



## ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

**What:** Aitkin County Board Agenda

**When:** January 28, 2025

**Where:** Government Center Board Room

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

Phone: 1-415-655-0001

Access Code: 2557 722 5136

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 give minutes but will take the information and finds answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 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-**  
January 7, 2025 - January 27, 2025
  - B) **Approve County Board Minutes-**  
January 7, 2025
  - C) **Approve Electronic Funds Transfers**  
EFT Report thru 01.20.2025
  - D) **Approve Auditor Vouchers-**  
Auditor Warrants 01.10.2025
  - E) **Approve Manual Warrants/Voids/Corrections-**  
ELAN 12.19.2024
  - F) **Approve-**  
Affidavit for Duplicate of Lost Warrant
  - G) **Approve Auditor Vouchers-**  
Auditor Warrant - Sales, Use and Diesel Tax, December 2024
  - H) **Adopt Resolution-**  
County Off Sale Liquor License - Lotus Business, Inc
  - I) **Approve Auditor Vouchers-**  
Auditor Warrants - HHS 01.10.2025
  - J) **Approve Manual Warrants/Voids/Corrections-**  
Manual Warrants 01.14.2025
  - K) **Approve Commissioner's Vouchers**  
Commissioner Warrants 01.17.2025
  - L) **Adopt Resolution-**  
App to Make Retail Sales of Tobacco Products - Willey's Sports Shop & Spirits
  - M) **Approve Auditor Vouchers-**  
Auditor Warrants - R&B 01.17.2025
  - N) **Adopt Resolution-**  
Appointment of Mail, Absentee and UOCAVA Ballot Board
  - O) **Approve-**  
North Memorial Letter of Support
  - P) **Approve-**  
Aitkin County HRA Committee Re-Appointment
  - Q) **Approve-**  
Re-Authorization of Agreement for Prosecution Services
  - R) **Approve Auditor Vouchers-**  
Auditor Warrants - HHS 01.17.2025
  - S) **Approve-**  
SQL Serve 2022
  - T) **Approve-**  
Consumption & Display Permits - Larson's Barn LLC
  - U) **Approve Manual Warrants/Voids/Corrections-**  
ELAN 01.02.2025
  - V) **Approve Auditor Vouchers-**  
Per 3 Settlements 01.23.2025
  - W) **Adopt Resolution-**  
Tax Abatement Extension - INH Bunker Hills
  - X) **Approve-**  
Developer's Agreement
  - Y) **Approve-**  
LELS Licensed Essential Unit MOAs for Ratification
  - Z) **Approve-**  
Edit to remote work policy
  - AA) **Approve-**  
2023 EMPG Grant
  - AB) **Adopt Resolution-**  
Veteran's Office Donations

10:05 a.m.

- 3) Mike Dangers – County Assessor  
A) Approve Scheduling County Board of Appeal and Equalization  
B) Adopt Resolution - Big Sandy Lake Watershed Survey

10:30 a.m.

- 4) Kathleen Ryan – Interim County Auditor  
A) Approve Statement of Work - CLA, SBITA Consulting  
B) Approve Annual Employee Dishonesty and Faithful Performance Bond

10:40 a.m.

- 5) John Welle – County Engineer  
A) Adopt Resolution - Award Contract 20257

10:45 a.m.

- 6) Jessica Seibert – County Administrator  
A) Jessica Johnson, Talon Metals Update  
B) Bill Brendel, 2025-2028 Strategic Plan Discussion  
C) Adopt Resolution - County Auditor Appointment  
D) Administrator Updates

11:40 a.m.

- 7) Board of Commissioners  
A) Commissioner Committee Reports

ADJOURN



**AITKIN COUNTY BOARD OF COMMISSIONERS**

January 7, 2025

9:00 a.m.

Government Center Board Room

Regular Session Minutes

**1.A CALL TO ORDER**

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

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

**1.B PLEDGE OF ALLEGIANCE**

**1.C APPROVAL OF AGENDA**

Motion to: Approve the agenda, as amended.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Bret Sample Adding item 8F

**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 Travis Leiviska

- A) Correspondence File-**  
December 23, 2024 - January 6, 2025
- B) Approve County Board Minutes-**  
December 23, 2024
- C) Approve County Board Minutes-**  
December 17, 2024 Budget Hearing

**ADJOURN 2024 Board**

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

**3 Oath of Elected Officials - Commissioner Laurie Westerlund**

**4 Jessica Seibert – County Administrator**

- A) Call to Order 2025 Board Meeting**
- B) Nomination for Board Chair and Vice Chair**  
Board Chair

Commissioner Leiviska nominated Commissioner Wedel for Board Chair. No other nominations. Motion made by Commissioner Leiviska and seconded by Commissioner Kearney, to cease nominations and cast unanimous ballot for Commissioner Wedel for Board Chair.

Vice Chair

Commissioner Leiviska nominated Commissioner Kearney for Vice Chair. No other nominations.  
Motion made by Commissioner Wedel and seconded by Commissioner Leiviska, to cease nominations and cast unanimous ballot for Commissioner Wedel for Board Chair.

5 **CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

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

**A) Adopt Resolution-**

LG230 Application to Conduct Off-sight Gambling - Minnewawa Sportsmen's Club

**B) Adopt Resolution-**

LG220 Application for Exempt Permit - Lawler Area Community Club

**C) Approve Electronic Funds Transfers**

<b>Total</b>	\$1,715,193.16
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**D) Approve Auditor Vouchers-**

Auditor Warrants 12.31.24

General	\$114,484.01	State	\$312.34	Trust	\$9,933.37	Forest	\$76.62
Taxes	\$436.00	LLCC	\$4,952.42	Parks	\$63.90	<b>Total</b>	\$130,258.66

**E) Approve Commissioner's Vouchers**

R&B Warrants 12.31.24

R&B	\$60,958.63					<b>Total</b>	\$60,958.63
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**F) Adopt Resolution-**

Grant Agreement No. 1057541 (SAP 001-605-015)

**G) Adopt Resolution-**

Grant Agreement No. 1057625 (SAP 001-598-016)

**H) Approve-**

Used Pickup Truck Equipment Purchase

**I) Approve-**

Out-of-State Travel

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

Manual Warrants 12.31.2024

General	\$2,230.31	State	\$90.00	Taxes	\$12.28	<b>Total</b>	\$2,332.59
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**K) Approve Commissioner's Vouchers**

Commissioner Warrants 01.03.2025

General	\$304,811.20	R&B	\$2,774.62	Unorgan.	\$15,745.43	Trust	\$266.42
Forest	\$91.70	LLCC	\$1,384.76	Parks	\$108.91	<b>Total</b>	\$325,183.04

**L) Adopt Resolution-**

Sheriff's Office Donation - SHERP

**M) Approve-**

Purchase Transport Vehicle

**N) Approve-**

Purchase of 2025 Alaskan Boat

**O) Approve Auditor Vouchers-**

HHS Auditor Warrants 01.03.2025

General	\$30.10	HHS	\$32,749.56			<b>Total</b>	\$32,779.66
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**Regular Agenda**

6A John Welle – County Engineer

**Motion to:**

Adopt Resolution - Award Contract 20256

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

7A Greg Payment - AIM VCET Commander/ Aitkin County SGT

**Informational Only**

AIM VCET - 3 yr Overview - Discussion Only

**RESULT: INFORMATIONAL ONLY**

**MOVER:**

**SECONDER:**

8A Jessica Seibert – County Administrator

**Motion to:**

Approve 2025 Board Meeting Schedule

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

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Laurie Westerlund

8B Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - 2025 Board of Commissioners Meeting Procedures

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

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Travis Leiviska

as amended, friendly amendment to complete Department Head section after Jan. 28th Board Meeting

8C Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - Designation of Official County Newspaper

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

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Michael Kearney

8D Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - 2025 Committee Appointments

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

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Travis Leiviska

as amended

8E Jessica Seibert – County Administrator

**Informational Only**

Administrator Updates

Regular 1:1s, Interim Auditor sworn in, Podcasts continue, Coffee with Jessica, Strategic Plan Update

8F Jessica Seibert – County Administrator

**Motion to:**

Approve JPA with Jevne Township

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

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Travis Leiviska

9A Board of Commissioners

**Motion to:**

Commissioner Committee Updates

ARDC Conference Call

**Motion to Adjourn**

Motion made at 9:53 a.m.

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Travis Leiviska

**Next Meeting:** Tuesday, January 28, 2025

\_\_\_\_\_  
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:** 1/28/2025

**Title of Item:** EFT Report

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

<b>Submitted by:</b> Lori Grams	<b>Department:</b> County Treasurer
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

EFT Report thru 1/20/2025

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

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

**ELECTRONIC FUNDS TRANSFER**

**Thru January 20, 2025 Board Meeting January 28, 2025**

Abstract Number	Date	Amount	Reason	
22207	12/27/24	\$724,334.79	Payroll Abstract	
22208	12/27/24	\$6,888.84	Payroll Abstract	
22209	12/27/24	\$22,611.16	Auditor Abstract	
22210	12/31/24	\$29,757.21	Commissioner Abstract	
22211	12/31/24	\$116,881.48	Auditor Abstract	
22212	12/31/24	\$2,332.59	Manual Abstract	
22213	1/3/25	\$104,171.11	Commissioner Abstract	
22214	1/2/25	\$6,280.18	Manual Abstract	
22215	1/3/25	\$27,488.83	Auditor Abstract	
22217	1/10/25	\$919,851.36	Payroll Abstract	
22218	1/10/25	\$26,922.14	Auditor Abstract	
22219	1/14/2025	\$1,831.94	Auditor Abstract	
22220	1/14/2025	\$90,829.06	Manual Abstract	
22221	1/17/2025	\$1,598,883.51	Commissioner Abstract	
22223	1/16/2025	\$2,667.44	Manual Abstract	
22224	1/17/2025	\$24,821.15	Auditor Abstract	\$0
22225	1/23/2025	\$555,934.55	Auditor Abstract	Voids/No ACH
				22216
				22222

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\$4,262,487.34

S:Board Report:2025 EFT Board Report Thru Date



1/8/25

1:40PM

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

WLB1  
1/8/25 1:40PM

# Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
200	DEPT		Enforcement			
	10494 <b>Kolar Toyota</b>					
	01-200-000-0000-6620		43,952.00	TRANSPORT VAN	0055880	Auto, Trailers, Snowmobiles, ATV Y
	<b>10494 Kolar Toyota</b>		<b>43,952.00</b>	1 Transactions		
200	<b>DEPT Total:</b>		<b>43,952.00</b>	<b>Enforcement</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
1	<b>Fund Total:</b>		<b>43,952.00</b>	<b>General Fund</b>		<b>1 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
308	DEPT			R&B Equipment & Facilities			
	170 <b>Aitkin Motor Company</b>						
	03-308-000-0000-6610		28,940.00	1FTEW1EP4LFB00880	DEAL 0008670	Equipment	N
	<b>170 Aitkin Motor Company</b>		<b>28,940.00</b>	1 Transactions			
308	<b>DEPT Total:</b>		<b>28,940.00</b>	<b>R&amp;B Equipment &amp; Facilities</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
3	<b>Fund Total:</b>		<b>28,940.00</b>	<b>Road &amp; Bridge</b>		<b>1 Transactions</b>	
	<b>Final Total:</b>		<b>72,892.00</b>	<b>2 Vendors</b>	<b>2 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	43,952.00	General Fund
	3	28,940.00	Road & Bridge
<b>All Funds</b>		<b>72,892.00</b>	<b>Total</b>

Approved by, .....

.....

.....

# 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
7	5462 Bremer Bank (Elan ACH) 05-400-440-0410-6332		42.56	ADMIN-LODGING 12/08/2024 12/10/2024		Hotel/Lodging	N
10	05-400-440-0410-6339		2.79	ADMIN-OVERNIGHT MEALS 12/09/2024 12/09/2024		Meals (Overnight)	N
8	05-420-600-4800-6332		100.31	ADMIN-LODGING 12/08/2024 12/10/2024		Hotel/Lodging	N
11	05-420-600-4800-6339		6.57	ADMIN-OVERNIGHT MEALS 12/09/2024 12/09/2024		Meals (Overnight)	N
9	05-430-700-4800-6332		161.11	ADMIN-LODGING 12/08/2024 12/10/2024		Hotel/Lodging	N
12	05-430-700-4800-6339		10.55	ADMIN-OVERNIGHT MEALS 12/09/2024 12/09/2024		Meals (Overnight)	N
5	05-400-450-0451-6360		270.00	PH BUDGET LINE-MAC LINE 12/10/2024 12/10/2024	04361-78018572	Services, Labor, Contracts	N
16	05-430-710-3190-6020		17.18	SS-CRT RELATED TRACPHONE MIN 12/04/2024 12/04/2024	188321000	Court Related Services & Activities	N
17	05-430-710-3190-6020		138.90	SS-CRT RELATED COMMUNICATION 12/05/2024 12/05/2024	188327005	Court Related Services & Activities	N
1	05-430-700-4800-6805		77.50	MH INIT -TRANS BUS TICKET 12/02/2024 12/02/2024	188355001	Mh Init - Transportation (416)	N
14	05-400-450-0451-6435		45.97	PH BUDGET LINE-DIET. RESOURCES 12/11/2024 12/11/2024	203379	Public Health Program Related Supplies	N
6	05-400-450-0451-6435		83.98	PH BUDGET LINE-DIET. RESOURCES 12/10/2024 12/10/2024	247126	Public Health Program Related Supplies	N
13	05-400-410-0413-6435		358.35	PH BUDGET LINE-WIC CLINIC 12/12/2024 12/12/2024	30972215	Public Health Program Related Supplies	N
2	05-400-440-0410-6266		2.80	AVAILITY - NOV '24 11/01/2024 11/30/2024	INV01279105	Software Fees/License Fees	N
3	05-420-600-4800-6266		6.60	AVAILITY - NOV '24 11/01/2024 11/30/2024	INV01279105	Software Fees/License Fees	N
4	05-430-700-4800-6266		10.60	AVAILITY - NOV '24 11/01/2024 11/30/2024	INV01279105	Software Fees/License Fees	N
15	05-400-400-0402-6435		36.02	RSG-EXERCISE SUPPLY 12/11/2024 12/11/2024	LOCKDOWN	Public Health Program Related Supplies	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>1,371.79</b>	<b>17 Transactions</b>			
<b>5 Fund Total:</b>			<b>1,371.79</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>17 Transactions</b>	

WLB1

1/2/25

2:44PM

# Aitkin County



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

Page 3

5 Health & Human Services

<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>
<b>Final Total:</b>			<b>1,371.79</b>	<b>1 Vendors</b>	<b>17 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>						
17	01-252-000-0000-6420		9.58	PLATES	002984	Food Service Supplies	N
21	01-200-200-0000-6265		75.00	MACIA MEMBERSHIP	00378	Programs	N
18	01-252-003-0000-6241		230.00	JAIL NURSE TRAINING	0083041	School Registration Fee	N
27	01-001-000-0000-6332		455.97	WESTERLUND HOTEL-AMC ANNUAL 12/08/2024 12/11/2024	0153	Hotel / Motel Lodging	N
28	01-001-000-0000-6332		455.97	LEIVISKA HOTEL-AMC ANNUAL 12/08/2024 12/11/2024	0153	Hotel / Motel Lodging	N
29	01-044-000-0000-6360		307.80	CISCO/WEBEX ANNUAL SUBSCRIPT. 12/06/2024 12/05/2025	0153	Services, Labor, Contracts	N
30	01-053-000-0000-6360		17.09	ZOOM-SAFETY COMMITTEE	0153	Services, Labor, Contracts	N
23	01-200-003-0000-6332		489.41	217 MSA WINTER CONF HOTEL	037718	Hotel / Motel Lodging	N
8	01-043-000-0000-6360		45.00	REALTORS MLS FEE	117536	Services, Labor, Contracts, GIS Mapping	N
4	01-090-000-0000-6268		65.00	TRAINING	120790509553	Staff Training, Development	N
14	01-120-000-0000-6360		68.40	AITKIN AGE SUBSCRIPTION	122424	Services, Labor, Contracts	N
22	01-200-003-0000-6241		300.00	#221 MSA WINTER CONF REG FEE	2011	Registration Fee	N
24	01-100-196-0000-6266		19.23	GOOD READER SUBSCRIPTION	208883182607	Data Processing/Computer Services	N
20	01-200-200-0000-6460		529.44	METH TEST KITS	2780	Evidence	N
10	01-001-000-0000-6332		460.92	KEARNEY HOTEL-AMC CONF. 12/08/2024 12/11/2024	3014	Hotel / Motel Lodging	N
11	01-052-000-0000-6332		303.98	HOTEL-AMC ANNUAL CONF. 12/08/2024 12/10/2024	3022	Hotel / Motel Lodging	N
13	01-001-000-0000-6339		47.17	LEIVISKA MEAL X2-AMC CONF. 12/09/2024 12/10/2024	3048	Meals (Overnight)	N
9	01-053-000-0000-6360		191.00	RACARIE SOFTWARE DEC./JAN. 12/01/2024 01/01/2025	4439	Services, Labor, Contracts	N
2	01-257-000-0000-6332		147.36	HOTEL AMC CONF/MACCAC MTG 12/09/2024 12/10/2024	4813892108	Hotel / Motel Lodging	N
6	01-040-021-0000-6405		184.02	DRIVERS MANUALS	657761	Office Supplies	N
19	01-200-003-0000-6332		270.44	#221 MSA WINTER CONF	694705	Hotel / Motel Lodging	N
5	01-391-000-0000-6332		151.99	AMC CONFERENCE AC	84991852	Hotel / Motel Lodging	N
12	01-711-000-0000-6240		53.20	CONSTANT CONTACT MONTHLY 12/05/2024 12/05/2024	9370	Membership/Dues/Association Fees	N
25	01-110-000-0000-6610		8.25	PREMIUM GAS	972711	Equipment	N
26	01-110-000-0000-6335		84.00	TRUCK GAS	972716	Gas/Vehicle Fuel Charges	N
1	01-049-000-0000-6266		0.04	AZURESTACK DECEMBER 11/01/2024 11/30/2024	G070213869	Software Fees/License Fees	N
3	01-257-251-0000-6332		333.26	HOTEL-MI DEC 2-4 CD/CC & AW/TR 12/02/2024 12/04/2024	GP-KXG38074	Hotel / Motel Lodging	N

WLB1  
1/2/25 2:43PM

# Aitkin County



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

Page 3

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)		5,303.52	27 Transactions		
<b>1 Fund Total:</b>			<b>5,303.52</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>27 Transactions</b>

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1/2/25 2:43PM

# 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
7	5462 Bremer Bank (Elan ACH) 10-923-000-0000-6268		75.00	UOFM FORESTRY&WILDLIFE RESEARC	891926	Staff Training, Development	N
	5462 Bremer Bank (Elan ACH)		75.00	1 Transactions			
<b>10 Fund Total:</b>			<b>75.00</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

WLB1

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2:43PM

19 Long Lake Conservation Cen

# Aitkin County



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

Page 5

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 Bremer Bank (Elan ACH)</b>						
16	19-521-000-0000-6205		9.90	MAIL CANTEEN ITEM	4715-1103-0363-5416	Postage	N
15	19-521-000-0000-6230		14.95	DOMAIN NAME RENEWAL WEBSITE	4715-1103-0363-5416	Printing, Publishing & Adv	N
				12/31/2024 12/31/2025			
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>24.85</b>	<b>2 Transactions</b>			
<b>19 Fund Total:</b>			<b>24.85</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>Final Total:</b>			<b>5,403.37</b>	<b>3 Vendors</b>	<b>30 Transactions</b>		

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	5,303.52	General Fund
10	75.00	Trust
19	24.85	Long Lake Conservation Center
<b>All Funds</b>	<b>5,403.37</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	1,371.79	Health & Human Services
<b>All Funds</b>		<b>1,371.79</b>	<b>Total</b>

Approved by, .....

.....

.....

