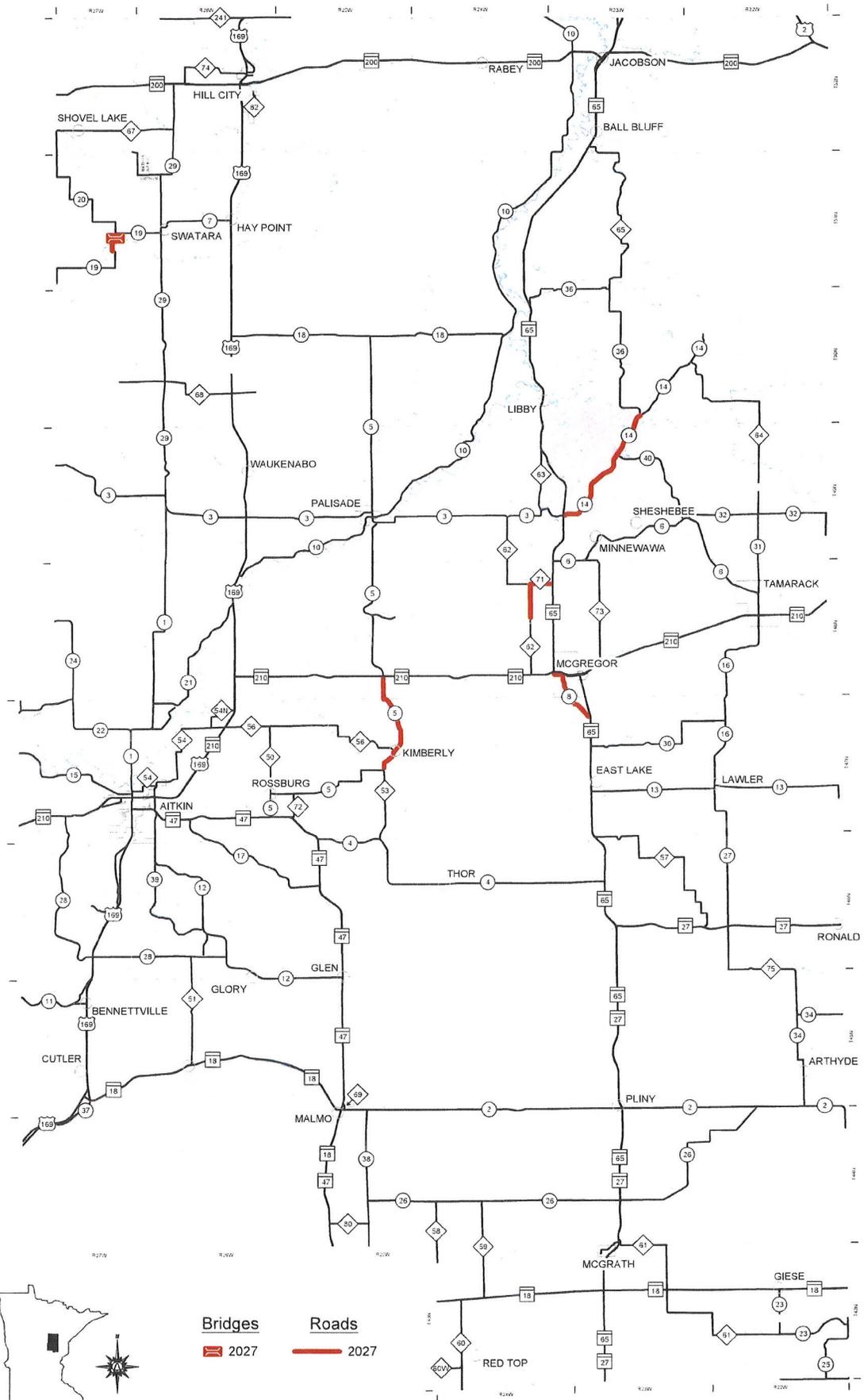


### Aitkin County, MN 2025 Capital Road Improvement Plan

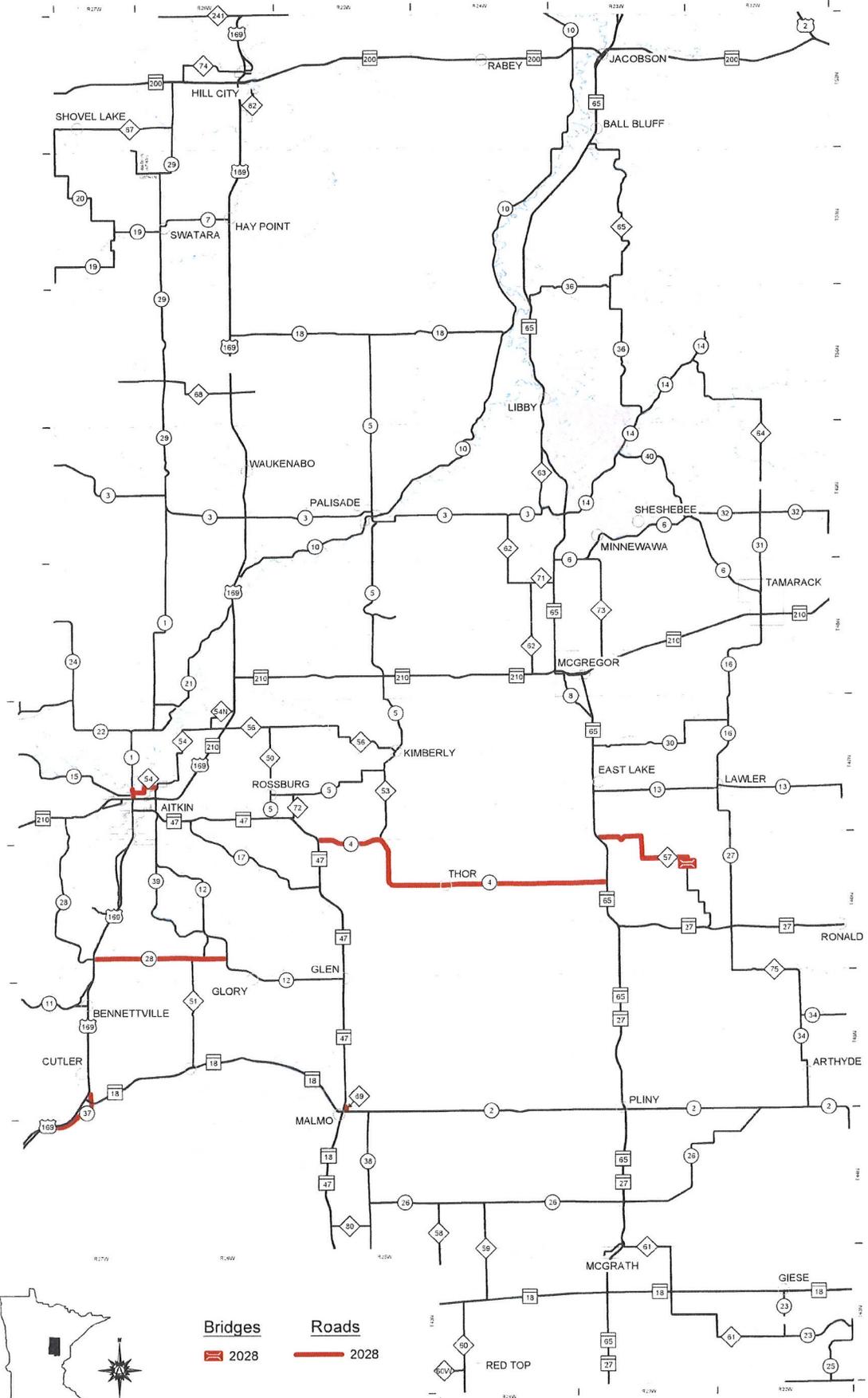


- Bridges**