Total Elan paid 12.19.24 = \$6775.16



# Board of County Commissioners Agenda Request

**2F**  
Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Affidavit for Duplicate of Lost Warrant

<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> Wendie Bright	<b>Department:</b> Auditor's Office
---------------------------------------	--

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

**Summary of Issue:**  
 Approve Affidavit for Duplicate of Lost Warrant:  
 Warrant #86107 - Bruce Fillips - Sept 10, 2021 - \$80.00

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

**Recommended Action/Motion:**  
 Approve Affidavit for Duplicate of Lost Warrant:  
 Warrant #86107 - Bruce Fillips - Sept 10, 2021 - \$80.00  
 (Replacement to be sent to the Estate of Bruce Fillips.)

**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

AFFIDAVIT OF FAILURE TO RECEIVE WARRANT  
Made Pursuant to Minnesota Statutes, Section 16A.46



**\*\*THIS AFFIDAVIT MUST BE NOTARIZED\*\***

State of Minnesota County of Carver

Name: Estate of Bruce Phillips  
(AFFIANT'S NAME: INDIVIDUAL OR NAME OF BUSINESS)

Officer's Name: Kevin Phillips Officer Title: Personal Representative  
(IF NOT BUSINESS, LEAVE BLANK)

Address: 2512 Highway 100S #412 MPLS, MN 55416  
(CURRENT ADDRESS - THE ADDRESS THE NEW PAYMENT WILL BE MAILED TO)

Aitkin County Warrant Number: 86107 for Aitkin County Property tax overpayment Check  
(INSERT INVOICE OR VOUCHER INFORMATION)

Issued 2021, to Bruce Phillips  
(INSERT DATE OF WARRANT) (INSERT NAME ON THE ORIGINAL WARRANT)

465 S. Sunlight Lake Grand Marais, MN 55604  
(INSERT MAILING ADDRESS ON THE ORIGINAL WARRANT)

In the amount of eighty dollars dollars (\$ 80.00 ) Dollars,

was never received by claimant

was received by claimant in the usual course of business; that \*

\* NOTE: Use space to describe in detail what you did with or what happened to the warrant, giving correct names, addresses, dates, etc., in every instance.  
If additional space is required, use the reverse side.

If the original warrant ever comes into claimant's possession, said warrant will be promptly returned, in the same condition as when received, to AITKIN COUNTY AUDITOR'S OFFICE, 307 2<sup>nd</sup> Street NW, Room 121, Aitkin MN 56431, and that claimant will reimburse the County for any loss which may be sustained by reason of any false statement, fault, or act on claimant's part concerning the aforesaid matter; and, that this affidavit is made for the purpose of securing the issuance of a duplicate warrant in the aforesaid amount.

Notary Public:  
Subscribed and sworn to before me this  
day of July 17, 2021

Kath: JB  
NOTARY PUBLIC SIGNATURE

You must sign this affidavit before a Notary Public:

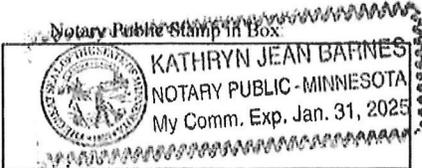
x Kevin Phillips  
(Signature and Title of Affiant)

Personal Representative  
(Signature and Title of Affiant)

My commission expires \_\_\_\_\_

STATE OF: Minnesota

COUNTY OF: Carver



NOTE: A replacement warrant will be issued after approval from the Aitkin County Board of Commissioners.

KMR1  
1/7/25

3:29PM

# Aitkin County



# 2G

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**

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 22721 12/03/2024		Misc Receipts	N
	01-040-000-0000-5840		0.06	Receipt Nbr 22732 12/06/2024		Misc Receipts	N
	01-040-000-0000-5840		0.39	Receipt Nbr 22741 12/10/2024		Misc Receipts	N
	01-040-000-0000-5840		0.26	Receipt Nbr 22745 12/11/2024		Misc Receipts	N
	01-040-000-0000-5840		0.13	Receipt Nbr 22749 12/12/2024		Misc Receipts	N
	01-040-000-0000-5840		0.26	Receipt Nbr 22769 12/16/2024		Misc Receipts	N
	01-040-000-0000-5840		0.26	Receipt Nbr 22793 12/17/2024		Misc Receipts	N
	01-040-000-0000-5840		0.06	Receipt Nbr 22796 12/17/2024		Misc Receipts	N
	01-040-000-0000-5840		0.26	Receipt Nbr 22833 12/26/2024		Misc Receipts	N
	01-040-000-0000-5840		0.13	Receipt Nbr 22844 12/31/2024		Misc Receipts	N
	01-040-021-0000-5840		0.64	Receipt Nbr 22744 12/10/2024		Misc Receipts	N
	<b>89991 Bremer Bank</b>		<b>2.51</b>	<b>11 Transactions</b>			
40	<b>DEPT Total:</b>		<b>2.51</b>	<b>Auditor</b>	<b>1 Vendors</b>	<b>11 Transactions</b>	
43	DEPT			Assessor			
89991	<b>Bremer Bank</b>						
	01-043-000-0000-5840		0.51	Receipt Nbr 492 12/12/2024		Misc Receipts	N
	01-043-000-0000-5840		1.03	Receipt Nbr 493 12/26/2024		Misc Receipts	N
	<b>89991 Bremer Bank</b>		<b>1.54</b>	<b>2 Transactions</b>			
43	<b>DEPT Total:</b>		<b>1.54</b>	<b>Assessor</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
90	DEPT			Attorney			
89991	<b>Bremer Bank</b>						
	01-090-000-0000-5840		1.61	Receipt Nbr 932 12/02/2024		Misc Receipts	N
	01-090-000-0000-5840		1.29	Receipt Nbr 932 12/02/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 932 12/02/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 932 12/02/2024		Misc Receipts	N
	01-090-000-0000-5840		2.25	Receipt Nbr 932 12/02/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 932 12/02/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 933 12/11/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 933 12/11/2024		Misc Receipts	N
	01-090-000-0000-5840		1.29	Receipt Nbr 933 12/11/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 933 12/11/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 933 12/11/2024		Misc Receipts	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
	01-090-000-0000-5840		1.29	Receipt Nbr 934 12/24/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 934 12/24/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 934 12/24/2024		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 934 12/24/2024		Misc Receipts	N
<b>89991</b>	<b>Bremer Bank</b>		<b>14.13</b>	<b>15</b> Transactions			
<b>90</b>	<b>DEPT Total:</b>		<b>14.13</b>	<b>Attorney</b>	<b>1 Vendors</b>	<b>15 Transactions</b>	
<b>100</b>	DEPT			Recorder			
89991	<b>Bremer Bank</b>						
	01-100-000-0000-5840		21.49	Receipt Nbr 8476 12/03/2024		Misc Receipts	N
	01-100-000-0000-5840		2.64	Receipt Nbr 8488 12/05/2024		Misc Receipts	N
	01-100-000-0000-5840		0.32	Receipt Nbr 8496 12/06/2024		Misc Receipts	N
	01-100-000-0000-5840		6.88	Receipt Nbr 8520 12/11/2024		Misc Receipts	N
	01-100-000-0000-5840		3.99	Receipt Nbr 8522 12/12/2024		Misc Receipts	N
	01-100-000-0000-5840		7.00	Receipt Nbr 8536 12/16/2024		Misc Receipts	N
	01-100-000-0000-5840		1.99	Receipt Nbr 8556 12/17/2024		Misc Receipts	N
	01-100-000-0000-5840		4.12	Receipt Nbr 8589 12/23/2024		Misc Receipts	N
	01-100-000-0000-5840		1.09	Receipt Nbr 8598 12/26/2024		Misc Receipts	N
	01-100-000-0000-5840		1.67	Receipt Nbr 8614 12/31/2024		Misc Receipts	N
<b>89991</b>	<b>Bremer Bank</b>		<b>51.19</b>	<b>10</b> Transactions			
<b>100</b>	<b>DEPT Total:</b>		<b>51.19</b>	<b>Recorder</b>	<b>1 Vendors</b>	<b>10 Transactions</b>	
<b>252</b>	DEPT			Corrections			
89991	<b>Bremer Bank</b>						
	01-252-252-0000-5872		37.24	Receipt Nbr 2113 12/02/2024		Phone Card Prisoner Welfare(Taxable)	N
<b>89991</b>	<b>Bremer Bank</b>		<b>37.24</b>	<b>1</b> Transactions			
<b>252</b>	<b>DEPT Total:</b>		<b>37.24</b>	<b>Corrections</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>1</b>	<b>Fund Total:</b>		<b>106.61</b>	<b>General Fund</b>		<b>39 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>						
	03-000-000-0000-5517		2.89	Receipt Nbr 1644 12/04/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 369 12/05/2024		Charges-Individuals	N
	03-000-000-0000-5517		5.79	Receipt Nbr 1646 12/05/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1648 12/06/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1653 12/12/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 371 12/20/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1661 12/20/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1664 12/27/2024		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 374 12/31/2024		Charges-Individuals	N
	<b>89991 Bremer Bank</b>		<b>28.91</b>	<b>9 Transactions</b>			
0	<b>DEPT Total:</b>		<b>28.91</b>	<b>Undesignated</b>	<b>1 Vendors</b>	<b>9 Transactions</b>	
303	DEPT			R&B Highway Maintenance			
89991	<b>Bremer Bank</b>						
	03-303-000-0000-6570		8.75	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		116.81	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		106.93	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		107.50	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		111.17	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		86.34	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		75.05	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		87.75	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		105.52	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		110.04	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		90.29	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		99.03	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		158.85	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		98.03	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		69.41	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		19.47	DIESEL TAX: DECEMBER 2024	DIESEL TAX: DEC 2	Motor Fuel & Lubricants	N
	<b>89991 Bremer Bank</b>		<b>1,450.94</b>	<b>16 Transactions</b>			
303	<b>DEPT Total:</b>		<b>1,450.94</b>	<b>R&amp;B Highway Maintenance</b>	<b>1 Vendors</b>	<b>16 Transactions</b>	
3	<b>Fund Total:</b>		<b>1,479.85</b>	<b>Road &amp; Bridge</b>		<b>25 Transactions</b>	

KMR1  
1/7/25 3:29PM  
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		46.95	Receipt Nbr 4467 12/03/2024		FTS-Leases/Easements	N
	10-923-000-0000-5260		27.37	Receipt Nbr 4520 12/24/2024		FTS-Leases/Easements	N
	89991 Bremer Bank		74.32	2 Transactions			
923	<b>DEPT Total:</b>		<b>74.32</b>	<b>Forfeited Tax Sales</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
10	<b>Fund Total:</b>		<b>74.32</b>	<b>Trust</b>		<b>2 Transactions</b>	

# Aitkin County



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT		LLCC Administration			
	89991 <b>Bremer Bank</b>					
	19-521-000-0000-5885		9.79	Receipt Nbr 22730 12/05/2024		Commissary Sales Taxable N
	19-521-000-0000-5885		3.15	Receipt Nbr 22731 12/06/2024		Commissary Sales Taxable N
	19-521-000-0000-5885		26.72	Receipt Nbr 22737 12/09/2024		Commissary Sales Taxable N
	19-521-000-0000-5885		3.38	Receipt Nbr 22737 12/09/2024		Commissary Sales Taxable N
	19-521-000-0000-5885		36.51	Receipt Nbr 4472 12/09/2024		Commissary Sales Taxable N
	19-521-000-0000-5885		44.54	Receipt Nbr 4473 12/09/2024		Commissary Sales Taxable N
	19-521-000-0000-5885		11.05	Receipt Nbr 22830 12/24/2024		Commissary Sales Taxable N
	19-521-000-0000-5885		28.17	Receipt Nbr 4531 12/30/2024		Commissary Sales Taxable N
	<b>89991 Bremer Bank</b>		<b>163.31</b>	<b>8 Transactions</b>		
521	<b>DEPT Total:</b>		<b>163.31</b>	<b>LLCC Administration</b>	<b>1 Vendors</b>	<b>8 Transactions</b>
19	<b>Fund Total:</b>		<b>163.31</b>	<b>Long Lake Conservation Center</b>		<b>8 Transactions</b>

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 1/7/25 3:29PM  
 21 Parks

# 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
520	DEPT			Parks			
	89991 <b>Bremer Bank</b>						
	21-520-000-0000-5510		5.79	Receipt Nbr 4471 12/09/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.06	Receipt Nbr 4526 12/30/2024		Co. Parks Campground Fees	N
	<b>89991 Bremer Bank</b>		<b>7.85</b>	<b>2 Transactions</b>			
520	<b>DEPT Total:</b>		<b>7.85</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
21	<b>Fund Total:</b>		<b>7.85</b>	<b>Parks</b>		<b>2 Transactions</b>	
	<b>Final Total:</b>		<b>1,831.94</b>	<b>10 Vendors</b>	<b>76 Transactions</b>		

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	106.61	General Fund
3	1,479.85	Road & Bridge
10	74.32	Trust
19	163.31	Long Lake Conservation Center
21	7.85	Parks
<b>All Funds</b>	<b>1,831.94</b>	<b>Total</b>

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

## 2H

Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Co Off Sale Liquor License - Lotus Business, Inc Willey's Sports Shop & Spirits

<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> Christy M. Bishop	<b>Department:</b> Auditor's Office
---	--

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

**Summary of Issue:**

Application for new County Off Sale Liquor License for Lotus Business, Inc. dba Willey's Sports Shop & Spirits – Shamrock Township  
 This establishment has an address of 46026 State Highway 65 McGregor, MN 55760

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

**Recommended Action/Motion:**  
 Resolution to approve new County Off Sale Liquor License for Lotus Business, Inc. dba Willey's Sports Shop & Spirits –Shamrock Township  
 This establishment has an address of 46026 State Highway 65 McGregor, MN 557601

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

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

Is this budgeted?       Yes       No      *Please Explain:*

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

**ADOPTED January 28, 2025**

By Commissioner: xxx

**20250128-xxx**

**County Off Sale Liquor License for Lotus Business, Inc.**

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following new liquor license for a period of January 28, 2025 - December 31, 2025:

**“OFF” Sale:**

Application for new County Off Sale Liquor License for Lotus Business, Inc. dba Willey's Sports Shop & Spirits –Shamrock Township

This establishment has an address of 46026 State Highway 65 McGregor, MN 55760

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 28<sup>th</sup> day of January 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 28<sup>th</sup> day of January 2025**

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: Y

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
88284	Aitkin Co Recorder	13.00	1 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	41.47	3 Transactions
10181	Anderson/Marcia	73.36	6 Transactions
14811	Andrews/Cathy	185.00	1 Transactions
10286	Arrows Family Services	1,071.00	1 Transactions
248	Association of Mn Counties	300.00	3 Transactions
9177	BAYLISS/KELLI	185.00	1 Transactions
14406	BLAKESLEY/JEFF	656.04	8 Transactions
10152	Blunt/Patrick	66.15	6 Transactions
11141	Bobenmoyer/Glen	185.00	1 Transactions
9333	BRODHEAD/MICHELLE	59.43	6 Transactions
9853	Chamberlin/Richard & Berdine	1,692.91	1 Transactions
9874	Corinne Pfoser & Kayla Lindenfelser	6,557.12	4 Transactions
10855	Culligan Soft Water	146.10	3 Transactions
11051	Department of Human Services	1,326.45	2 Transactions
9682	DREWES/VICKI	185.00	1 Transactions
12098	DRUAR/TAWNY	185.00	1 Transactions
6111	Ekelund/Gordon	185.00	1 Transactions
9298	Elite Environmental Services	460.00	3 Transactions
11908	FIXSEN/FRED	185.00	1 Transactions
12541	FOSTER/DAWN	185.00	1 Transactions
10415	Heins/Darla	185.00	1 Transactions
15136	HOPPE/JOEL	82.46	6 Transactions
10297	Johnson/Jodie	49.98	6 Transactions
9841	Kristina Stone/ & Steve McCormick Jr	477.85	1 Transactions
13920	LANE/TONI	40.60	1 Transactions
10351	Larsen/Raechel	185.00	1 Transactions
10108	Lewis/Shawn M	185.00	1 Transactions
10435	LexisNexis Risk Solutions FL Inc.	180.00	1 Transactions
9804	MAYER/PAT	174.00	1 Transactions
9182	MCMAHON/ANNE K	185.00	1 Transactions
9509	Mehr/Jacob & Brenda	200.00	1 Transactions
9833	Merkel Voy/Dusti	1,524.89	1 Transactions
5910	Mille Lacs Band Family Services	8,694.26	6 Transactions
89765	Minnesota Elevator, Inc	2,826.18	3 Transactions
10300	Monson/Vicki & Jared	1,043.77	1 Transactions

# Aitkin County



<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
14877	NEMITZ/BILINDA	100.00	1 Transactions
10258	Next Chapter Technology, Inc	70,717.00	3 Transactions
13296	NORDQUIST/JOHN	185.00	1 Transactions
89269	Northwestern MN Juv Ctr-Primary Resident	9,176.00	1 Transactions
86005	NORTHWOOD CHILDRENS HOME - MAIN	8,294.98	1 Transactions
10401	Olson/Shelley	185.00	1 Transactions
9993	Pellinen/Jessica & Matthew	1,452.35	1 Transactions
89327	Postmaster-Aitkin	1,000.00	1 Transactions
10657	Quadiant (HHS)	2,212.80	4 Transactions
12010	RADUENZ/ RODNEY	185.00	1 Transactions
4010	Rasley Oil Company	360.28	3 Transactions
10394	Resource Training & Solutions	1,648.15	7 Transactions
9127	RUSCHMEIER/JEFF A	185.00	1 Transactions
13876	SCHOENROCK/ADAM	204.19	2 Transactions
10275	Seebeck/Robert & Patricia	3,073.96	2 Transactions
9618	Seffl/Michelle	185.00	1 Transactions
10305	Sipe/John	171.04	3 Transactions
88859	Spee*Dee-St Cloud	191.20	2 Transactions
90847	State Fire Marshall	50.00	1 Transactions
10262	Stokes/Lesa & Eric	1,140.49	1 Transactions
14390	TANGE, MSW/PHILIP B	922.50	3 Transactions
9615	WEX BANK - HHS	213.66	2 Transactions
90947	Wyant/Amy M	35.00	3 Transactions
10440	Young/Griffin	498.37	3 Transactions
<b>Final Total .....</b>		<b>132,363.99</b>	<b>60 Vendors</b>
			<b>136 Transactions</b>

# Aitkin County

Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	132,363.99	Health & Human Services
<b>All Funds</b>	<b>132,363.99</b>	<b>Total</b>

Approved by,

.....  
.....  
.....

WLB1

1/14/25

11:39AM

# Aitkin County



**2J**

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

Save Report Options?: Y

# Aitkin County



**1** General Fund

Vendor Name  
No.

Amount

780 Bremer Bank

0.02

1 Transactions

8410 Bremer Bank

7,416.49

8 Transactions

**1 Fund Total:**

**7,416.51**

**General Fund**

**2 Vendors**

**9 Transactions**

WLB1  
1/14/25 11:39AM

# Aitkin County



9 State

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

Page 3

Vendor No.	Name	Amount			
780	Bremer Bank	82,836.97	2 Transactions		
<b>9 Fund Total:</b>		<b>82,836.97</b>	<b>State</b>	<b>1 Vendors</b>	<b>2 Transactions</b>

WLB1  
1/14/25 11:39AM

# Aitkin County



13 Taxes & Penalties

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

Page 4

Vendor No.	Name	Amount			
8410	Bremer Bank	502.67		1 Transactions	
<b>13 Fund Total:</b>		<b>502.67</b>	<b>Taxes &amp; Penalties</b>	<b>1 Vendors</b>	<b>1 Transactions</b>

WLB1  
1/14/25 11:39AM  
19 Long Lake Conservation Cen

# Aitkin County



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

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>			
8410	Bremer Bank	72.91		2 Transactions	
<b>19 Fund Total:</b>		<b>72.91</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>		<b>90,829.06</b>	<b>5 Vendors</b>	<b>14 Transactions</b>	

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	7,416.51	General Fund
9	82,836.97	State
13	502.67	Taxes & Penalties
19	72.91	Long Lake Conservation Center
<b>All Funds</b>	<b>90,829.06</b>	<b>Total</b>

Approved by, .....

.....

.....

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1/14/25

1:24PM

# Aitkin County



**2K**

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

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?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: Y

# Aitkin County



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

1 General Fund

Vendor No.	Name	Amount	
9562	Advanced Business Methods, Inc.	108.12	1 Transactions
89471	Aitkin Co 4-H Council	80.00	1 Transactions
89856	Aitkin Co Agricultural Society	24,000.00	2 Transactions
86359	Aitkin Co Attorney	1,275.00	1 Transactions
90	Aitkin Co Historical Society	26,250.00	1 Transactions
90762	Aitkin Co License Center	50.00	1 Transactions
111	Aitkin Co Soil & Water	81,549.00	3 Transactions
11416	Aitkin County CARE, Inc	55,000.00	1 Transactions
117	Aitkin County Sheriff	3,755.58	2 Transactions
86222	Aitkin Independent Age	571.11	8 Transactions
170	Aitkin Motor Company	244.80	3 Transactions
9561	Amazon Business	1,339.24	15 Transactions
14005	American Tower Corporation	413.20	1 Transactions
11113	Anderson/Edward	105.00	1 Transactions
14563	Anoka County Corrections	9,907.00	1 Transactions
9138	ASAP Towing	80.00	1 Transactions
248	Association of Mn Counties	24,319.00	4 Transactions
10452	AT&T Mobility	856.57	3 Transactions
10265	AT&T Mobility (Community Correct)	362.71	4 Transactions

# Aitkin County



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

1 General Fund

Vendor No.	Name	Amount	
15239	AT&T Mobility (P&Z)	274.32	2 Transactions
9323	Avery/Jill	540.00	1 Transactions
10507	Blevins/Kimberlie	140.00	1 Transactions
10118	Bristow/Jane	147.90	2 Transactions
783	Canon Financial Services, Inc	358.10	1 Transactions
163	Charter Communications Holdings LLC	349.53	1 Transactions
15142	Christensen/Charles	131.10	2 Transactions
1010	City Of Aitkin	60,000.00	1 Transactions
175	City Of McGregor	15,600.00	1 Transactions
10855	Culligan Soft Water	250.20	2 Transactions
88880	Datacomm Computers & Networks Inc	613.00	2 Transactions
10421	Department of Corrections	8,835.00	1 Transactions
9612	Discovery Publishing, Inc.	303.95	1 Transactions
11002	Ecm Publishers, Inc.	49.50	1 Transactions
10231	eGoldfax	191.13	1 Transactions
15266	Emanuel/Laura	105.00	1 Transactions
10629	Ergometrics & Applied Personnel Research	189.08	1 Transactions
1463	Foss/Eileen	70.00	1 Transactions
11634	Gammello & Pearson PLLC	360.00	7 Transactions
10019	Gilbertson/Jack Lee	70.00	1 Transactions

# Aitkin County



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

1 General Fund

Vendor No.	Name	Amount	
5579	Grand Rapids Police Department	296.25	1 Transactions
7525	Hometown Bldg Supply	168.94	1 Transactions
9928	Integrity Surveillance Group	35.00	1 Transactions
2390	Itasca Co Sheriff	2,665.55	2 Transactions
999999000	JACKMAN/DAVID	212.00	1 Transactions
9847	KK Advertising Inc.	768.75	1 Transactions
15271	Kullhem/JoLynn	105.00	1 Transactions
9046	Loffler Companies, Inc.	11,641.46	23 Transactions
6108	MACO	300.00	1 Transactions
14071	Marco Technologies LLC	2,213.35	5 Transactions
3018	Marshall & Swift-Boeckh, LLC	688.20	1 Transactions
12048	McDowell Agency, Inc./The	136.40	1 Transactions
3334	MCIT	322,298.00	55 Transactions
10147	Medline Industries, LP	266.08	1 Transactions
11197	Mid-States Organized Crime Information	150.00	1 Transactions
999999000	Midwest Investment, LLC	360.00	1 Transactions
3150	Mille Lacs Co Sheriff	586.28	2 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	233.15	1 Transactions
89765	Minnesota Elevator, Inc	2,960.23	1 Transactions
11997	Minnesota Monitoring, Inc	2,017.50	1 Transactions

1 General Fund

Vendor No.	Name	Amount	
3371	Minnesota Sheriffs' Association	6,604.68	1 Transactions
3402	Mississippi Headwaters Board	1,500.00	1 Transactions
14570	MN City/County Management Association	168.00	1 Transactions
86290	Mn Counties Information Systems	530.00	2 Transactions
8287	Mn Dept Of Labor & Industry	40.00	1 Transactions
3195	MNCCC LOCKBOX	6,653.56	1 Transactions
3473	NACO	450.00	1 Transactions
10506	Neumann/Gregory J	192.00	2 Transactions
10412	O'Reilly Auto Parts	18.59	1 Transactions
10036	OSM	120.00	1 Transactions
3789	Pan-O-Gold Baking Company	100.24	1 Transactions
3810	Paulbeck's County Market	225.93	1 Transactions
13412	Pemberton, Sorlie, Rufer & Kershner PLLP	697.75	1 Transactions
9808	Performance Foodservice	7,312.68	4 Transactions
10159	Pine Knot, LLC	33.00	1 Transactions
5426	Plastocon, Inc.	766.40	1 Transactions
9224	Professional Development Academy LLC	1,500.00	1 Transactions
3987	Ramsey County Medical Examiner	1,440.00	1 Transactions
4010	Rasley Oil Company	666.62	8 Transactions
9489	Redwood Toxicology Laboratory, Inc	19.71	1 Transactions

# Aitkin County



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

**1** General Fund

Vendor No.	Name	Amount	
9151	River Valley Forensic Services PA	750.00	2 Transactions
84172	Riverwood Healthcare Center	1,410.00	6 Transactions
10879	Shred-It	216.94	1 Transactions
4507	Sorensen-Root Thompson Funeral Home	12,125.00	1 Transactions
4681	Streichers	315.00	1 Transactions
12077	Stromberg/Kevin	120.60	2 Transactions
14795	Support Within Reach	3,000.00	1 Transactions
11949	Swanson/Sondra	28.00	2 Transactions
10273	T-Mobile USA Inc	115.00	1 Transactions
86318	Tange/Susan	105.00	1 Transactions
86235	The Office Shop Inc	3,028.55	20 Transactions
13934	The Tire Barn	3,507.32	5 Transactions
5173	Thomson Reuters-West Publishing	2,176.33	2 Transactions
10930	Tidholm Productions	212.00	1 Transactions
10017	Tveit/Galen	105.00	1 Transactions
9894	Vault Health	61.16	1 Transactions
8612	Veenker/Thomas H	124.10	2 Transactions
3518	Voyageur Press Of Mcgregor, Inc	4,480.00	2 Transactions
6101	West Central Indexing	4,235.00	1 Transactions

**1 Fund Total:** 732,100.44 General Fund 98 Vendors 272 Transactions

# Aitkin County



**2** Reserves Fund

Vendor Name  
No.

Amount

9866 Barden/Rocky

83.15

1 Transactions

9524 Hudrlik Carpet & Tile

10,951.16

1 Transactions

9930 SHI International Corp.

2,241.00

1 Transactions

**2 Fund Total:**

**13,275.31**

**Reserves Fund**

**3 Vendors**

**3 Transactions**

## 3 Road &amp; Bridge

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount	
10509	Aitkin Rental LLC	53.57	1 Transactions
195	Aitkin Tire Shop	100.00	1 Transactions
7916	AT&T Mobility (R&B)	114.69	3 Transactions
11895	Cargill, Incorporated	11,034.06	3 Transactions
14887	Cintas Corporation	32.16	2 Transactions
2763	Countryside Sanitation, LLC	198.90	2 Transactions
10855	Culligan Soft Water	55.00	1 Transactions
8434	DLT Solutions, Inc	6,389.86	2 Transactions
1430	Dotzler Power Equipment	245.36	1 Transactions
7060	Federated Co-Ops Inc.	1,441.06	1 Transactions
12181	Fleet Pride, Inc.	247.19	1 Transactions
8622	Frontier Communications Holdings LLC	789.90	6 Transactions
12500	Frontier Precision, Inc	2,695.50	1 Transactions
1754	Garrison Disposal Company, Inc	140.28	1 Transactions
2340	Hyytinen Hardware Hank	128.96	3 Transactions
9046	Loffler Companies, Inc.	99.35	1 Transactions
14071	Marco Technologies LLC	190.00	1 Transactions
10513	MARTIN/DEAN	5,800.00	2 Transactions
3334	MCIT	144,612.00	8 Transactions

# Aitkin County



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

**3** Road & Bridge

Vendor No.	Name	Amount	
12927	Midwest Machinery Co.	139,721.30	2 Transactions
9692	Minnesota Energy Resources Corporation	1,481.07	1 Transactions
8446	Northern Star Coop Service	590.56	1 Transactions
8436	Northland Parts	17.47	2 Transactions
10720	Nuss Truck Group Inc	978.87	4 Transactions
15211	Quality Disposal Systems Inc	77.22	1 Transactions
4070	Riley Auto Supply	1,303.68	7 Transactions
14812	SCI Broadband/Savage Communications	155.73	1 Transactions
9028	Thompson/Randall	34.99	1 Transactions
12788	Timmer Implement of Aitkin	11.58	1 Transactions
8364	Towmaster	135.00	1 Transactions
9793	TVEIT/NICK	195.00	1 Transactions
5128	Widseth Smith & Nolting Inc	10,617.15	1 Transactions
8279	Winzer Franchise Company	151.11	1 Transactions

**3 Fund Total:** **329,838.57** **Road & Bridge** **33 Vendors** **66 Transactions**

# Aitkin County



**4** Unorganized Townships

Vendor Name  
No.

Amount

14090 Caverly, Treasurer/Brandi

1,232.50

2 Transactions

3757 Packer-Treasurer/Warren

1,743.58

1 Transactions

**4 Fund Total:**

**2,976.08**

**Unorganized Townships**

**2 Vendors**

**3 Transactions**

# Aitkin County



5 Health & Human Services

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

Vendor No.	Name	Amount			
9046	Loffler Companies, Inc.	436.09	4 Transactions		
14071	Marco Technologies LLC	1,178.00	7 Transactions		
3334	MCIT	40,752.00	5 Transactions		
<b>5 Fund Total:</b>		<b>42,366.09</b>		<b>Health &amp; Human Services</b>	<b>3 Vendors</b>
					<b>16 Transactions</b>

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6 Debt Service

# Aitkin County

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



Vendor No.	Name	Amount			
5777	U.S. Bank N.A.	575,007.51	2 Transactions		
<b>6 Fund Total:</b>		<b>575,007.51</b>	<b>Debt Service</b>	<b>1 Vendors</b>	<b>2 Transactions</b>

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# Aitkin County



9 State

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

Page 13

Vendor No.	Name	Amount			
1091	Commissioner Of Revenue	4.24		1 Transactions	
4580	Mn Dept Of Finance	1,053.00		2 Transactions	
<b>9 Fund Total:</b>		<b>1,057.24</b>	<b>State</b>	<b>2 Vendors</b>	<b>3 Transactions</b>

WLB1  
 1/14/25 1:24PM  
 10 Trust

# Aitkin County



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

Vendor No.	Name	Amount		
86222	Aitkin Independent Age	84.99	2 Transactions	
170	Aitkin Motor Company	426.97	1 Transactions	
10452	AT&T Mobility	659.90	1 Transactions	
10024	Bobcat of Brainerd	42.85	1 Transactions	
10855	Culligan Soft Water	119.50	1 Transactions	
1754	Garrison Disposal Company, Inc	110.30	1 Transactions	
9046	Loffler Companies, Inc.	44.16	1 Transactions	
14071	Marco Technologies LLC	285.00	1 Transactions	
3334	MCIT	15,643.00	3 Transactions	
9692	Minnesota Energy Resources Corporation	484.40	1 Transactions	
5791	Sappi	4,339.43	2 Transactions	
86235	The Office Shop Inc	76.86	3 Transactions	
5173	Thomson Reuters-West Publishing	3,009.83	2 Transactions	
12788	Timmer Implement of Aitkin	119.39	2 Transactions	
10180	WEX Bank - Land Dept	1,580.31	1 Transactions	
<b>10 Fund Total:</b>		<b>27,026.89</b>	<b>Trust</b>	<b>15 Vendors 23 Transactions</b>

WLB1  
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# Aitkin County



11 Forest Development

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

Page 15

Vendor No.	Name	Amount			
9046	Loffler Companies, Inc.	22.08	1 Transactions		
3334	MCIT	5,607.00	5 Transactions		
<b>11 Fund Total:</b>		<b>5,629.08</b>	<b>Forest Development</b>	<b>2 Vendors</b>	<b>6 Transactions</b>

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12 Townships/Cities/ARDC/Amt

# Aitkin County

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



Vendor No.	Name	Amount			
90081	ARDC	71,362.04		2 Transactions	
5838	Nw Carlton Co Ambulance District	2,635.17		1 Transactions	
<b>12 Fund Total:</b>		<b>73,997.21</b>	<b>Townships/Cities/ARDC/Ambulan</b>	<b>2 Vendors</b>	<b>3 Transactions</b>

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13 Taxes & Penalties

# Aitkin County

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



<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>			
999999000	KNUCKLEHEADS BAR AND GRILL, LLC	64.96		1 Transactions	
<b>13 Fund Total:</b>		<b>64.96</b>	<b>Taxes &amp; Penalties</b>	<b>1 Vendors</b>	<b>1 Transactions</b>

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1/14/25

1:24PM

# Aitkin County



Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES

**19** Long Lake Conservation Cen

Vendor No.	Name	Amount	
246	Brothers Fire & Security	257.14	1 Transactions
2763	Countryside Sanitation, LLC	157.95	1 Transactions
10462	HY-C	27.45	1 Transactions
2340	Hyytinen Hardware Hank	22.67	1 Transactions
15300	MCGREGOR ACE HARDWARE	454.88	3 Transactions
3334	MCIT	31,351.00	5 Transactions
3776	Palisade One Stop	152.52	3 Transactions
4761	Sysco Minnesota Inc	960.42	1 Transactions
86235	The Office Shop Inc	162.35	1 Transactions
12788	Timmer Implement of Aitkin	11.58	1 Transactions
4968	Upper Lakes Foods, Inc	531.74	1 Transactions

**19 Fund Total:** **34,089.70** **Long Lake Conservation Center** **11 Vendors** **19 Transactions**

WLB1  
 1/14/25 1:24PM  
 21 Parks

# Aitkin County



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

Vendor No.	Name	Amount			
188	Aitkin Sno-Drifters Snowmobile	13,416.84	1	Transactions	
9625	Blind Lake ATV Club	3,222.95	1	Transactions	
1805	Giese Sno-Cruisers Trail Assn.	7,053.84	1	Transactions	
2060	Haypoint Jackpine Savages	22,270.50	1	Transactions	
3334	MCIT	9,648.00	3	Transactions	
3176	Mille Lacs Trails, Inc.	19,961.64	1	Transactions	
3284	Minnesota Department Of Health	730.00	4	Transactions	
10510	Over the Hills Gang ATV Club	26,798.00	1	Transactions	
<b>21 Fund Total:</b>		<b>103,101.77</b>		<b>Parks</b>	<b>8 Vendors</b>
<b>Final Total:</b>		<b>1,940,530.85</b>		<b>181 Vendors</b>	<b>430 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	732,100.44	General Fund
	2	13,275.31	Reserves Fund
	3	329,838.57	Road & Bridge
	4	2,976.08	Unorganized Townships
	5	42,366.09	Health & Human Services
	6	575,007.51	Debt Service
	9	1,057.24	State
	10	27,026.89	Trust
	11	5,629.08	Forest Development
	12	73,997.21	Townships/Cities/ARDC/Ambulan
	13	64.96	Taxes & Penalties
	19	34,089.70	Long Lake Conservation Center
	21	103,101.77	Parks
	<b>All Funds</b>	<b>1,940,530.85</b>	<b>Total</b>

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

## 2L

Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** App to Make Retail Sales of Tobacco Products - Willey's Sports Shop & Spirits

<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> Christy M. Bishop		<b>Department:</b> Auditor
<b>Presenter (Name and Title):</b> n/a		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  A new application for license to sell tobacco products for the period of January 28, 2025 through March 31, 2025 for Lotus Business , Inc. d/b/a Willey's Sports Shop & Spirits -46026 State Highway 65 McGregor, MN 55760 -Town of Shamrock		
<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 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 checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

**ADOPTED January 28, 2025**

By Commissioner: xxx

**20250128-xxx**

**Approve New License to Sell Tobacco Products**

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

**WHEREAS**, license is valid effective January 28, 2025 through the period ending March 31, 2025.

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following application for license to sell tobacco products effective January 28, 2025 through the period ending March 31, 2025 to:

Lotus Business, Inc. d/b/a **Willey's Sports Shop & Spirits** – located at 46026 State Highway 65, McGregor, MN 55760 – Shamrock Township

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 28th day of January 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 28<sup>th</sup> day of January, 2025**

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



WLB1  
1/15/25 1:15PM

# Aitkin County



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

**3** Road & Bridge

Vendor Name  
No.

Amount

5246 BNSF Railway Company

2,195.50

1 Transactions

**3 Fund Total:**

**2,195.50**

**Road & Bridge**

**1 Vendors**

**1 Transactions**

**Final Total:**

**2,195.50**

**1 Vendors**

**1 Transactions**

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	2,195.50	Road & Bridge
<b>All Funds</b>	<b>2,195.50</b>	<b>Total</b>

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

**2N**  
Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Appointment of Mail, Absentee and UOCAVA Ballot Board

<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> Kathleen Ryan	<b>Department:</b> Auditor
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<b>Presenter (Name and Title):</b> Kathleen Ryan, CFO	<b>Estimated Time Needed:</b>
--	-------------------------------

**Summary of Issue:**

Appoint Mail, Absentee and UOCAVA Ballot Board for the 2025 Election Year.

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

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

The Election Judges hired to serve on the ballot board are paid through payroll.

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

ADOPTED January 28, 2025

By Commissioner: xxx

**20250128-xxx**

**ESTABLISHING A MAIL/ABSENTEE/UOCAVA BOARD**

**WHEREAS**, by ordinance or resolution, the governing body of Aitkin County is required by Minnesota Statute 203B.121 and 203B.23 to establish a ballot board to accept and reject mail, absentee and UOCAVA ballots; and

**WHEREAS**, this Board will bring uniformity in the processing of accepting or rejecting returned mail, absentee and UOCAVA ballots in Aitkin County; and

**WHEREAS**, the Mail/Absentee/UOCAVA Ballot Board would consist of a sufficient number of Election Judges as provided in Sections 204B.19 to 204B.22;

**THEREFORE BE IT RESOLVED THAT**, the Aitkin County Board of Commissioners hereby establishes an Mail/Absentee/UOCAVA Ballot Board that would consist of a sufficient number of Election Judges as provided in Minnesota Statute 204B.19 to 204B.22 to perform the task for the 2025 elections and all future elections.

**BE IT ALSO RESOLVED**, the Aitkin County Board of Commissioners grants the County Auditor the right to add or remove Election Judges when appropriate throughout the 2025 Election season.

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 28<sup>th</sup> day of January 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 28<sup>th</sup> day of January 2025**

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



# Board of County Commissioners Agenda Request

## 20

Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** North Memorial Letter of Support

<input type="checkbox"/> REGULAR AGENDA  <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<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>  Letter addressed to the Minnesota Emergency Medical Services Regulatory Board in support of the Part Time Advanced Life Support (ALS) application submitted by North Memorial Ambulance Service in McGregor.  Letter is attached.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve letter of support and authorize Board Chair signature.		
<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>		



## AITKIN COUNTY COMMISSIONERS

---

Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

Phone: 218-927-3093  
Fax: 218-927-7374

January 28, 2025

Minnesota Emergency Medical Services Regulatory Board  
335 Randolph Avenue, Suite 220  
St. Paul, MN 55102

Re: Letter of Support

To Whom It May Concern:

On behalf of the Aitkin County Board of Commissioners, I write to you in support of the Part Time Advanced Life Support (ALS) application submitted by North Memorial Ambulance Service in McGregor. North Memorial Ambulance currently holds a Part Time ALS License for their Aitkin operation as well.