- ▭ 2025
- Roads**
- 2025
- RR Crossings**
- x 2025





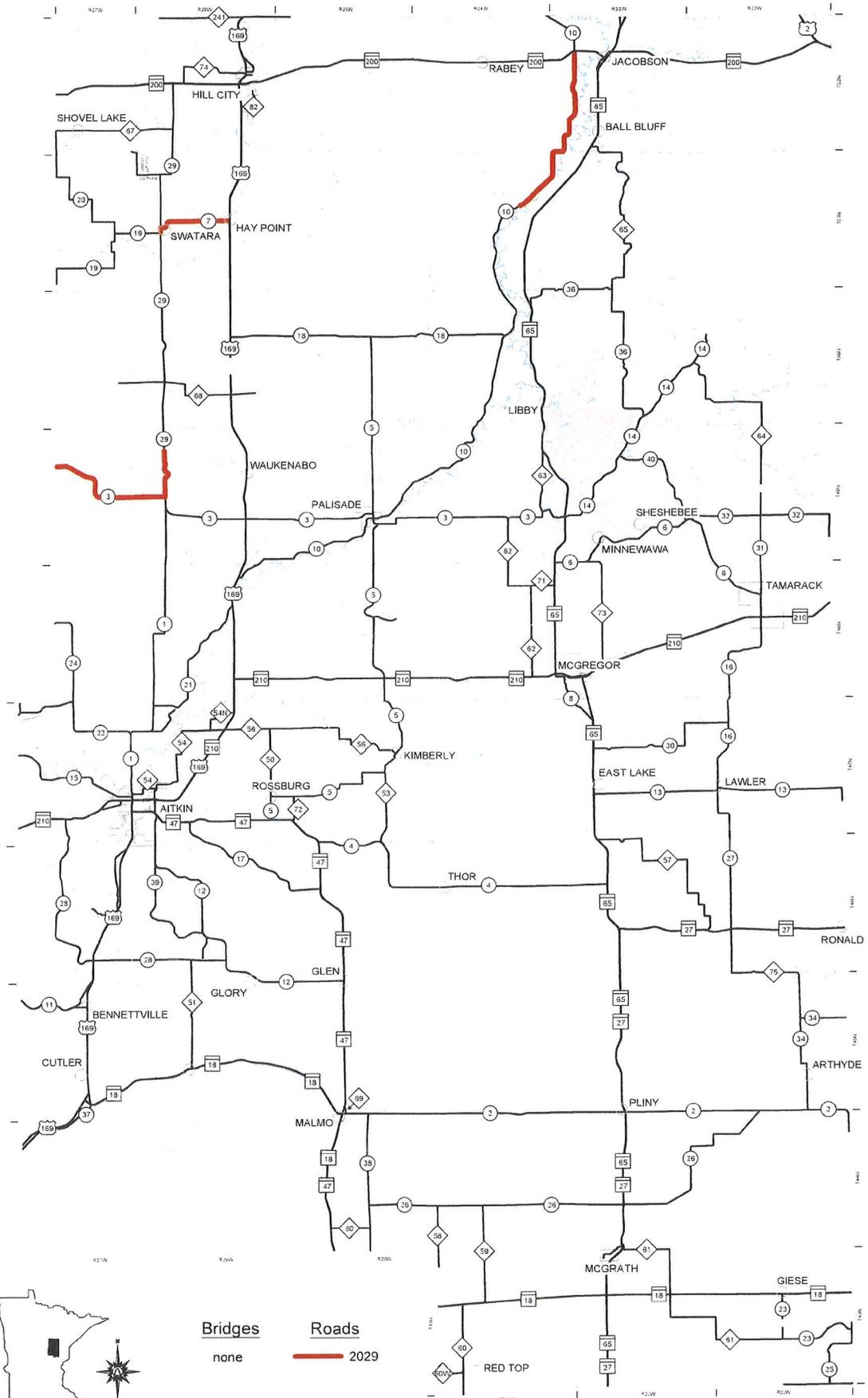
## Aitkin County, MN 2027 Capital Road Improvement Plan