North Memorial Ambulance has been providing emergency medical services to the residents and visitors of Aitkin since 1987. North Memorial Ambulance recently acquired the McGregor Ambulance Service. The McGregor Ambulance Service is licensed as a Basic Life Support (BLS) service. North Memorial Ambulance is applying for a Part Time ALS license to increase the level of pre-hospital care for the residents and visitors of the McGregor area.

Thank you for your consideration and approval of this important service in Aitkin County.

Sincerely,

J. Mark Wedel  
Board Chair  
Aitkin County Board of Commissioners



# Board of County Commissioners Agenda Request

**2P**  
Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Aitkin County HRA Committee Re-Appointment

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

<b>Submitted by:</b> Teresa Smude	<b>Department:</b> Aitkin County HRA
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
------------------------------------	-------------------------------

**Summary of Issue:**

Please find an Application for Service for JoLynn Kulhem to be re-appointed to the Aitkin County HRA board of commissioners. Please note that pursuant to the Bylaws, all terms of the board begin on November 1 of each year and are five year appointments.

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

**Recommended Action/Motion:**

Approve re-appointment of JoLynn Kulhem to the Aitkin County HRA.

**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:

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

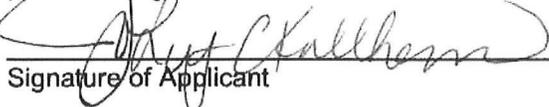
Housing and Redevelopment Authority of Aitkin County

AITKIN COUNTY COMMISSIONER DISTRICT 4

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

Affordable housing is vital for ensuring stability and fostering economic growth while creating strong, healthy communities where everyone has the opportunity to thrive.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

  
Signature of Applicant

12/31/2024  
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this application submitted at the suggestion of appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

Please return application to the Aitkin County Administrator's office, located at  
307 2<sup>nd</sup> Street NW – Room 310, Aitkin, MN 56431

NAME OF APPLICANT: Jolynn Kullhem

STREET ADDRESS OF APPLICANT:  
4989D Great River Rd  
Palisade, MN 56469

PHONE NUMBERS:  
DAYS 218-429-2437  
EVENINGS same

For Office Use Only

Date Appointed: \_\_\_\_\_

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_



# Board of County Commissioners Agenda Request

**2Q**  
Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Re-Authorization of Agreement for Prosecution Services

<input type="checkbox"/> REGULAR AGENDA  <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> James Ratz		<b>Department:</b> Attorney's Office
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Re-authorization of Agreement for Prosecution Services Between the City of Aitkin and the Aitkin County Attorney's Office.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Agreement for Prosecution Services for Board Chair and County Administrator to sign.		
<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>		

**JAMES P. RATZ**  
AITKIN COUNTY ATTORNEY  
209 SECOND STREET N.W., ROOM 268  
AITKIN, MINNESOTA 56431

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TELEPHONE (218) 927-7347  
TOLL FREE 1-888-422-7347  
FAX (218) 927-7365

SENIOR ASSISTANT COUNTY ATTORNEY  
LISA ROGGENKAMP RAKOTZ

PARALEGALS  
SONDRA L. SWANSON  
KIMBERLIE BLEVINS

ASSISTANT COUNTY ATTORNEYS  
SARAH WINGE  
SEBASTIAN MESA  
MARK LAGESON

CRIME VICTIM COORDINATOR  
GABREA ANDERSON  
TELEPHONE (218) 927-7446

### **MEMORANDUM**

**TO:** Aitkin County Board

**FROM:** James P. Ratz, County Attorney

**DATE:** January 10, 2025

**RE:** **Agreement for Prosecution Services Between the City of Aitkin and the Aitkin County Attorney's Office**

-----

Attached please find the Consent Agenda Request and the Agreement for Prosecution Services Between the City of Aitkin and the Aitkin County Attorney's Office. Please have the County Board Chair and County Administrator Jessica Seibert sign the agreement. Please provide me with a copy once complete. Thank you.

JPR:sls

**AGREEMENT FOR PROSECUTION SERVICES BETWEEN THE  
CITY OF AITKIN AND THE AITKIN COUNTY ATTORNEY'S OFFICE**

THIS AGREEMENT is made by and entered into between the City of Aitkin ("City"), a municipal corporation organized under the laws of the State of Minnesota, and the County of Aitkin ("County"), a political subdivision of the State of Minnesota through its County Attorney's Office, for the prosecution of statutory gross misdemeanor, misdemeanor, and petty misdemeanor violations, along with the corresponding civil forfeitures, and also for the prosecution of municipal ordinance violations.

WHEREAS, Minnesota Statutes section 484.87, subdivision 3, provides that statutory gross misdemeanors, misdemeanors, petty misdemeanors, and municipal ordinance violations must be prosecuted by the attorney of the statutory or home rule charter city where the violation is alleged to have occurred;

WHEREAS, Minnesota Statutes section 484.87, subdivision 3, also provides that the statutory or home rule charter city may enter into an agreement with the county board and the county attorney to provide prosecution services for statutory gross misdemeanors, misdemeanors, petty misdemeanors, and municipal ordinance violations;

WHEREAS, the City of Aitkin wishes to enter into an agreement with the Aitkin County Board and the Aitkin County Attorney's Office to provide prosecution services for statutory gross misdemeanors, misdemeanors, petty misdemeanors, and municipal ordinance violations;

NOW, THEREFORE, in consideration of the covenants contained herein, it is hereby agreed by and between the City of Aitkin, through its Council, the County of Aitkin, through the Board of Commissioners and the Aitkin County Attorney's Office, to the following:

1. Enabling Authority

Minnesota Statutes section 484.87, subdivision 3, authorizes the City of Aitkin to enter into an agreement with the County of Aitkin and the Office of the Aitkin County Attorney to provide for prosecution services for criminal offenses.

2. Services

The Aitkin County Attorney's Office shall prosecute statutory gross misdemeanors, misdemeanors, petty misdemeanors, and criminal municipal ordinance violations, as well as all municipal traffic and parking ordinance violations allegedly occurring within the jurisdiction of the municipality. Prosecution services also include criminal appeals, forfeitures of motor vehicles, crime victim services and notifications, preparation and/or review of search warrants during traditional business hours, weekends and holidays, and telephone calls for

consultation, or for approval of probable cause to detain on weekends, holidays, and after traditional business hours.

### 3. Term

Prosecution services shall be rendered by the Aitkin County Attorney's Office commencing January 1, 2025, and extending through December 31, 2026.

### 4. Payment for Services

4.1 In consideration for the prosecution services being rendered the County Attorney's Office shall collect \$1,933.34 dollars per month from the City of Aitkin.

4.2 The Aitkin County Attorney's Office shall receive the statutory proceeds distributed to the prosecuting authority for handling forfeitures. In the event the current relevant forfeiture statutes are repealed or modified by official action, the coverage of forfeitures and the corresponding compensation for said forfeitures shall be subject to re-negotiation.

4.3 The City of Aitkin shall continue to receive all of funds statutorily allocated to it pursuant to Minnesota Statutes section 484.90, subdivision 6.

4.4 The City of Aitkin shall reimburse the Aitkin County Attorney's Office for out-of-pocket costs including, but not limited to, court filing fees, appellate brief copying and binding, service of subpoenas, recording fees, significant postage costs, and mileage.

### 5. City Ordinances

The City shall forward all current City ordinances to the Aitkin County Attorney's Office along with each and every ordinance's corresponding MNCIS offense code tables (required by the state's Local Ordinance Validation Project). The City shall immediately inform the Aitkin County Attorney's Office of any changes or amendments to any of the City's ordinances and provide its updated corresponding MNCIS offense code table.

### 6. Data

All data collected, created, received, maintained, or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act or the applicable Rules of Court, and shall only be shared pursuant to the laws governing that particular data.

### 7. Audit

Pursuant to Minnesota Statutes section 16C.05, subdivision 5, the parties agree that the State Auditor or any duly authorized representative at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine,

audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures related to the Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.

#### 8. Indemnification

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorneys' fees which the other party, its officers and employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or mission of the party, its officers or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.

Each party agrees to promptly notify the other party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney fees, involving or reasonably likely to involve the other party, and arising out of acts or missions related to this Agreement.

#### 9. Governing Law

This Agreement shall be governed by the laws of the State of Minnesota.

#### 10. Termination

This Agreement shall terminate of its own accord without further action taken or by notice given by either party on or before October 31, 2026.

Either party may terminate this Agreement with or without cause by giving thirty (30) days written notice to the other party. In such event, the Aitkin County Attorney's Office shall be entitled to compensation from the City for the services provided up until the effective date of the termination.

#### 11. Merger and Modification

It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated, or attached and are deemed to be part of this Agreement.

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

CITY OF AITKIN

By: Gary L. Schubert  
Mayor

Date: 1-6-2025

Attest: Quigley Thompson  
City Administrator

Date: 1-6-2025

Approved by:

By: Phil A. Fisher  
Counsel for City of Aitkin

Date: 1/7/2025

COUNTY OF AITKIN

By: \_\_\_\_\_  
Chairperson/Aitkin County Board of Commissioners

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Aitkin County Administrator

Date: \_\_\_\_\_

Approved by:

By: \_\_\_\_\_  
James P. Ratz, Aitkin County Attorney

Date: \_\_\_\_\_

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: Y

# Aitkin County



<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
9562	Advanced Business Methods, Inc.	112.60	1 Transactions
10481	Ahonen/Brittney	38.30	1 Transactions
86359	Aitkin Co Attorney	3,270.00	1 Transactions
88284	Aitkin Co Recorder	65.00	3 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	79.79	6 Transactions
10110	AT&T Mobility (HHS)	2,498.61	18 Transactions
783	Canon Financial Services, Inc	757.03	7 Transactions
11123	Cms Medicare Insurance-Mo	390.60	3 Transactions
10342	DHS-Anoka Metro Rtc	500.00	1 Transactions
10188	DHS-Moose Lake RTC	610.70	1 Transactions
9220	Dhs-Msop	10,567.90	4 Transactions
89965	DHS-ST PETER-SEE LIST	2,885.00	1 Transactions
10456	King/Miranda	126.49	2 Transactions
10515	Kliber/Kurt	2,106.70	12 Transactions
11072	Lutheran Social Service MN Guardianship	1,122.40	4 Transactions
9163	Magness/Luke	328.02	4 Transactions
3334	MCIT	2,500.00	3 Transactions
9509	Mehr/Jacob & Brenda	100.00	1 Transactions
11450	MILLE LACS DRIVING INSTRUCTION	445.00	1 Transactions
10512	Muskogee County Sheriff's Office	50.00	1 Transactions
14877	NEMITZ/BILINDA	340.58	3 Transactions
87101	North Homes-Standard	15,658.72	1 Transactions
3639	Northland Counseling Ctr Inc	2,340.00	1 Transactions
90748	Oakridge Homes Sils, Inc.	311.68	1 Transactions
9014	PAPER STORM	97.20	3 Transactions
9135	Peysar/Lois	460.34	4 Transactions
10657	Quadient (HHS)	283.17	3 Transactions
9469	Raushel/Andrew & Cheryl	1,131.75	2 Transactions
14518	ROSS RESOURCES, LTD	3,488.88	2 Transactions
4242	Ryan, Brucker & Kalis, Ltd	70.00	1 Transactions
10115	Smith/Vanessa	1,572.63	1 Transactions
15347	St Louis County - PHHS	360.32	2 Transactions
13084	WELLNESS IN THE WOODS	1,375.88	1 Transactions
<b>Final Total .....</b>		<b>56,045.29</b>	<b>33 Vendors</b>
			<b>100 Transactions</b>

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	56,045.29	Health & Human Services
<b>All Funds</b>	<b>56,045.29</b>	<b>Total</b>

Approved by,

.....  
.....  
.....



# Board of County Commissioners Agenda Request

**2S**  
Agenda Item #

**Requested Meeting Date:** 28 January 2025

**Title of Item:** SQL Server 2022

<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> Chris Sutch		<b>Department:</b> IT
<b>Presenter (Name and Title):</b> Chris Sutch, IT Manager		<b>Estimated Time Needed:</b> 0
<b>Summary of Issue:</b> <p>This request for the purchase of the software license for SQL Server Standard Core 2022. This is a required software update for the County's database server. This database server houses many important databases, including the Recorder's Application Extender, Record Ease, as well as the County's GIS systems.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Approve the purchase of SQL 2022 detailed on quote#25493258 from SHI		
<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> \$ 20788.40 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> This is a planned upgrade of the County's database server.		



Pricing Proposal  
 Quotation #: 25493258  
 Reference #: SP B5D8BD2D  
 Created On: 11/1/2024  
 Valid Until: 1/31/2025

## MN-County of Aitkin

### Chris Sutch

209 Second Street NW  
 Aitkin, MN 56431  
 United States  
 Phone: 218-927-7318  
 Fax:  
 Email: chris.sutch@co.aitkin.mn.us

## Inside Account Manager

### Alex Chrysanthopoulos

SHI  
 290 Davidson Ave  
 Somerset, NJ 08873  
 Phone: 7326672779  
 Fax:  
 Email: alex\_chrysanthopoulos@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 SQL Server Standard Core 2022 SLng 2L Microsoft - Part#: 7NQ-01782 Contract Name: NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028 Subcontract #: 505ENT-M23-NASPOSVAR-03	8	\$2,598.55	\$20,788.40
		Total	\$20,788.40

### Additional Comments

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

SHI SPIN: #143012572

SHI-GS SPIN (For Texas customers ONLY): #143028315

For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*



# Board of County Commissioners Agenda Request

## 2T

Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Consumption & Display Permits - Larson's Barn LLC

<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> Christy M. Bishop		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b> n/a		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  Application for Consumption and Display Permit : LARSON'S BARN LLC located at 47987 240th Ave McGregor, MN 55760		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Motion to approve Application for Consumption and Display Permit: LARSON'S BARN LLC		
<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 checked="" type="checkbox"/> No <i>Please Explain:</i>		

WLB1  
1/17/25 1:39PM

# Aitkin County



**2U**

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

Page 2

**1** General Fund

Vendor Name  
No.

Amount

5462 Bremer Bank (Elan ACH)

504.62

11 Transactions

**1 Fund Total:**

**504.62**

**General Fund**

**1 Vendors**

**11 Transactions**

WLB1  
1/17/25 1:39PM

# Aitkin County



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

**3** Road & Bridge

Vendor Name  
No.

Amount

5462 Bremer Bank (Elan ACH)

1,045.00

5 Transactions

**3 Fund Total:**

**1,045.00**

**Road & Bridge**

**1 Vendors**

**5 Transactions**

**Final Total:**

**1,045.00**

**1 Vendors**

**5 Transactions**

WLB1  
1/17/25 1:39PM

# Aitkin County



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

**5** Health & Human Services

Vendor Name  
No.

Amount

5462 Bremer Bank (Elan ACH)

4,655.56

8 Transactions

**5 Fund Total:**

**4,655.56**

**Health & Human Services**

**1 Vendors**

**8 Transactions**

**Final Total:**

**4,655.56**

**1 Vendors**

**8 Transactions**

WLB1  
1/17/25 1:39PM

10 Trust

# Aitkin County



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

Page 3

Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	75.00		1 Transactions	
<b>10 Fund Total:</b>		<b>75.00</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		<b>579.62</b>	<b>2 Vendors</b>	<b>12 Transactions</b>	

Total Elan pd 1.2.25 = \$6,280.18



# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
1010	City Of Aitkin	103,182.88	1 Transactions
173	City Of Hill City	8,973.56	1 Transactions
1025	City Of McGrath-Treasurer	748.82	1 Transactions
175	City Of McGregor	7,730.30	1 Transactions
176	City Of Palisade	10,526.88	1 Transactions
178	City Of Tamarack	2,061.32	1 Transactions
393	ISD 1 Aitkin-Treasurer	148,014.65	1 Transactions
1985	ISD 182 Crosby-Treasurer	6.02	1 Transactions
392	ISD 2 Hill City-Treasurer	19,221.63	1 Transactions
1983	ISD 2165 Hinckley Finlayson-Treasurer	5,155.83	1 Transactions
1979	ISD 2580 East Central-Treasurer	2,421.46	1 Transactions
395	ISD 4 McGregor-Treasurer	39,468.57	1 Transactions
1982	ISD 473 Isle-Treasurer	13,724.49	1 Transactions
1981	ISD 577 Willow River-Treasurer	385.44	1 Transactions
394	ISD 698 Floodwood-Treasurer	163.59	1 Transactions
1984	ISD 95 Cromwell-Wright-Treasurer	1.37	1 Transactions
13110	Lake Minnewawa Lake Improvement District	674.35	1 Transactions
7000	Town Of Aitkin Treasurer	17,787.59	1 Transactions
7001	Town Of Ball Bluff Treasurer	4,619.78	1 Transactions

# Aitkin County



12 Townships/Cities/ARDC/Amt

Vendor No.	Name	Amount	
7002	Town Of Balsam Treasurer	171.52	1 Transactions
7003	Town Of Beaver Treasurer	2,478.17	1 Transactions
7004	Town Of Clark Treasurer	1,889.96	1 Transactions
7005	Town Of Cornish Treasurer	30.13	1 Transactions
7006	Town Of Farm Island Treasurer	15,513.24	1 Transactions
7007	Town Of Fleming Treasurer	7,004.93	1 Transactions
7008	Town Of Glen Treasurer	5,475.62	1 Transactions
7009	Town Of Haugen Treasurer	1,982.90	1 Transactions
7010	Town Of Hazelton Treasurer	13,926.58	1 Transactions
4879	Town Of Hill Lake Clerk-Treas	2,442.49	1 Transactions
7011	Town Of Idun Treasurer	3,650.68	1 Transactions
7012	Town Of Jevne Treasurer	3,187.15	1 Transactions
7013	Town Of Kimberly Treasurer	10,444.43	1 Transactions
7014	Town Of Lakeside Treasurer	19,179.73	1 Transactions
7015	Town Of Lee Treasurer	1,004.84	1 Transactions
7016	Town Of Libby Treasurer	1,771.76	1 Transactions
7017	Town Of Logan Treasurer	8,579.30	1 Transactions
7018	Town Of Macville Treasurer	1,470.61	1 Transactions
7019	Town Of Malmo Treasurer	6,667.97	1 Transactions
7020	Town Of Mcgregor - Treasurer	443.29	1 Transactions

# Aitkin County



Vendor No.	Name	Amount	
7021	Town Of Millward Treasurer	305.13	1 Transactions
7022	Town Of Morrison Treasurer	9,313.77	1 Transactions
7023	Town Of Nordland Treasurer	17,867.14	1 Transactions
7024	Town Of Pliny Treasurer	693.71	1 Transactions
7025	Town Of Rice River Treasurer	3,026.59	1 Transactions
7026	Town Of Salo Treasurer	2,853.08	1 Transactions
7027	Town Of Seavey Treasurer	255.92	1 Transactions
7028	Town Of Shamrock Treasurer	19,392.44	1 Transactions
7029	Town Of Spalding Treasurer	2,187.51	1 Transactions
7030	Town Of Spencer Treasurer	14,382.06	1 Transactions
7031	Town Of Turner Treasurer	3,735.82	1 Transactions
7032	Town Of Verdon Treasurer	461.73	1 Transactions
7033	Town Of Wagner Treasurer	2,536.10	1 Transactions
7034	Town Of Waukenabo Treasurer	6,181.09	1 Transactions
7035	Town Of Wealthwood Treasurer	4,919.59	1 Transactions
7036	Town Of White Pine Treasurer	184.60	1 Transactions
7037	Town Of Williams Treasurer	2,238.84	1 Transactions
7038	Town Of Workman - Treasurer	3,021.14	1 Transactions

<b>12 Fund Total:</b>	<b>585,740.09</b>	<b>Townships/Cities/ARDC/Ambulan</b>	<b>57 Vendors</b>	<b>57 Transactions</b>
<b>Final Total:</b>	<b>585,740.09</b>	<b>57 Vendors</b>	<b>57 Transactions</b>	

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
12	585,740.09	Townships/Cities/ARDC/Ambulan
<b>All Funds</b>	<b>585,740.09</b>	<b>Total</b>

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

## 2W

Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Tax Abatement Extension- INH Bunker Hills

<input type="checkbox"/> REGULAR AGENDA  <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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<b>Submitted by:</b> Mark Jeffers	<b>Department:</b> Economic Development
--------------------------------------	--

<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator	<b>Estimated Time Needed:</b>
--	-------------------------------

**Summary of Issue:**

INH Properties have issued a letter requesting an extension of commencement and completion dates of the tax increment financing for the Bunker Hills 44-unit workforce housing complex.

The Board of Commissioners approved a resolution on August 22, 2023 for tax rebate financing of the project for taxes payable over a maximum term of twenty (20) years, commencing with taxes payable in 2026 and ending with taxes payable in 2045.

Because of various delays the project is now expected to start construction in spring of 2025, with a fall 2026 completion.

This request is to extend the dates of the tax rebate financing of the project for taxes payable over a maximum of twenty (20) years, commencing with taxes payable in 2027 and ending with taxes payable in 2046.

The County Attorney was consulted and finds this appropriate to extend.

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

**Recommended Action/Motion:**  
Adopt a resolution to approve the date extension

**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:*



**INH Properties**  
*Stoebe, Illies, Nothnagel & Co.*  
Established 1981

Michael J. Stoebe, CPM®, Primary Broker/Principal  
James E. Illies, CPM®, CCIM, Principal  
Primary Broker – Hamilton INH Mgt.  
Ryan Nothnagel, CPM®, CCIM, Principal



*Sent Via Email*

November 25, 2025

City of Aitkin  
130 Southgate Drive, Suite 200  
Aitkin, MN 56431

**RE: RE: Bunker Hills Housing of Aitkin, LLC**  
**Parcel ID: 56-1-179500**

Dear City of Aitkin,

On behalf of Bunker Hills Apartments, LLC and INH Properties, this letter serves to update you on the status of our proposed development. We appreciate the City and County's support and approval of a Tax Abatement for the purpose of assisting with this multi-family housing project. As you are aware, MHFA recently awarded the WHDP Deferred Loan to the City for the Bunker Hills Apartment development, which is another key component in making this project feasible.

Even with the above subsidies, we have encountered unanticipated challenges in both the debt and equity markets as we have attempted to launch this development. We need to ensure that our proposed community will be financially viable and that we can provide the high-quality building and services that our residents expect and deserve, while offering reasonable returns for the risk taken by investors and lenders. Consequently, we have been exploring additional incentive programs including IRRRB and the potential of adding dedicated units for home daycare operation. As an alternative to conventional bank financing, we have been working with our mortgage broker to underwrite a USDA loan program, which we have recently closed on in another rural market, making that development possible.

Growth Innovations, current site owner, has been very accommodating through this process, and is currently in the process of IRRRB Grant Application for the benefit of site preparation work necessary for the apartment build. This application and award timing is estimated to be through March 2025. Consequently, we would not be able to commence any work until this award was made and work to be performed as the weather permits. Simultaneously, we would complete the underwriting with the USDA Loan Program, which can also take up to 6 months to complete. This would put us into a summer 2025 construction start, with a completion date of late 2026 for the 44-unit phase 1 of this project.

This letter serves as a request to extend the Tax Abatement Agreement to accommodate this timeline. Thank you for your understanding and consideration of this request.

Sincerely,

James E. Illies, CPM®, CCIM  
Vice President, INH Properties

CC: County of Aitkin  
Growth Innovations

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

ADOPTED January 28, 2025

By Commissioner: xxx

**20250128-xxx**

**APPROVE TAX ABATEMENT EXTENSION INH PROPERTIES WORKFORCE HOUSING**

**WHEREAS**, a resolution was passed on August 22, 2023, approving tax rebate financing to INH Properties (hereinafter Property Developer) to construct a 44-unit workforce rental housing complex; and

**WHEREAS**, Property Developer requested Tax Rebate Financing from the County of Aitkin for taxes payable to the County of Aitkin over a maximum term of twenty (20) years, commencing with taxes payable in 2026 and ending with taxes payable in 2045; and

**WHEREAS**, Aitkin County and the City of Aitkin have received a letter requesting an extension and modification of the commencement and completion dates of the tax rebate financing; and Property Developer requested Tax Rebate Financing from the County of Aitkin for taxes payable to the County of Aitkin over a maximum term of twenty (20) years, commencing with taxes payable in 2026 and ending with taxes payable in 2045; and

**NOW, THEREFORE BE IT RESOLVED** that the Aitkin County Board of Commissioners approves the Tax Rebate Financing Extension for INH Properties. Tax Rebate Financing from the County of Aitkin for taxes payable to the County of Aitkin over a maximum term of twenty (20) years, commencing with taxes payable in 2027 and ending with taxes payable in 2046. Tax Rebate Financing for this project is 90% tax abatement

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 28<sup>th</sup> day of January 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 28<sup>th</sup> day of January 2025**

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

By Commissioner: Sample

20230822-082

**APPROVE TAX ABATEMENT INH PROPERTIES WORKFORCE HOUSING**

**WHEREAS**, INH Properties, (hereinafter Property Developer), has filed an application for Tax Rebate Financing pursuant to Minnesota Statute Sections 469.1812 to 469.1815 (Tax Abatement) to construct 44-units of new workforce rental housing (the "Project") located on the ("Abatement Property") and identified by parcel identification number 56-1-179500, all pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815; and

**WHEREAS**, the Tax Rebate Financing will be in the form of a rebate of taxes paid by Property Developer to the County of Aitkin on parcel# 56-1-179500, commencing with taxes payable in 2026; and

**WHEREAS**, Property Developer's application meets the Criteria for awarding Tax Abatement Financing (TAF) in the TAF Policy for Aitkin County, Minnesota, including increasing the tax base and providing additional employment and housing opportunities in Aitkin County; and

**WHEREAS**, Property Developer has requested Tax Rebate Financing from the County of Aitkin for taxes payable to the County of Aitkin over a maximum term of twenty (20) years, commencing with taxes payable in 2026 and ending with taxes payable in 2045; and

**WHEREAS**, Property Developer's application is not considered a business subsidy pursuant to Minnesota Statutes, Section 116J.993; and

**WHEREAS**, The County agrees that it will annually pay to the City the County Tax Abatements at such times as the City is required to make its abatement payment to the Property Developer under the City Abatement Agreement. The City will use the County Tax Abatements paid to the City to, along with the City's tax abatement, reimburse the Property Developer's for the Developers payment of project costs; and

**WHEREAS**, a public hearing was conducted on the Tax Rebate Financing application from Property Developer on August 22, 2023, 10:30am, at the Aitkin County Government Center Board Room, pursuant to Minnesota Statutes, Sections 469.1812 - 1815, and 116J.993; and

**NOW, THEREFORE BE IT RESOLVED** that the Aitkin County Board of Commissioners approves the Tax Rebate Financing for INH Properties. Tax Rebate Financing from the County of Aitkin for taxes payable to the County of Aitkin over a maximum term of twenty (20) years, commencing with taxes payable in 2026 and ending with taxes payable in 2045. Tax Rebate Financing for this project is 90% tax abatement.

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

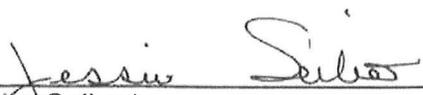
FIVE MEMBERS PRESENT

All Members Voting YES

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 22<sup>nd</sup> day of August 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22<sup>nd</sup> day of August 2023

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



# Board of County Commissioners Agenda Request

**2X**  
Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Approve Developer's Agreement

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

<b>Submitted by:</b> Mark Jeffers	<b>Department:</b> Economic Development
--------------------------------------	--

<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator	<b>Estimated Time Needed:</b>
--	-------------------------------

**Summary of Issue:**

Upon adoption of the resolution to extend the dates of the tax rebate financing for INH Properties Bunker Hills workforce housing project, an amended developer's agreement must be prepared.

The attached draft is submitted for approval. Edits are identified in red.

The County Attorney was consulted and finds this appropriate to extend.

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

**Recommended Action/Motion:**  
Approval of the modified developer's agreement

**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:*

*Modified January 28, 2025*

DEVELOPMENT AGREEMENT

BY AND BETWEEN

COUNTY OF AITKIN, MINNESOTA

AND

BUNKER HILLS HOUSING OF AITKIN, LLC

(Workforce Housing Project)

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## DEVELOPMENT AGREEMENT

THIS AGREEMENT, made as of October 24, 2023, by and among the County of Aitkin, Minnesota, a municipal corporation, and political subdivision (the "County"), and Bunker Hills Housing of Aitkin, LLC, a Minnesota limited liability company (the "Developer").

WHEREAS, the Developer intends to construct an approximately 44-unit workforce housing project on the Development Property (the "Project") legally described on the attached Exhibit A (the "Development Property"); and

WHEREAS, pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, the County has established a Tax Abatement Program pursuant to which the County is authorized to grant an abatement of ad valorem property taxes imposed by the County under certain conditions; and

WHEREAS, the Developer has requested that the County provide financial assistance as a 90% tax abatement for a period of up to 20-years to reimburse Developer through the Tax Abatement (defined below); and

WHEREAS, the County believes that the development and construction of the Project and fulfillment of this Agreement are vital and are in the best interests of the County, will increase the tax base in the County, and are in accordance with the public purpose and provisions of the applicable state and local laws and requirements under which the Project has been undertaken and is being assisted; and

WHEREAS, following notice and a public hearing the County adopted Resolution No. 20230822-082 of 2023, dated August 22, 2023 (the "Abatement Resolution"), agreeing to provide, in accordance with the referenced Abatement Resolution, State law and this Agreement, abatement of County property taxes on the Development Property subject to the terms and conditions contained in the above-referenced Abatement Resolution and this Agreement (the "Tax Abatement"); and

WHEREAS, the County believes that the Project will meet the conditions of the Tax Abatement Act and Tax Abatement Program in that: (a) the County expects the benefits to the County from this Agreement to equal or exceed the costs to the County of this Agreement; and (b) the County finds that granting the Tax Abatement is in the public interest because it will increase or preserve the tax base of the County; and

WHEREAS, the County has determined that the Project: (a) will promote and carry out the objectives for which development in the County has been undertaken; (b) will be in the vital best interests of the County and the health, safety, morals and welfare of its residents; and (c) is in accord with the public purposes and provisions of the applicable state and local laws, including requirements of the County's Code, under which the Project will be undertaken and is being assisted; and

WHEREAS, the Developer and the County desire to enter into this Agreement in satisfaction of applicable requirements of the County, and to set out the undertakings and obligations of each party from this point forward with respect to the Project.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

**ARTICLE I  
DEFINITIONS**

**Section 1.1 Definitions.** All capitalized terms used and not otherwise defined herein shall have the following meanings unless a different meaning clearly appears from the context:

*"Agreement"* means this Agreement, as the same may be from time to time modified, amended or supplemented;

*"Business Day"* means any day except a Saturday, Sunday or a legal holiday or a day on which banking institutions in the County are authorized by law or executive order to close;

*"County"* means the County of Aitkin, Minnesota;

*"Code"* means the County's Code of Ordinances;

*"Completion Date"* means the date used in Section 3.3.

*"Developer"* means Bunker Hills Housing of Aitkin, LLC and its successors and assigns;

*"Development Property"* means the real property described on **Exhibit A**, attached hereto;

*"Event of Default"* means any of the events described in Section 4.1;

*"Project"* means the construction of an approximately 44-unit workforce housing project on the Development Property, pursuant to County specifications as provided in the Project Plans (as the same may be modified with County approval from time to time) and this Agreement;

*"Project Plans"* means all submissions required by the County Ordinances, or this Agreement with respect to the Project and all plans, drawings, plats and related documents for the construction of the Project, approved by the County and Developer, irrespective of whether the Developer's and/or the County's final approval of any such documents occurs before or after the execution and delivery of this Agreement;

*"State"* means the State of Minnesota;

*"Tax Abatement Act"* means Minnesota Statutes, Sections 469.1812 through 469.1815;

*"Tax Abatement Program"* means the action by the County pursuant to Minnesota Statutes, Section 469.1812 through 469.1815, as amended, and undertaken in support of the Project;

*"Tax Abatement"* means the County's reimbursement to the Developer for a portion of public infrastructure pursuant to the specific provisions of Section 3.8.

**ARTICLE II**  
**REPRESENTATIONS AND WARRANTIES**

**Section 2.1 Representations and Warranties of the County.** The County makes the following representations and warranties:

(1) The County is a municipal corporation and political subdivision organized under the laws of the State and has the power to enter into this Agreement and can carry out its obligations hereunder.

(2) The Tax Abatement Program was created, adopted, and approved in accordance with the terms of the Tax Abatement Act.

(3) To finance the costs of the Project to be undertaken by the Developer, the County proposes, subject to the further provisions of this Agreement, to reimburse the Developer for Project costs as further provided in this Agreement.

(4) The County has made the findings required by the Tax Abatement Act for the Tax Abatement Program.

(5) This Agreement has been duly approved by the Aitkin County Board of Commissioners and the execution and delivery of this Agreement has been authorized by such County Board of Commissioners.

**Section 2.2 Representations and Warranties of the Developer.** The Developer makes the following representations and warranties:

(1) The Developer is a Minnesota limited liability company duly organized, in good standing, and validly existing under the laws of the State and is registered and in good standing with the Office of the Secretary of State of Minnesota, with full authority to transact business in this State, has the power to enter into the Agreement and to perform its obligations hereunder, and is not in violation of its charter, articles of incorporation, operating agreement or any local, state or federal laws.

(2) The Developer will cause the Project to be constructed in accordance with the terms of this Agreement, the Project Plans, and all applicable local, state, and federal laws and regulations (including, but not limited to, environmental, zoning, energy conservation, building code and public health laws and regulations, County Policy, and Code).

(3) The Developer will obtain or cause to be obtained, in a timely manner, all required permits, licenses and approvals, and will meet, in a timely manner, all requirements of all applicable local, state, and federal laws and regulations which must be obtained or met before the Project may be lawfully constructed. Without in any way limiting the foregoing, the Developer will request and seek to obtain from the County, if necessary, such approvals, variances, conditional use permits, zoning changes and other required County approvals as may be applicable.

(4) The Project will, as of the date it is completed and subject to the issuance of County approvals as herein contemplated, contain only uses permitted under the Code.

(5) The construction of the Project would not be undertaken by the Developer, and in the opinion of the Developer would not be economically feasible within the reasonably foreseeable future, without the assistance and benefit to the Developer provided for in this Agreement.

(6) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in a breach of, the terms, conditions or provision of any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which the Developer is now a party or by which it is bound, or constitutes a default under any of the foregoing.

(7) The Developer will cooperate fully with the County with respect to any litigation commenced with respect to the Project, but only to the extent that the County and the Developer are not adverse parties to the litigation.

### ARTICLE III

#### UNDERTAKINGS BY DEVELOPER AND COUNTY

##### **Section 3.1 Construction of Project and Reimbursement of Cost.**

(1) The Developer will construct or cause the Project to be constructed in a good and workmanlike manner in accordance with the Project Plans and at all times prior to the termination of this Agreement will operate and maintain, preserve and keep the Project or cause the Project to be maintained, preserved and kept with the appurtenances and every part and parcel thereof, in good repair and condition.

(2) The County shall partially reimburse the Developer for the costs of the Project paid by the Developer pursuant to the Abatement Program as provided in Section 3.8 and shall have no other financial obligation to the Developer with respect to the Project.

**Section 3.2 Limitations on Undertaking of the County.** Notwithstanding the provisions of Section 3.1, the County shall have no obligation to reimburse the Developer for the costs of the Project, if the County, at the time or times such payment is to be made, is entitled under Section 4.2 to exercise any of the remedies set forth therein as a result of an Event of Default which has not cured.

**Section 3.3 Commencement and Completion of Construction.** The Developer shall commence the Project by ~~June 1, 2024~~, **June 1, 2025** and complete the Project by ~~May 1, 2025~~ **December 31, 2026**(the "Completion Date"), unless extended to a date mutually agreeable to the County and Developer, in writing, which shall not be unreasonably denied. All work with respect to the Project to be constructed or provided by the Developer shall be in conformity with the Project Plans as submitted by the Developer and approved by the County.

Nothing in this Agreement shall be deemed to impair or limit any of the County's rights or responsibilities under its zoning laws or construction permit processes.

**Section 3.4 Damage and Destruction.** In the event of damage or destruction of the Project the Developer shall repair or rebuild the Project.

**Section 3.5 No Change in Use of Project.** The County's obligations pursuant to this Agreement shall be subject to the continued operation of the Project by the Developer.

**Section 3.6 Assignment of Agreement.** Developer may not assign its rights or obligations under this Agreement, or any portion of them, to a third party without the written consent of the County which consent the County may grant or withhold in its sole and absolute discretion. An assignment of the Developer's rights or obligations under this Agreement, shall not relieve the Developer of liability to the County for the performance of the Developer's obligations under this Agreement unless the County expressly agrees, in writing and in its sole and absolute discretion, to so release the Developer.

**Section 3.7 Real Property Taxes.** The Developer acknowledges that it is obligated under law to pay all real property taxes payable with respect to any part of the Development Property while owned by Developer.

**Section 3.8 Tax Abatement Program.**

(1) The Tax Abatement paid to the Developer shall be in accordance with and subject to the terms and conditions contained in the Abatement Resolution and the Tax Abatement Act.

(2) Commencing with taxes payable during the year ~~2026~~ 2027, the Tax Abatement shall be for a duration of not to exceed twenty years and shall apply to the lesser of: **i)** 90% of the amount produced by extending the County's total local tax rate for the applicable year against the total net tax capacity of the Development Property as of January 2 in the prior year, less the total net tax capacity of the Abatement Property as of January 2, ~~2023~~ 2025; or **ii)** an amount not to exceed \$20,286.00 annually.

(3) On or before August 1 and February 1 each year commencing August 1, ~~2026-2027~~, to and including February 1, ~~2045~~ 2046, the County shall pay the Developer the amount of the Tax Abatement received by the County in the previous six-month period.

(4) In order to be entitled to the Tax Abatement provided for in this Agreement, the Developer shall not be in default within the County of any of its payment obligations respecting any taxes, assessments, utility charges or other governmental impositions. Notwithstanding the other provisions of this Article, the County shall not have any obligation to the Developer with respect to the Abatement of taxes hereunder if the County, at the time or times such obligation is required, is entitled to exercise any of the remedies set forth in this Agreement as a result of an Event of Default, which has not been cured.

**ARTICLE IV  
EVENTS OF DEFAULT**

**Section 4.1 Events of Default Defined.** The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean whenever it is used in this Agreement any one or more of the following events:

(1) Failure by the Developer to timely pay when due the payments required to be paid or secured under any provision of this Agreement or which are otherwise required, including the payment of any ad valorem real property taxes, special assessments, utility

charges or other governmental impositions with respect to the Development Property, the Project or any portion thereof owned by the Developer.

(2) Failure by the Developer to cause the construction of the Project to be completed pursuant to the terms, conditions and limitations of this Agreement.

(3) Failure by the Developer to observe or perform any other material covenant, condition, obligation or agreement on its part to be observed or performed under this Agreement.

(4) If Developer admits in writing of its inability to pay its debts generally as they become due or shall file or be involuntarily named as a debtor in a petition in bankruptcy or shall make an assignment for the benefit of creditors, or shall consent to the appointment of a receiver of itself or of the whole or any substantial part of the Development Property.

(5) If the Developer, on a petition in bankruptcy filed against it, be adjudicated bankrupt, or a court of competent jurisdiction shall enter an order or decree appointing, without the consent of the Developer, a receiver of the Developer or of the whole or substantially all of its property, or approve a petition filed against the Developer seeking reorganization or rearrangement of the Developer under the federal bankruptcy laws, and such adjudication, order or decree shall not be vacated or set aside or stayed within sixty (60) days from the date of entry thereof.

(6) If the Developer is in default under any mortgage and has not entered into a workout agreement with its mortgagee within sixty (60) days after such default.