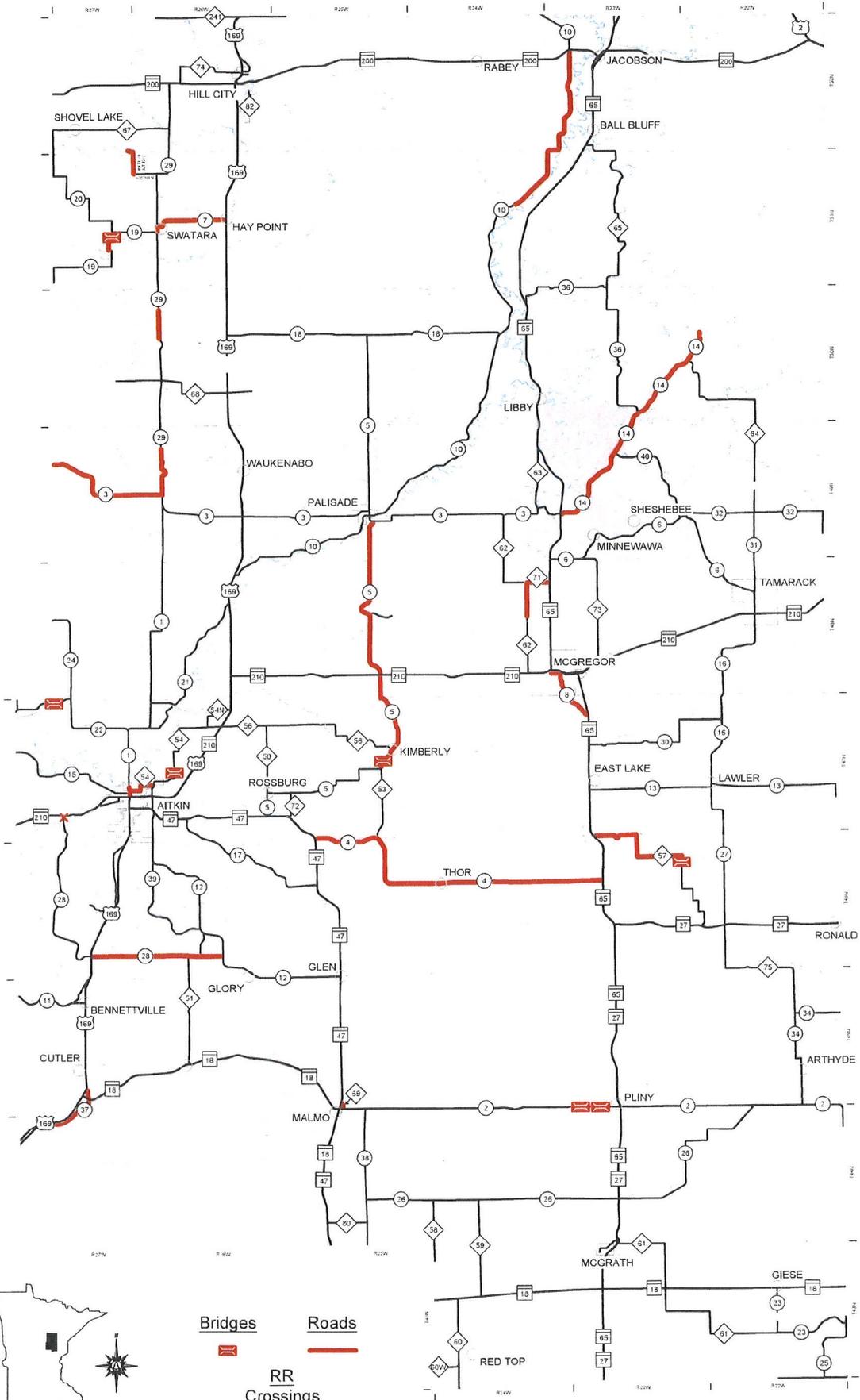
**Bridges**      **Roads**  
▬ 2028       2028



### Aitkin County, MN 2028 Capital Road Improvement Plan



### Aitkin County, MN 2029 Capital Road Improvement Plan



**Aitkin County, MN 2025-2029  
Capital Road Improvement Plan**



# Board of County Commissioners Agenda Request

**6B**  
Agenda Item #

**Requested Meeting Date:** 9-24-24

**Title of Item:** 2025 Highway Contract Schedule

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department	
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> The attached 2025 Highway Contract Schedule will be reviewed to give an outline of contracts anticipated to be executed for construction during the 2025 construction season.		
<b>Alternatives, Options, Effects on Others/Comments:</b> NA		
<b>Recommended Action/Motion:</b> Approve 2025 Highway Contract Schedule by motion.		
<b>Financial Impact:</b> <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>		

**2025 Highway Contract Schedule**

Line	Contract Number	Road Number	Project Number	Project Description	Project Location	Project Length (miles)	Tentative Bid Opening Date	Cost Estimate	Actual Bid	Comments
<b>Maintenance:</b>										
1	2025		CP 001-090-04	Aggregate Processing	Pliny, Swatara, Ball Bluff Pits		11/4/2024	\$ 360,000		
2	2025		CP 001-090-04	Crack Sealing	various locations		12/15/2024	\$ 120,000		
3	NA			Application of pavement markings	various locations		3/3/2025	\$ 93,000		
4	2025		NA	Application of calcium chloride	various locations		3/3/2025	\$ 850,000		
<b>Total:</b>								<b>\$ 1,423,000</b>	<b>\$ -</b>	
<b>Construction:</b>										
1	2025	CH 5	SAP 001-605-015	Bridge Replacement	over Rice River	0.1	10/21/2024	\$ 1,035,871		
2	2025	CH 54	SAP 001-598-016	Bridge Replacement	over Sissabagamah Creek	0.1	10/28/2024	\$ 753,546		
3	2025	Morrison Township	SAP 001-599-044	Bridge (box culvert) Replacement	over public drainage ditch	0.1	11/4/2024	\$ 238,405		Morrison Township Agreement Inplace
4	2025	UT 470	CP 001-470-001	Gravel Road Improvement	UT 470 in UT 51-27 from 630th Lane to 1 mile	1		\$ 250,000		MacVile Township Ageement pending
		CH 29	CP 001-029-006	Gravel Road Improvement	2.0 to 3.2 miles north of CH 68 intersection	1.2	12/2/2024	\$ 255,000		
5	2025	CH 5	SAP 001-605-018	Clearing and Grubbing	CH 53 to TH 210	4.7	12/9/2024	\$ 250,000		
6	2025	CH 5	SAP 001-605-017	Bituminous Resurfacing		7.5		\$ 1,700,000		
		CH 14	SAP 001-614-015	Bituminous Resurfacing		4.44	1/13/2024	\$ 710,000		
		Long Pt. Place	Shamrock Twp	Bituminous Reclamation/Paving		1		\$ 1,000,000		Shamrock Township Agreement Inplace
7	2025	CH 22	SAP 001-622-010	Bridge (box culvert) Replacement	over Wakefield Brook			\$ 550,000		
		Dam Lake Outlet		Bridge (box culvert) Replacement	over Dam Brook		1/27/2025	\$ 100,000		SWCD Grant Agreement Pending
8	2025		SP 001-070-009	HSIP Enhanced Pavement Markings	various locations		5/12/2025	\$ 340,000		
<b>Total:</b>								<b>\$ 7,182,822</b>	<b>\$ -</b>	