**Section 4.2 Remedies on Default.** Whenever any Event of Default referred to in Section 4.1 occurs and is continuing, the County, as specified below, in addition to any other remedies or rights given the County under this Agreement, after the giving of thirty (30) days' written notice to the Developer citing with specificity the item or items of default and notifying the Developer that it has thirty (30) days within which to cure said Event of Default, and provided Developer does not cure such Event of Default within such time period, may take any one or more of the following actions:

(1) The County may suspend its performance under this Agreement, including the payment of any Tax Abatement, until it receives assurances from the Developer, deemed adequate by the County, that the Developer will cure its default and continue its performance under this Agreement.

(2) The County may cancel and rescind the Agreement.

(3) The County may take any action, including legal or administrative action, in law or equity, which may appear necessary or desirable to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement; provided that any exercise by the County of its rights or remedies hereunder shall always be subject to and limited by, and shall not defeat, render invalid or limit in any way the lien of any mortgage authorized by this Agreement; and provided further that should any mortgagee succeed by foreclosure of the

mortgage or deed in lieu thereof in respect to the Developer's interest in the Development Property, the mortgagee shall, notwithstanding the foregoing, be obligated to perform the obligations of the Developer to complete construction of the Project described, and in the manner required hereunder, but only to the extent that the same have not theretofore been performed by the Developer.

(4) The County may withhold any certificate or permit required hereunder.

The notice of an Event of Default required in this Section shall be effective on the date mailed or hand delivered to the Developer.

**Section 4.3 No Remedy Exclusive.** No remedy herein conferred upon or reserved to the County is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. Except as expressly set forth herein, it shall not be necessary to give notice to exercise a remedy, other than such notice as may be required in this Article.

**Section 4.4 No Implied Waiver.** In the event any obligation contained in this Agreement should be breached by either party hereto and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

**Section 4.5 Agreement to Pay Attorneys' Fees and Expenses.** Whenever any Event of Default occurs and the County shall employ attorneys or incur other expenses for the collection of payments due or for the enforcement or performance or observance of any obligation or agreement on the part of the Developer herein contained, the Developer agrees that it shall, on demand therefore, pay to the County the reasonable fees of such attorneys and such other expenses so incurred by the County.

**Section 4.6 Release and Indemnification Covenants.**

(1) The Developer expressly releases from and covenants and agrees to indemnify and hold the County and its officers, agents, servants, employees and all members of the County Council, County planning commission and other County board or commission harmless from and against all claims, costs and liability of every kind and nature, for injury or damage received or sustained by any person or entity to the extent in connection with, or an account of the Project, the Development Property, or the performance of work at the development site and elsewhere pursuant to this Agreement, and further releases such officers employees, agents and members from any personal liability in connection with handling funds pursuant to the terms of this Agreement. The indemnification provided hereunder shall not apply to intentional acts or gross misconduct of the individual or entity so indemnified.

(2) Except for any material misrepresentation or any willful or wanton or gross misconduct of the following named parties, the Developer agree to protect and defend the County and

its officers, agents, servants and employees and all members of the County Council, County planning commission and other County board or commission, now or forever, and further agrees to hold the aforesaid harmless from any claim, demand, action or other proceeding whatsoever by any person or entity whatsoever to the extent arising or purportedly arising from a breach of the obligations of the Developer under **(i)** this Agreement, or **(ii)** the transactions contemplated hereby, or **(iii)** the acquisition, construction, installation, ownership, maintenance and operation of the Project.

(3) The County and its officers, agents, employees and all members of the County Council, County planning commission and other County board or commission shall not be liable for any damages or injury to the persons or property of the Developer or its officers, agents, servants or employees or any other person who may be about the Project due to any act of negligence of any person other than their own.

(4) All covenants, stipulations, promises, agreements, and obligations of the County contained herein shall be deemed to be the covenants, stipulations, promises, agreements and obligations of the County and not of any officer, agent, servant, employee or any members of the County Council, planning commission and other board or commission of the County in the individual capacity thereof.

(5) The Developer is not an agent of the County, and this Agreement shall not be construed as creating a joint venture, partnership or other joint arrangement between the Developer and the County relating to the Project.

## **ARTICLE V ADDITIONAL PROVISIONS**

**Section 5.1 Conflicts of Interest/No Personal Liability.** No member of the governing body or other official or employee of the County shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to the Agreement which affects his or her personal interests or the interests of any corporation, partnership or association in which he or she is directly or indirectly interested. No member, official or employee of the County shall be personally liable to the Developer in the event of any default or breach by the County or for any amount that may become due to the Developer for any obligations under the terms of this Agreement.

**Section 5.2. Non-Discrimination.** Developer shall not violate any law applicable to it with respect to civil rights and non-discrimination including, without limitation, Minnesota Statutes, Section 181.59.

**Section 5.3. No Merger.** None of the provisions of this Agreement are intended to be or shall be merged by reason of any deed transferring any interest in any part of the Development\_ Property and any such deed shall not be deemed to affect or impair the provisions of this Agreement.

**Section 5.4. Responsibility for Costs.** Developer shall be responsible for the following costs incurred with respect to this Agreement, which costs shall be paid as set forth below:

(1) The Developer shall reimburse the County for reasonable, administrative, and out-of-pocket costs, expenses and disbursements incurred in the enforcement of this Agreement, including engineering and attorney's fees.

(2) The Developer shall pay in full all bills submitted to it by the County within thirty (30) days after receipt. If the bills are not paid on time, the County may without further notice to Developer exercise any one or more of the remedies provided to the County by Article IV hereunder.

**Section 5.5 Notices and Demands.** Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by any party to any other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

(1) in the case of the Developer is addressed to or delivered personally to:

Bunker Hills Housing of Aitkin, LLC  
Attn: James Illies  
175 7<sup>th</sup> Avenue South  
Waite Park, MN 56387

(2) in the case of the County is addressed to or delivered personally to:

County of Aitkin  
Attn: County Administrator  
307 Second Street NW  
Aitkin, MN 56431

or at such other address with respect to any such party as that party may, from time to time, designate in writing and forward to the other, as provided in this Section.

**Section 5.6 Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

**Section 5.7 Duration.** This Agreement shall remain in effect through February 1, 2046, unless earlier terminated or rescinded in accordance with its terms.

**Section 5.8 Provisions Surviving Rescission or Expiration.** Sections 4.5 and 4.6 shall survive any rescission, termination, or expiration of this Agreement with respect to or arising out of any event, occurrence or circumstance existing prior to the date thereof.

**Section 5.9 Data Practices.** The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq.

### **Section 5.10 Rules of Interpretation.**

(1) *Governing Law.* This Agreement shall be interpreted in accordance with and governed by the laws of the State of Minnesota,

(2) *Includes Entire Agreement.* The words "herein" and "hereof" and words of similar import, without reference to any particular section or subdivision refer to this Agreement as a whole rather than any particular section or subdivision hereof.

(3) *Original Sections.* References herein to any particular article, section, or paragraph hereof are to the section or subdivision of this Agreement as originally executed.

(4) *Headings.* Any headings, captions, or titles of the several parts, articles, sections, and paragraphs of this Agreement are inserted for convenience and reference only and shall be disregarded in construing or interpreting any of its provision,

(5) *Conflict Between Agreements.* In the event of any conflict between the terms, conditions and provisions of this Agreement and the terms, conditions and provisions of any other instrument, the terms, conditions and provisions of this Agreement shall control and take precedence.

(6) *Entire Agreement.* This Agreement including any Schedules and Exhibits hereto contain the entire agreement of the parties relating to the subject matter herein, and no other prior or contemporary agreements, oral or written, shall be binding upon the parties hereto.

(7) *Binding Effect.* This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns as provided and as conditioned in this Agreement.

*(Remainder of this page left blank intentionally)*

IN WITNESS WHEREOF, the County has caused this Agreement to be duly executed in its name and on its behalf and the Developer has caused this Agreement to be duly executed in its name and on its behalf: on or as of the date first above written.

COUNTY OF AITKIN, MINNESOTA

By \_\_\_\_\_

By \_\_\_\_\_

BUNKER HILLS HOUSING OF AITKIN, LLC

\_\_\_\_\_

Exhibit A

Legal Description of Development Property

**PID NO. 56 1-179500**



# Board of County Commissioners Agenda Request

## 2Y

Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** LELS Licensed Essential Unit MOAs for Ratification

<input type="checkbox"/> REGULAR AGENDA  <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> Human Resources
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Attached are LELS Licensed Essential Unit MOAs for: -Holiday Pay and Grievance Settlement -FTO Pay.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> To Ratify the LELS Licensed Essentials Unit MOAs as presented.		
<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>		

**MEMORANDUM OF AGREEMENT (HOLIDAY PAY)  
AND GRIEVANCE SETTLEMENT**

This Memorandum of Agreement is entered into by and between Aitkin County (“County”) and Law Enforcement Labor Services, Inc., Local 532 (“Union”).

WHEREAS, the County and Union are parties to a collective bargaining agreement in effect from January 1, 2023 through December 31, 2025 setting forth terms and conditions of employment for the bargaining unit employees, including pay for overtime and for holidays;

WHEREAS, the County and Union wish to clarify the parameters for overtime eligibility that coincide or occur within the same week of a holiday;

NOW, THEREFORE, the County and Union agree that, **effective October 1, 2024, Article 14, Section 5** shall be removed and replaced with the following language:

1. Remove current language: ~~Section 5. The employer agrees to Holidays Hours Worked counting towards the computation of overtime. Timesheets must be filled out properly with overtime being recorded only after 40 hours of actual work+PTO+holiday pay. No stacking of hours will be allowed.~~
2. Replace with this language: **Section 5. When an employee works on the holiday, the actual hours worked count as time worked for the purpose of overtime computation. When an employee receives time-and-a-half pay for working a holiday, the actual hours worked count towards the computation of overtime, but the holiday hours do not count towards the computation of overtime.**

Examples of new Section 5 language application to various situations:

Example - Employee Works on the Holiday

	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
Hours Worked	10	10		10	10		
		8 Holiday					

Employee will be paid 30 hours REG (Sun, Wed, Thurs), 10 hours at time-and-a-half (Mon), and 8 hours Holiday at REG (Mon).

Example - Employee Works on the Holiday

	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
Hours Worked	10	10		10	10		10
		8 Holiday					

Employee will be paid 30 hours REG (Sun, Wed, Thurs), 20 hours at time-and-a-half (Mon, Sat), and 8 hours Holiday at REG (Mon).

**When an employee does not work on a holiday, the holiday hours do not count towards the computation of overtime, as noted in Article 15, Section 4.**

## Examples:

Example - Employee does not work on the Holiday

	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
Hours Worked	10	off		10	10	10	
		8 Holiday					

Employee will be paid 40 hours REG (Sun, Wed, Thurs, Fri), and 8 hours Holiday at REG (Mon).

Example - Employee does not work on the Holiday

	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
Hours Worked	10	off		10	10	10	10
		8 Holiday					

Employee will be paid 40 hours REG (Sun, Wed, Thurs, Fri), 10 hours at time-and-a-half (Sat), and 8 hours Holiday at REG (Mon).

3. The parties agree that stacking of hours will not be permitted. 'Stacking of hours' refers to combining various types of paid time, for example regular, overtime, or holiday, within the same shift or work week to increase total compensation. This practice can lead to excessive or improper overtime pay and is therefore prohibited. Employees cannot layer multiple pay categories to generate additional overtime pay, except as described in section A below.

An employee who has been scheduled to work a holiday and subsequently requests and is granted the day off, has two options, both of which result in the PTO hours being counted towards overtime eligibility:

- A. Use 10 hours of PTO (or the number of hours equal to their shift) of PTO. The employee will also receive 8 hours of holiday pay (REG) at their regular base wage.
- B. Use 2 hours (or the number of hours necessary to receive a full day's pay). The employee will also receive 8 hours of holiday pay (REG) at their regular base wage.

Please note that PTO used on a holiday is not paid at time-and-a-half. The parties acknowledge that "stacking of hours" in Article 14, Section 5 refers to double counting the same hours when calculating whether the number of total hours exceed the threshold for overtime pay. The parties further acknowledge that the intent of this MOU is not to degrade, alter, or in any way change CBA provisions that identify hours eligible for calculating overtime pay, for example Article 15, Section 4.

4. The parties also agree that Article 10, Weekly Hours and Overtime Rates, pertains to hours actually worked. If an employee is normally scheduled to work a 10-hour day and they actually work 12 hours on a given day, they will be paid for 10 hours at their regular rate and 2 hours at time-and-a-half for that shift. The parties also agree that, except as expressly provided within the collective bargaining agreement, Article 10, Weekly Hours and Overtime Rates, pertains to hours actually worked.
  
5. On August 2, 2024, an employee filed a Step 1 grievance requesting that employees who did not work on the July 4, 2024, holiday receive time-and-a-half pay for the 8-hour holiday, instead of straight time (REG). While the employer does not agree with the grievance the parties agree to resolve the July 4, 2024, grievance through this MOA as follows: current LELS Licensed Essential unit members employed as of the date that this MOA is signed by the County Board and who did not work on July 4, 2024, will receive an additional 4 hours of holiday pay for that holiday. Eligible members are limited to Jon Cline (grievant), Shawn Brown, Andrew Olson, Greg Payment, Erik Skahl, Dalton Winkle, and Travis Winter. Keith Bennett, Colton Cobb, and Tristan Rudenick are no longer employed and are excluded from this settlement. Payment will be issued in the pay period following Board ratification of this MOA. The parties agree that this MOA resolves all holiday pay matters that may have occurred prior to October 1, 2024, when this MOA becomes effective.

The County and Union agree that this MOA shall not set a precedent for any future matters between the parties.

This memorandum constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 3rd day of January, 2025.

FOR LOCAL NO. 504

*Doug Warming* 01 / 09 / 2025

LELS Business Agent

*Dalton Winkle #208* 01 / 08 / 2025

Union Steward

*Jon Cline #204* 01 / 06 / 2025

Union Steward

FOR COUNTY OF AITKIN:

*J. Mark Wedel* 01 / 06 / 2025

Chairperson

*Jessica Seibert* 01 / 06 / 2025

County Administrator

Title	Final revised Holiday Pay and Grievance Settlement MOU for...
File name	Final_copy_from_J..._Hours_Issue.docx
Document ID	20dc21240a1ddb5237af723b82a32fe39e55ebc1
Audit trail date format	MM / DD / YYYY
Status	<ul style="list-style-type: none"> <li>● Signed</li> </ul>

### Document History



SENT

**01 / 06 / 2025**  
18:50:34 UTC

Sent for signature to Jessica Seibert, County Administrator (jessica.seibert@co.aitkin.mn.us), Mark Wedel, Board Chair (mark.wedel@co.aitkin.mn.us), Doug Henning, LELS Business Agent (dhenning@lels.org), Dan Asmus, Union Steward (dan.asmus@co.aitkin.mn.us) and Jon Cline, Grievant (jon.cline@co.aitkin.mn.us) from bobbie.danielson@co.aitkin.mn.us  
IP: 151.111.12.13



VIEWED

**01 / 06 / 2025**  
18:51:18 UTC

Viewed by Doug Henning, LELS Business Agent (dhenning@lels.org)  
IP: 50.145.175.54



VIEWED

**01 / 06 / 2025**  
19:00:24 UTC

Viewed by Mark Wedel, Board Chair (mark.wedel@co.aitkin.mn.us)  
IP: 47.12.2.28

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Document History



**01 / 06 / 2025**  
19:01:12 UTC

Signed by Mark Wedel, Board Chair  
(mark.wedel@co.aitkin.mn.us)  
IP: 47.12.2.28



**01 / 06 / 2025**  
19:10:53 UTC

Viewed by Jessica Seibert, County Administrator  
(jessica.seibert@co.aitkin.mn.us)  
IP: 151.111.12.13



**01 / 06 / 2025**  
19:11:58 UTC

Signed by Jessica Seibert, County Administrator  
(jessica.seibert@co.aitkin.mn.us)  
IP: 151.111.12.13



**01 / 06 / 2025**  
21:43:48 UTC

Viewed by Jon Cline, Grievant (jon.cline@co.aitkin.mn.us)  
IP: 156.99.171.70



**01 / 06 / 2025**  
21:47:59 UTC

Signed by Jon Cline, Grievant (jon.cline@co.aitkin.mn.us)  
IP: 156.99.171.70

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Document ID	20dc21240a1ddb5237af723b82a32fe39e55ebc1
Audit trail date format	MM / DD / YYYY
Status	• Signed

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### Document History



**01 / 08 / 2025**  
18:52:34 UTC

Viewed by Dan Asmus, Union Steward  
(dan.asmus@co.aitkin.mn.us)  
IP: 156.99.240.20



**01 / 08 / 2025**  
18:55:32 UTC

Signed by Dan Asmus, Union Steward  
(dan.asmus@co.aitkin.mn.us)  
IP: 156.99.240.20



**01 / 09 / 2025**  
20:28:19 UTC

Signed by Doug Henning, LELS Business Agent  
(dhenning@lels.org)  
IP: 50.145.175.54



**01 / 09 / 2025**  
20:28:19 UTC

The document has been completed.

**MEMORANDUM OF AGREEMENT**

**(FIELD TRAINING OFFICER (FTO) PAY)**

This Memorandum of Agreement is entered into by and between the County of Aitkin (hereafter “County”) and Law Enforcement Labor Services, Inc. Local #504, Licensed Essential Unit (hereafter “Union”).

**WHEREAS**, the County and the Union are parties to a Labor Agreement in effect from January 1, 2023, through December 31, 2025; and

**WHEREAS**, Article 25 Wages, Section 7, currently reads as follows:

**Section 7.** Effective following ratification, when a new Deputy Sheriff is hired, the Sheriff may assign a qualified\* field training officer to conduct FTO training. The field training officer will receive a payment of \$80 per pay period, on a trial basis for the duration of this Agreement.

\*Must complete a certified FTO training course.

**WHEREAS**, the FTO stipend does not apply to use of force, TASER, firearms, EVOC, water rescue school, or other related courses; and

**WHEREAS**, if a field training officer is assigned two or more trainees simultaneously, the FTO stipend remains \$10 per day and is not doubled or duplicated during the same time period; and

**WHEREAS**, if two field training officers split a single day's assignment, each will record their stipend based on time spent, not exceeding a combined total of \$10 per day (e.g., if one FTO trains for 3 hours and the other for 7 hours, the first records \$3 and the second records \$7, for a total of \$10 per day); and

**WHEREAS**, the FTO stipend has been trialed under the \$80 per pay period method, and both parties agree that \$10 per day is more practical and user-friendly for current operations and eTime recordkeeping;

**NOW, THEREFORE**, the County and the Union agree to amend Article 25, Section 7, effective December 4, 2024, as follows, with all other provisions above continuing in effect for the duration of the current 2025–2027 FTO pay trial period:

**Section 7.** When a new Deputy Sheriff is hired, the Sheriff may assign a qualified\* field training officer to conduct FTO training. The field training officer will receive a payment of \$10 per day (or a portion thereof for partial days assigned), on a trial basis for the duration of this Agreement.

\*Must complete a certified FTO training course.

The County and Union agree that this MOA shall not set a precedent for any future matters between the parties.

This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

**(FIELD TRAINING OFFICER (FTO) PAY)**

Continued from previous page.

Page 2 of 2

**IN WITNESS WHEREOF**, this Memorandum of Agreement has been executed on the dates set forth below by the respective signatures:

AITKIN COUNTY

LAW ENFORCEMENT LABOR SERVICES, INC.

<u>Jessica Seibert</u>	<u>12 / 04 / 2024</u>
Administrator	Date
<u>Bobbie J. Danielson</u>	<u>12 / 04 / 2024</u>
HR Director	Date

<u>Doug Henning</u>	<u>12 / 12 / 2024</u>
Business Agent	Date
<u>Dan Am*208</u>	<u>12 / 12 / 2024</u>
Steward	Date
<u>Al Cl#204</u>	<u>12 / 12 / 2024</u>
Steward	Date

Title	FTO MOA, LELS Licensed Essential Unit
File name	MOA_for_FTO_Pay_Update_12-4-2024.docx
Document ID	07c522b9f7e5d3eff13c46b22c073ad7315db01c
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



**12 / 04 / 2024**  
22:26:27 UTC

Sent for signature to Jessica Seibert, County Administrator (jessica.seibert@co.aitkin.mn.us), Bobbie Danielson, HR Director (bobbie.danielson@co.aitkin.mn.us), Doug Henning, LELS Business Agent (dhenning@lcls.org), Dan Asmus, Union Steward (dan.asmus@co.aitkin.mn.us) and Jon Cline, Union Steward (jon.cline@co.aitkin.mn.us) from bobbie.danielson@co.aitkin.mn.us  
IP: 151.111.12.13



**12 / 04 / 2024**  
22:26:33 UTC

Viewed by Bobbie Danielson, HR Director (bobbie.danielson@co.aitkin.mn.us)  
IP: 151.111.12.13



**12 / 04 / 2024**  
22:26:41 UTC

Signed by Bobbie Danielson, HR Director (bobbie.danielson@co.aitkin.mn.us)  
IP: 151.111.12.13

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Title	FTO MOA, LELS Licensed Essential Unit
File name	MOA_for_FTO_Pay_Update_12-4-2024.docx
Document ID	07c522b9f7e5d3eff13c46b22c073ad7315db01c
Audit trail date format	MM / DD / YYYY
Status	● Signed

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Document History



**12 / 04 / 2024**  
22:31:42 UTC

Viewed by Jessica Seibert, County Administrator  
(jessica.seibert@co.aitkin.mn.us)  
IP: 151.111.12.13



SIGNED

**12 / 04 / 2024**  
22:32:00 UTC

Signed by Jessica Seibert, County Administrator  
(jessica.seibert@co.aitkin.mn.us)  
IP: 151.111.12.13



VIEWED

**12 / 05 / 2024**  
16:49:28 UTC

Viewed by Jon Cline, Union Steward  
(jon.cline@co.aitkin.mn.us)  
IP: 208.118.159.226



VIEWED

**12 / 12 / 2024**  
16:15:00 UTC

Viewed by Doug Henning, LELS Business Agent  
(dhenning@lels.org)  
IP: 151.111.12.13

Title	FTO MOA, LELS Licensed Essential Unit
File name	MOA_for_FTO_Pay_Update_12-4-2024.docx
Document ID	07c522b9f7e5d3eff13c46b22c073ad7315db01c
Audit trail date format	MM / DD / YYYY
Status	● Signed

### Document History



**12 / 12 / 2024**  
16:27:52 UTC

Signed by Doug Henning, LELS Business Agent  
(dhenning@lels.org)  
IP: 151.111.12.13



**12 / 12 / 2024**  
21:56:28 UTC

Signed by Jon Cline, Union Steward  
(jon.cline@co.aitkin.mn.us)  
IP: 156.99.171.70



**12 / 12 / 2024**  
22:26:12 UTC

Viewed by Dan Asmus, Union Steward  
(dan.asmus@co.aitkin.mn.us)  
IP: 156.99.240.20



**12 / 12 / 2024**  
22:30:28 UTC

Signed by Dan Asmus, Union Steward  
(dan.asmus@co.aitkin.mn.us)  
IP: 156.99.240.20



**12 / 12 / 2024**  
22:30:28 UTC

The document has been completed.



# Board of County Commissioners Agenda Request

## 2Z

Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Edit to remote work policy

<input type="checkbox"/> REGULAR AGENDA  <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> Human Resources
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> <p>The probationary period was extended by policy from 6 months to one year. We are recommending the remote work policy be updated with the sentence below to allow employees who are in good standing to be eligible to work remotely (with department head approve) after 6 months (current practice).</p> <p>A. Employees on probation, trial periods, performance improvement plans (PIP), or having performance or disciplinary issues are not eligible for a remote work arrangement. <u>Employees with a one-year probationary period who are in good standing may become eligible to seek remote work arrangements after completing six months of employment.</u></p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to approve edit to remote work policy as recommended.		
<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>		



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 01/28/2025

**Title of Item:** 2023 EMPG Grant

<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> Sheriff Dan Guida	<b>Department:</b> Sheriff's Office	
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  See attached memo and agreement		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>  Recommend authorizing Board Chair and County Administrator to sign the EMPG agreement with the State of MN for this funding.		
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

# DANIEL G. GUIDA

AITKIN COUNTY SHERIFF

218 1<sup>st</sup> St. N.W.

Aitkin, MN 56431

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

Emergency 911

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

## MEMO

TO: Aitkin County Board of Commissioners

DATE: January 22, 2025

FROM: Sheriff Dan Guida

RE: EMPG Grant

---

Attached is the annual Emergency Management Performance Grant (EMPG) award for the year 2023. The award amount for 2023 is \$19,702.

This grant does not totally fund our emergency management activities, rather it offsets some of the costs. I am looking for authorization to have the Board Chair and the County Administrator sign this agreement with the State of Minnesota for this funding.

Please let me know if you have any questions. Thank you.



<b>Minnesota Department of Public Safety (“State”)</b> Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190	<b>Grant Program:</b> 2023 Emergency Management Performance Grant  <b>Grant Contract Agreement No.:</b> A-EMPG-2023-AITKINCO-001
<b>Grantee:</b> Aitkin County 307 2nd Street NW Aitkin, MN 56431	<b>Grant Contract Agreement Term:</b>  <b>Effective Date:</b> 01/01/2023 <b>Expiration Date:</b> 06/30/2025
<b>Grantee’s Authorized Representative:</b> Aitkin County Sheriff’s Office / Emergency Management ATTN: Sheriff Dan Guida – Emergency Management Director 218 1 <sup>st</sup> Street NW Aitkin, MN 56431 Phone: 218-927-7417 E-mail: dan.guida@co.aitkin.mn.us	<b>Grant Contract Agreement Amount:</b> Original Agreement \$ 19,702.00 Matching Requirement \$ 19,702.00
<b>State’s Authorized Representative:</b> Homeland Security and Emergency Management ATTN: Ms. Kyle Temme 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	<b>Federal Funding:</b> CFDA/ALN: 97.042  <b>FAIN:</b> EMC-2023-EP-00001  <b>State Funding:</b> None  <b>Special Conditions</b> None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** Per Minn. Stat. § 16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:  
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2023 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 223. St. Paul, MN 55101-2190. The Grantee shall also comply with all requirements referenced in the 2023 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

**Payment:** As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

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

Date: \_\_\_\_\_

Grant Contract Agreement No. A-EMPG-2023-AITKINCO-001 / P.O. No. 3000098026

Project No: N/A

**2. GRANTEE**

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

Signed: \_\_\_\_\_

Printed Name: J. Mark Wedel

Title: Aitkin County Commissioner Chair

Date: January 28, 2025

Signed: \_\_\_\_\_

Printed Name: Jessica Seibert

Title: County Administrator

Date: January 28, 2025

Signed: \_\_\_\_\_

Printed Name: Daniel Guida

Title: County Sheriff

Date: January 28, 2025

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

**2023 (EMPG) Emergency Management Performance Grant**

**Budget Summary (Review Report)**

**Organization:  
Aitkin County**

**EXHIBIT A  
A-EMPG-2023-AITKINCO-001**

<b>Budget</b>		
<b>Budget Category</b>	<b>Award</b>	<b>Match</b>
<b>Organization</b>		
<b>EM Dept salaries and fringe benefits</b>	<b>\$19,702.00</b>	<b>\$19,702.00</b>
<b>Total</b>	<b>\$19,702.00</b>	<b>\$19,702.00</b>
<b>Total</b>	<b>\$19,702.00</b>	<b>\$19,702.00</b>
<b>Allocation</b>	<b>\$19,702.00</b>	<b>\$19,702.00</b>
<b>Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>



# Board of County Commissioners Agenda Request

**2AB**  
Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Veteran's Office Donations

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

<b>Submitted by:</b> Penny Harms	<b>Department:</b> Veterans Service
-------------------------------------	--

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

**Summary of Issue:**

Attached is a resolution for donations made to the Aitkin County Veterans Office for needy veterans totaling \$3,500. Donations were received from the McGregor American Legion Auxiliary Unit 23 designated as follows:

- \$1,500 to be used for veterans who live in the McGregor area
- \$1,000 to be used for veterans who live anywhere in Aitkin County

Donation from private citizen, Robert Lake:

- \$1,000 to be used for veterans who live in Aitkin County

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

**Recommended Action/Motion:**

Adopt Resolution for donations made to the Aitkin County Veterans Office.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*





# Board of County Commissioners Agenda Request

**3A**  
Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Schedule County Board of Appeal and Equalization

<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> Mike Dangers		<b>Department:</b> County Assessor
<b>Presenter (Name and Title):</b> Mike Dangers, County Assessor		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b>  Please see attached memo.		
<b>Alternatives, Options, Effects on Others/Comments:</b> The date and time of this meeting needs to be set now so the public notices can be prepared.		
<b>Recommended Action/Motion:</b> Motion to approve scheduling this meeting on Tuesday June 17, 2025 at 3:00pm.		
<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>		



## AITKIN COUNTY ASSESSOR

---

Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 120  
Aitkin, MN 56431

assessor@aitkincountymn.gov  
Phone: 218-927-7327  
Fax: 218-927-7379

### MEMO

January 2, 2025

To: County Board of Commissioners  
Jessica Seibert, County Administrator

From: Mike Dangers, County Assessor

Re: 2025 County Board of Appeal and Equalization Meeting Date and Time

The County Board needs to set the 2025 County Board of Appeal and Equalization (CBAE) meeting time in accordance with Minnesota Statute section 274.14. Attached to this document is a copy of this Statute, a copy of the scheduling pages of the Minnesota Property Tax Administrator's Manual, and a calendar of June 2025.

The Board must either convene on a Saturday or convene on a weekday with appointment times available after 7:00pm. The earliest possible meeting date is Saturday June 14. Last year, the CBAE convened on Tuesday, June 18 at 3:00pm and adjourned at 4:06pm. Five appeals were made at this meeting. The staff does not expect a significant change in the number of appeals this year.

Taxpayers should contact the Assessor's Office to get an appointment for this meeting. Staff that are communicating the appointment information to property owners will tell them that the appointment times are not exact. Owners should plan to be to the meeting early to avoid missing the opportunity to voice their concerns. The Notices of Valuation and Classification will clearly state that appointments are required. Then the Board has the option to adjourn prior to 7pm if walk-in appeals are not allowed. If the Board does allow for walk-in appeals at the time of the meeting, the meeting would need to stay open until 7pm.

The Board is encouraged to schedule the meeting to best satisfy the needs of the taxpayers. The Tuesday afternoon meeting times have worked well for taxpayers and staff. The recommendation is to schedule this meeting time at 3:00pm on Tuesday June 17, 2025.

Please contact Mike with any questions.

**274.14 LENGTH OF SESSION; RECORD.**

The board must meet after the second Friday in June on at least one meeting day and may meet for up to ten consecutive meeting days. The actual meeting dates must be contained on the valuation notices mailed to each property owner in the county as provided in section 273.121. For this purpose, "meeting days" is defined as any day of the week excluding Sunday. At the board's discretion, "meeting days" may include Saturday. No action taken by the county board of review after June 30 is valid, except for corrections permitted in sections 273.01 and 274.01. The county auditor shall keep an accurate record of the proceedings and orders of the board. The record must be published like other proceedings of county commissioners. A copy of the published record must be sent to the commissioner of revenue within five days following final action of the county board of equalization.

For counties that conduct either regular board of review meetings or open book meetings, at least one of the meeting days must include a meeting that does not end before 7:00 p.m. For counties that require taxpayer appointments for the board of review, appointments must include some available times that extend until at least 7:00 p.m. The county may have a Saturday meeting in lieu of, or in addition to, the extended meeting times under this paragraph.

**History:** (2050) *RL s 860*; 1949 *c 543 s 4*; 1971 *c 564 s 9*; 1973 *c 582 s 3*; 1975 *c 339 s 7*; 1976 *c 334 s 8*; 1980 *c 437 s 8*; 1987 *c 229 art 4 s 1*; 1987 *c 268 art 7 s 38*; 1*Sp*1989 *c 1 art 9 s 29*; 1990 *c 480 art 7 s 15*; 1995 *c 264 art 11 s 5*; 2005 *c 151 art 5 s 27*; 2008 *c 366 art 6 s 32*; 2009 *c 88 art 10 s 13*; 1*Sp*2019 *c 6 art 18 s 14*

**Boards of Appeal and Equalization**

- Property owners in a jurisdiction that has chosen to transfer its Local Board of Appeal and Equalization duties to the county would be provided with an open book meeting in place of the local board. Property owners who are not satisfied with the outcome of the open book meeting may appeal to the County Board of Appeal and Equalization and/or Tax Court.
- The local board can be reinstated by resolution of the governing body of the city or town and upon proof of compliance with training requirements. The resolution and proof of compliance must be provided to the county assessor by February 1 to be effective for the same assessment year.

Primary Statutory Reference(s): Minnesota Statutes, section 274.01

**County Boards of Appeal and Equalization**

**What is the purpose and function of the CBAE?**

- The County Board of Appeal and Equalization (CBAE) is the **second** avenue in the appeals process.
- A property owner must first appeal to the Local Board of Appeal and Equalization if one is held before being eligible to appear at the county board.

**When does the CBAE meet?**

- The board may meet on any **ten consecutive meeting days** in June **after the second Friday in June**.
- **“Meeting days”** typically means any day of the week excluding Sunday. (The board may elect to consider Saturday as a meeting day as well.)
- At least one meeting must be held **until 7:00 pm or on a Saturday**; i.e., if the county does not hold a meeting until 7:00 pm they must instead hold a meeting on a Saturday.
  - This is to ensure that property owners have ample time to present their appeals.
  - A board may convene on the first Monday after the second Friday in June at 6:00 p.m. and adjourn at 8:00 p.m. and these requirements will have been met.
  - The board may also convene on the Saturday immediately following the second Friday.
  - In any scenario, the board may not hold meeting beyond those ten meeting days without approval from the Commissioner of Revenue.
  - If the board chooses to consider Saturday a “meeting day,” it must consider a second Saturday as a meeting day if it falls within ten meeting days of the original Saturday meeting.

**Boards of Appeal and Equalization**

- All boards must adjourn **no later than June 30**. Any action taken after that date is considered invalid except corrections of clerical errors.
- The dates of the meetings must be contained in **valuation notices**.
- If a board completes its work before ten meeting days have transpired, and has met the requirements to be present for a meeting not recessing/adjourning prior to 7:00 p.m. or has met on a Saturday, it is not necessary for the board to continue to meet for each of the ten meeting days.

**What are the meeting time requirements for counties that require appointments?**

- If a county **requires** appointments for CBAE appeals, the county must allow appointments until 7:00 p.m., but the board is not required to meet until 7:00 p.m. or on a Saturday (per Minnesota Statutes, section 274.14).
- If the board requires appointments and allows for appointment times as late as 7:00 p.m., but those times go unfilled, the board does not need to physically meet at or until 7:00 p.m., nor is the board required to allow walk-ins at that time. The allowance of scheduled appeals until 7:00 p.m. is sufficient.
- However, if the CBAE **allows for walk-ins and does not require appointments**, the board may not adjourn prior to 7:00 p.m.
  - In other words, if value notices sent to taxpayers show that the board will meet during a specific time frame, the assumption is that the board will be available during that time frame for walk-in appointments and therefore must meet.
    - i.e., if the notices say the board will meet from 1 p.m.-7p.m., the board must be in attendance during that posted time for walk-ins.
- The department recommends that requirements to schedule an appeal to a CBAE be clearly stated in Notices of Valuation and Classification, and if appointments are required, rather than stating the specific time frame in which the board will be convened, list the time the board will begin only and be prepared to schedule appointments until 7:00 p.m. in order to comply with statute.

**Who makes up the CBAE?**

- The board is made up of the county commissioners (or a majority of them with the county auditor; or if the county auditor cannot be present, the deputy county auditor; or if there is no deputy, the court administrator of the county district court).
- A **quorum** (or majority) of the board must be present to take any action.
- Each member must take an oath to fairly and impartially perform duties as a board member.

# JUNE 2025

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14 Flag Day
15 Father's Day	16	17	18	19 Juneteenth	20	21
22	23	24	25	26	27	28
29	30					

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# Board of County Commissioners Agenda Request

**3B**  
Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Adopt Resolution - Big Sandy Lake Watershed Survey

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Mike Dangers		<b>Department:</b> Assessor
<b>Presenter (Name and Title):</b> Mike Dangers, County Assessor		<b>Estimated Time Needed:</b> 15 minutes
<b>Summary of Issue:</b> Please see the attached resolution to be discussed at the January 28 meeting.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt resolution as presented.		
<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>		

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

ADOPTED January 28, 2025

By Commissioner: xxx

**20250128-xxx**

**Army Corps of Engineers Land Ownership in Big Sandy Lake Watershed**

**WHEREAS**, the Army Corps of Engineers is in the process of completing a land survey of its fee ownership lands in the Big Sandy Lake Watershed. This multi-year project has brought attention to the ownership of many parcels of lake and river frontage in this area. As the survey is completed, lands previously believed to be owned by private parties are clearly owned by the Federal Government; and

**WHEREAS**, these ownership changes will bring many potential impacts to property owners and local governments. Questions have been asked about property value, tax base, public access to lands previously believed to be private, land use, development restrictions, water access rights, etc. These impacts are expected to be very significant;

**NOW, THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners respectfully requests the Army Corps of Engineers to begin the process to vacate and transfer its fee interests in these properties to adjacent property owners to achieve individual private lot boundaries that are in compliance with standards outlined in the Subdivision Regulations of Aitkin County. The objective of this requested action is to reinstate all rights of lakeshore ownership to private properties that have historically been developed and occupied as private lakeshore properties while the Army Corps of Engineers retains its flowage easement rights.

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 28<sup>th</sup> day of January 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28<sup>th</sup> day of January 2025

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



# Board of County Commissioners Agenda Request

## 4A

Agenda Item #

**Requested Meeting Date:** January 28, 2025

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

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<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> Kathleen Ryan		<b>Department:</b> Auditor
<b>Presenter (Name and Title):</b> Kathleen Ryan, County Auditor		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b> <p>This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 11, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Aitkin County, MN ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2024.</p> <p>CLA Accounting Standard Assessment</p> <ul style="list-style-type: none"> <li>• Assist, at your direction, in interviewing your key team members.</li> <li>• Analyze, evaluate and recommend how the leases and SBITAs will be accounted for based on the selection of potential leases and SBITAs provided by you.</li> <li>• Assist with proposal of journal entries and drafting the related GASB Statement No. 87 and GASB Statement No. 96 financial statement disclosures.</li> <li>• Provide to you sufficient information for you to oversee the services, evaluate the adequacy and results of the services; accept responsibility for the results of the services and ensure your data and records are complete.</li> </ul>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Please approve the Statement of Work for Board Chair and Administrator to sign.		
<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> This was known when the 2025 budget was completed.		



January 2, 2025

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 11, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Aitkin County ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2024.

### **Nonattest services**

We will provide the following nonattest services:

#### **CLA Accounting Standard Assessment**

- Assist, at your direction, in interviewing your key team members.
- Analyze, evaluate and recommend how the leases and SBITAs will be accounted for based on the selection of potential leases and SBITAs provided by you.
- Assist with proposal of journal entries and drafting the related GASB Statement No. 87 and GASB Statement No. 96 financial statement disclosures.
- Provide to you sufficient information for you to oversee the services, evaluate the adequacy and results of the services; accept responsibility for the results of the services and ensure your data and records are complete.

### **Additional assistance**

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

### **Client information requirements**

The entity agrees it is solely responsible for the accuracy, completeness, and reliability of all of the entity's data and information that it provides CLA for our engagement. The entity agrees it will provide any requested information on or before the date we commence performance of the services.

You agree that you are solely responsible for the accuracy, completeness, and reliability of all of your data

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

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

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

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

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

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

Because the services listed above do not constitute an examination, audit, or review, we will not express an opinion or conclusion or issue a written report on your application of the requirements of GASB Statement No. 87 and GASB Statement No. 96 as it relates to contracts. You agree that our services are not intended to be used by a third party in reaching a decision on the application of the requirements of GASB Statement No. 87 and GASB Statement No. 96 to a specific transaction.