# Board of County Commissioners Agenda Request

## 7A

Agenda Item #

**Requested Meeting Date:** September 24, 2024

**Title of Item:** Adopt Resolution - 2025 Preliminary Levy

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Kathleen Ryan		<b>Department:</b> Auditor Office
<b>Presenter (Name and Title):</b> Jessica Seibert		<b>Estimated Time Needed:</b> 10 Minutes
<b>Summary of Issue:</b>  <p>The Board has received several budget presentations over the past two months outlining the details of each budget. The Budget Committee is recommending a 4% levy increase in the amount of \$18,205,637. The Board will have the opportunity to discuss this amount and pass the 2025 preliminary levy resolution.</p> <p>State statute requires the Board to pass a preliminary levy no later than September 30th each year. The final levy may be reduced by December but cannot be raised higher than the preliminary levy amount.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Adopt the 2025 preliminary levy resolution in the amount of \$18,205,637.		
<b>Financial Impact:</b> <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.

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

ADOPTED September 24, 2024

By Commissioner: xxx

**20240924-xxx**

**2025 Preliminary Levy**

**BE IT RESOLVED**, that the preliminary Aitkin County tax levy for payable 2025 be set at \$18,205,637.

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 24th day of September 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 24th day of September 2024**

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



# Board of County Commissioners Agenda Request

**7B**  
Agenda Item #

**Requested Meeting Date:** September 24, 2024

**Title of Item:** Scheduling Committee of the Whole Meeting

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 min
<b>Summary of Issue:</b> Scheduling a Committee of the Whole meeting with Bill Brendel for Strategic Planning during the week of Oct. 21st - Oct. 24th.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve and schedule a Committee of the Whole meeting with Bill Brendel for Strategic Planning.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

**7C**  
Agenda Item #

**Requested Meeting Date:** September 24, 2024

**Title of Item:** Administrator Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> Administrator Updates.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



## Aitkin County Board of Commissioners Committee Reports Forms



Committee	Freq	Scheduled	Representative
<b>Association of MN Counties (AMC)</b>			
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	Westerlund
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	Kearney, ALT. Leiviska
ATV Committee	Monthly		Leiviska 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	Sample 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	As needed		Wedel and Kearney
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	Monthly	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner
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	Sample
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 (ECB)	5-6x yr	4th Thursday	Leiviska (Sheriff Guida 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	Leiviska and Wedel
Planning Commission	Monthly	3rd Monday	Kearney Alt. Westerlund
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt. Leiviska
Snake River 1W1P Policy			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



# Board of County Commissioners Agenda Request

**9A**  
Agenda Item #

**Requested Meeting Date:** September 24, 2024

**Title of Item:** Closed Session - Labor Negotiations Strategy, MN Statute 13D.03

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> HR
<b>Presenter (Name and Title):</b> Bobbie Danielson, Human Resources Director		<b>Estimated Time Needed:</b> 30 min
<b>Summary of Issue:</b> <p>By a majority vote in a public meeting, the governing body of a public employer may decide to hold a closed meeting to consider strategy for labor negotiations. This includes negotiation strategies, or developments, discussion and review of labor negotiation proposals. (Minn. Stat. S 13D.03)</p> <p>Section 13D.01, subdivisions 1,2,4,5 and Section 13D.02 of the Open Meeting Law do not apply to meetings held pursuant to the procedures in this section.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <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>		