**Management responsibilities**

For all nonattest services we may provide to you, including these consulting services, you agree to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. You have designated Kathleen Ryan, Chief Financial Officer to fulfill this role. You will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans, and for implementing any plans you may develop, including any that we may discuss with you. Management is responsible for the design, implementation, and maintenance of effective internal control over financial reporting and over compliance, including evaluating and monitoring ongoing activities, (1) relevant to the preparation and fair presentation of financial statements that are free from material misstatement, (2) to prevent and detect fraud, and (3) to ensure that the entity complies with applicable laws and regulations. Management is responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

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

### **Engagement administration and other matters**

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

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

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

### **Fees**

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

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

### **Record retention**

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

### **Agreement**

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

**CliftonLarsonAllen LLP**

**CLA**

**Client**

CLA

Aitkin County

SIGN:

SIGN:

\_\_\_\_\_  
Kristen Houle, Signing Director

\_\_\_\_\_  
Board Chair

DATE:

DATE:

Aitkin County

SIGN:

\_\_\_\_\_  
County Administrator

DATE:

**Acceptance and acknowledgement**

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

**Response**

This letter correctly sets forth the understanding of Aitkin County.



# Board of County Commissioners Agenda Request

## 4B

Agenda Item #

**Requested Meeting Date:** 01/28/2025

**Title of Item:** Annual Employee Dishonesty and Faithful Performance Bond

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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<b>Submitted by:</b> Tara Snyder	<b>Department:</b> Recorder's
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<b>Presenter (Name and Title):</b> Kathleen Ryan, County Auditor	<b>Estimated Time Needed:</b> 5 min.
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**Summary of Issue:**

Approve Recording of the annual Employee Dishonesty and Faithful Performance Bond for \$50,000 and to further define employees to include the following Aitkin County Officials and any successor of such official:

Administrator, Assessor, Attorney, Auditor & Treasurer and deputies, County Commissioners, County Recorder & Registrar of Titles and deputies, Engineer, Surveyor, Health & Human Services Director, Environmental Services Director, Veteran Service Officer

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

**Recommended Action/Motion:**

Approve Recording of the annual Employee Dishonesty and Faithful Performance Bond for \$50,000 and to further define employees to include the following Aitkin County Officials and any successor of such official

**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:*



MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST  
COVERAGE DECLARATIONS  
EMPLOYEE DISHONESTY AND FAITHFUL PERFORMANCE OF  
DUTY - ARTICLE FOUR

DOCUMENT NO.: PC108025-1

MEMBER: Aitkin County

MAILING ADDRESS: 307 2nd Street NW #121  
Aitkin, MN 56431

COVERAGE PERIOD: FROM 1/1/2025 TO 1/1/2026 AT 12:01 A.M. CENTRAL STANDARD TIME

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EMPLOYEE DISHONESTY AND FAITHFUL PERFORMANCE OF DUTY COVERAGE

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MCIT LIMIT OF COVERAGE: \$50,000 Per Occurrence

DEDUCTIBLE: \$0.00

IF YOU HAVE PURCHASED EMPLOYEE DISHONESTY AND FAITHFUL PERFORMANCE OF DUTY COVERAGE IN EXCESS OF THAT PROVIDED BY THIS COVERAGE DOCUMENT; FORGERY OR ALTERATION COVERAGE; OR CREDIT, DEBIT OR CHARGE CARD FORGERY COVERAGE THROUGH MCIT, YOU HAVE BEEN ISSUED AN OLD REPUBLIC SURETY COMPANY CRIME POLICY. PLEASE REFER TO YOUR OLD REPUBLIC POLICY FOR THE TERMS, CONDITIONS AND LIMITS OF SUCH COVERAGE.

COUNTERSIGNED 12/5/2024  
(Date)

BY

(Authorized Representative)

**COVER  
AGE  
-  
ARTICLE  
FOUR**

**EMPLOYEE  
DISHONESTY  
AND  
FAITHFUL  
PERFORMANCE  
OF DUTY**

Minnesota Counties  
Intergovernmental Trust



# INDEX

## Employee Dishonesty & Faithful Performance of Duty Coverage

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E. Deductible	3
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G. Definitions	10 - 12

# MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST

## ARTICLE FOUR - Employee Dishonesty and Faithful Performance of Duty Coverage

Some provisions in this "Coverage Document" restrict coverage. Read the entire "Coverage Document" carefully to determine rights, duties and what is and is not covered. The titles of the various sections and paragraphs in this "Coverage Document" are inserted solely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate. Throughout this "Coverage Document" the words we, us, our and MCIT refer to the Minnesota Counties Intergovernmental Trust. The words you and your refer to the "Member" shown in the "Declarations". Words and phrases that appear in quotation marks are defined in G. DEFINITIONS of this "Coverage Document", unless noted otherwise.

### A. COVERAGE AGREEMENT

We will pay for loss of or damage to "Money", "Securities" and "Property Other than Money and Securities" caused:

1. Directly by "Employee Dishonesty"; or
2. Directly and immediately by the failure of an "Employee" to perform his or her duties as prescribed by "Law".

### B. INCLUDED COVERAGE

*Temporary Absence of Employee from Coverage Territory*

We will pay for loss caused by an "Employee" during the first 90 days of his or her temporary absence from the "Coverage Territory". This coverage provision does not increase the Limit of Coverage provided by this "Coverage Document".

### C. EXCLUSIONS

This "Coverage Document" does not apply to any:

1. *Deprivation of Civil Rights or Tortious Conduct*

Damages for which you are legally liable as a result of:

- a. The deprivation or violation of the civil rights of any person by an "Employee"; or
- b. The tortious conduct of an "Employee", except conversion of property of other parties held by you in any capacity.

2. *Dishonest or Criminal Acts*

10. *War and Similar Actions*

Loss resulting from declared or undeclared war, warlike action, rebellion, revolution, insurrection or any associated act or incident.

11. *Probate Duties in a Fiduciary Capacity*

Loss resulting from any person or class of persons acting in the capacity of public administrator, public guardian and any other "Employee" performing probate duties in any fiduciary capacity.

**D. LIMIT OF COVERAGE**

The maximum amount of coverage provided by this "Coverage Document" for any one "Occurrence" is the applicable Limit of Coverage shown in the "Declarations".

**E. DEDUCTIBLE**

For any one "Occurrence", we will pay, subject to the Limit of Coverage, the amount of a loss covered by this "Coverage Document" that is in excess of the Deductible shown in the "Declarations".

**F. CONDITIONS**

1. *Application of Printed Conditions*

The "Terms" and conditions of forms attached to this "Coverage Document" shall take precedence over the printed conditions of the "Coverage Document". The terms and conditions of the Minnesota Counties Intergovernmental Trust Joint Powers or Participation Agreement and By-Laws and interpretations thereof shall take precedence over all printed conditions of the "Coverage Document" and any "Terms", conditions or endorsements attached thereto.

2. *Breach of Conditions*

The breach of any condition of this "Coverage Document" will not affect coverage if, at the time of loss or damage, the breach of condition does not exist.

3. *Cancellation of Coverage on an Employee*

Should the need arise to cancel coverage on any "Employee", the cancellation will be effective on the date specified in a notice mailed to you. That date will be at least 30 days after the date of mailing. The mailing of notice to you at the last mailing address known to us will be sufficient proof of notice. Delivery of notice is the same as mailing.

4. *Concealment, Misrepresentation or Fraud*

This coverage is void in any case of:

However, this condition shall in no event apply to any differences between:

- a. The Limit of Coverage or Deductible provisions of this "Coverage Document" and any Limit of Insurance or Deductible provisions of the Old Republic coverage; or
- b. Exclusion 9. POLLUTION of this "Coverage Document" and any application of the Old Republic coverage to a pollution loss.

9. *Coverage Changes, Cancellation and Termination*

The first "Member" shown in the "Declarations" is authorized to make changes in the "Terms" of this "Coverage Document" with our consent. Changes, cancellation or termination shall be made only in accordance with the MCIT By-Laws and Joint Powers or Participation Agreement. This "Coverage Document" and the MCIT By-Laws and Joint Powers or Participation Agreement contain all the agreements between you and us concerning the coverage afforded. The "Coverage Document's" "Terms" can be amended or waived only by endorsement issued by us and made a part of this "Coverage Document".

10. *Coverage Under Two or More Coverages*

If two or more MCIT coverages apply to the same loss, we will pay no more than the actual amount of the loss.

11. *Divisible Document*

The breach of any condition of this "Coverage Document" with respect to any one or more covered items shall not prejudice the right to recover for loss occurring to any other covered item with which, at the time of the loss, a breach of condition does not exist.

12. *Examination of Your Books and Records*

We may examine and audit your books and records as they relate to this "Coverage Document" at any time during the "Coverage Period" and up to one year afterward.

13. *Indemnification*

We will indemnify your officials who are required by "Law" to give bonds for the faithful performance of their service against direct and immediate loss to "Money", "Securities" and "Property Other than Money and Securities" caused by an "Employee" under their supervision failing to faithfully perform his or her duties as prescribed by "Law"

14. *Inspection and Surveys*

MCIT shall have the right, but not the obligation, to at all reasonable times during the "Coverage Period":

- a. Make inspections and surveys of covered property;
- b. Give you reports on the conditions we find; and

after the date on which the loss or the situation that may give rise to a loss is discovered.

- b. Any civil action taken against MCIT as may be permitted by Section (16) (a) must be venued in Ramsey County, Minnesota.

17. *Liberalization*

If any authorized endorsements or filed rules or regulations affecting this "Coverage Document" are revised by statute or otherwise so as to broaden the coverage without additional contribution, such extended or broadened coverage shall inure to the benefit of the "Member" hereunder, effective as of the date of the change.

18. *Limit of Coverage Non-Cumulation*

The Limit of Coverage does not cumulate from one "Coverage Period" to another, regardless of the number of years this "Coverage Document" remains in force or the contributions paid.

19. *Loss Coverage, Discovery Period and Extended Discovery Period*

We will pay only for losses sustained by you within the "Coverage Territory":

- a. As a result of acts committed or events occurring at any time and discovered by you during the "Coverage Period"; or
- b. Prior to the effective date of termination or cancellation of this coverage and discovered by you no later than 60 days from the date of that termination or cancellation. However, this extended loss discovery period terminates upon the effective date of any other similar coverage or insurance obtained by you that covers the loss in whole or in part.

Loss discovery occurs when you first become aware of facts which would cause a reasonable person to assume that a loss covered by this "Coverage Document" has been or will be incurred, even though the exact amount or details of loss may not then be known.

Loss discovery also occurs when you receive notice of an actual or potential claim against you involving a loss covered under this "Coverage Document".

20. *Member Responsibilities After Loss*

Upon discovery of a loss or a situation that may give rise to a loss under this "Coverage Document", the "Member" must:

- a. Notify MCIT as soon as the "Member" reasonably should have known of any loss of the type covered by this "Coverage Document", even if the loss may be less than the Deductible.
- b. Provide MCIT with a detailed statement of loss, under oath if requested, within 120 days.

- 3) You will be reimbursed for that part of the loss equal to any applicable Deductible.

b. Recoveries do not include any recovery:

- 1) From insurance, suretyship, reinsurance, security or indemnity taken for our benefit; or
- 2) Of original "Securities" after duplicates of them have been issued.

26. *Transfer of Your Rights and Duties Under This Coverage Document*

Your rights and duties under this "Coverage Document" may not be transferred without our written consent.

27. *Valuation - Settlement*

a. Subject to the applicable Limit of Coverage, we will pay for:

- 1) Loss of "Money" but only up to and including its face value. We may, at our option, pay for loss of "Money" issued by any country other than the United States of America:
  - a) At face value in the "Money" issued by that country; or
  - b) In the United States of America dollar equivalent determined by the rate of exchange on the day the loss was discovered.
- 2) Loss of "Securities" but only up to and including their value at the close of business on the day the loss was discovered. We may, at our option:
  - a) Pay the value of such "Securities" or replace them in kind, in which event you must assign to us all your rights, title and interest in and to those "Securities"; or
  - b) Pay the cost of any Lost Securities Bond required in connection with issuing duplicates of the "Securities". However, we will be liable only for the payment of so much of the cost of the bond as would be charged for a bond having a penalty not exceeding the lesser of the:
    - (1) Value of the "Securities" at the close of business on the day the loss was discovered; or
    - (2) Limit of Coverage.
- 3) Loss of or damage to "Property Other than Money and Securities" or loss from damage to the "Premises" for not more than the:
  - a) Actual cash value of the property on the day the loss was discovered;
  - b) Cost of repairing the property or "Premises"; or

b. Furnished to you to:

- 1) Substitute for a permanent "Employee" on leave; or
- 2) Address staffing needs;

while that person is subject to your direction and control and performing services for you excluding, however, any such person while having care and custody of property outside the "Premises";

- c. Sitting on your governing board, commission or committee; or
- d. Serving as one of your elected or appointed officials.

But "Employee" does not mean any agent, broker, person leased to you by a labor leasing firm, unpaid intern, volunteer, factor, commission merchant, consignee, independent contractor or representative of the same general character.

6. "Employee Dishonesty" means only dishonest acts committed by an identified or unidentified "Employee" acting alone or in collusion with other persons, with the manifest intent to:
  - a. Cause you to sustain loss; and also
  - b. Obtain financial benefit (other than employee benefits earned in the normal course of employment, including: salaries, commissions, fees, bonuses, promotions, awards, profit sharing or pensions) for:
    - 1) The "Employee"; or
    - 2) Any person or organization intended by the "Employee" to receive that benefit.
7. "Law" means all governmental statutes, laws, ordinances, rules, regulations or other similar enactments having the force or effect of law and judicial or administrative interpretations thereof.
8. "Member" means the entity first named in the "Declarations".
9. "Money" means currency, coins and bank notes in current use and having a face value; bullion; negotiable instruments; and orders.
10. "Occurrence" means all loss up to the Limit of Coverage caused by each "Employee", whether the result of a single act or series of acts.
11. "Premises" means the interior of that portion of any building you occupy in conducting your business.
12. "Property Other than Money and Securities" means any tangible property other than "Money" and "Securities" that has intrinsic value but does not include any property listed by this "Coverage Document" as not being covered.



# Board of County Commissioners Agenda Request

## 5A

Agenda Item #

**Requested Meeting Date:** 1-28-25

**Title of Item:** Award Contract 20257

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> <p>Bids were opened on Monday, January 6, 2025 for Contract No. 20257 which includes SAP 001-605-018 - clearing and grubbing of CH 5 from CH 53 to TH 210.</p> <p>As shown on the attached abstract of bids, six bids were received with Nadeau Companies LLC - Hampton, MN - submitting the low bid in the amount of \$117,432.00. Shortly after bid opening, Nadeau Companies LLC requested to withdraw their bid without penalty due to a misunderstanding of contract requirements.</p> <p>The second lowest bidder is ACM LLC - Princeton, MN - with a bid amount of \$190,183.22. With the cost of this contract estimated at \$162,412.50 this bid is 17.1% above the estimated amount.</p> <p>The Aitkin County Attorney has been informed of this bidding situation and is in agreement with the attached resolution language.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Award Contract 20257 to ACM LLC by attached resolution.		
<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> \$ 190,183.22 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> \$200,000 was budgeted for this project in 2025.		

## Aitkin County Bid Abstract

Project Name: Clearing and Grubbing on CSAH 5 from CR 53 to TH 210  
 Bid Opening: January 6, 2024, at 2:00 PM

Contract: 20257  
 Project No.: SAP 001-605-018

					Engineer's Estimate		Nadeau Companies, LLC - Hampton, MN		ACM, LLC - Princeton, MN		Gladen Construction Inc - Laporte, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LUMP SUM	1	\$5,000.00	\$5,000.00	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$21,500.00	\$21,500.00
2	2101.501	CLEARING & GRUBBING	LS	1	\$125,000.00	\$125,000.00	\$90,000.00	\$90,000.00	\$156,500.00	\$156,500.00	\$150,000.00	\$150,000.00
3	2563.601	TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$11,450.00	\$11,450.00	\$5,500.00	\$5,500.00
4	2573.503	SILT FENCE, TYPE HI	L F	1,185	\$4.50	\$5,332.50	\$4.00	\$4,740.00	\$4.10	\$4,858.50	\$3.89	\$4,609.65
5	2575.505	RAPID STABILIZATION METHOD 2	ACRE	11.04	\$2,000.00	\$22,080.00	\$425.00	\$4,692.00	\$668.00	\$7,374.72	\$1,250.00	\$13,800.00
TOTALS FOR PROJECT SAP 001-605-018							\$162,412.50		\$117,432.00		\$190,183.22	\$195,409.65
% OF ESTIMATE FOR PROJECT SAP 001-605-018									-27.70%		17.10%	20.32%

					Castle Rock Tree LLC - Castle Rock, MN		LP Contracting LLC - Leonard, MN		Husky Construction, Inc - Elk River, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LUMP SUM	1	\$20,000.00	\$20,000.00	\$23,090.00	\$23,090.00	\$30,000.00	\$30,000.00
2	2101.501	CLEARING & GRUBBING	LS	1	\$224,000.00	\$224,000.00	\$185,803.26	\$185,803.26	\$281,952.00	\$281,952.00
3	2563.601	TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	\$12,000.00	\$12,000.00
4	2573.503	SILT FENCE, TYPE HI	L F	1,185	\$6.00	\$7,110.00	\$9.50	\$11,257.50	\$5.00	\$5,925.00
5	2575.505	RAPID STABILIZATION METHOD 2	ACRE	11.04	\$1,500.00	\$16,560.00	\$6,931.00	\$76,518.24	\$1,250.00	\$13,800.00
TOTALS FOR PROJECT SAP 001-605-018							\$272,670.00		\$302,169.00	\$343,677.00
% OF ESTIMATE FOR PROJECT SAP 001-605-018							67.89%		86.05%	111.61%

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

Certified By: John Welle Digitally signed by John Welle  
Date: 2025.01.07 12:00:18 -06'00' License No. 24340

Date: 1-7-25

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

ADOPTED January 28, 2025

By Commissioner: xxx

**20250128-xxx**

**Award Contract 20257**

**WHEREAS**, Contract No. 20257 is for construction of SAP 001-605-018, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, January 6, 2025 with a total of six bids received, and

**WHEREAS**, Nadeau Companies, LLC – Hampton, MN - was the lowest responsible bidder in the amount of \$117,432.00, and

**WHEREAS**, after opening of bids, Nadeau Companies requested to withdraw their bid without penalty due to a misunderstanding of contract requirements, and

**WHEREAS**, ACM LLC –Princeton, MN - was the second lowest responsible bidder in the amount of \$190,183.22.

**NOW THEREFORE, BE IT RESOLVED**, that the bid from Nadeau Companies LLC is considered withdrawn with no penalty assessed therefore.

**BE IT FURTHER RESOLVED**, that ACM LLC be awarded Contract 20257.

**BE IT FURTHER RESOLVED**, that the chairperson of the Aitkin County Board and the Aitkin County Administrator are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents

Commissioner 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 28<sup>th</sup> day of January 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 28th day of January 2025**

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



# Board of County Commissioners Agenda Request

**6A**  
Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** Talon Metals Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Johnson, Talon Metals		<b>Estimated Time Needed:</b> 15 min.
<b>Summary of Issue:</b>  Jessica Johnson will be giving the Board an update on Talon Metals.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<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>		



# Board of County Commissioners Agenda Request

**6B**  
Agenda Item #

**Requested Meeting Date:** January 28, 2025

**Title of Item:** 2025-2028 Strategic Plan Discussion

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Dr. Bill Brendel, CEO & Principal Consultant at Transformative Learning Institute		<b>Estimated Time Needed:</b> 30 min.
<b>Summary of Issue:</b> Dr. Bill Brendel will be discussing Aitkin County's 2025-2028 Strategic Plan. The Revitalization Team will also be present during the Board meeting to take part in the discussion.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion Only.		
<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>		



# Strategic Plan

2025 - 2028



**County Administrator**

Jessica Seibert

**Board of Commissioners**

- J. Mark Wedel (Chair), District 1
- Laurie Westerlund, District 2
- Travis Leiviska (Vice Chair), District 3
- Bret Sample, District 4
- Michael Kearney, District 5

# Mission and Vision

## Mission

To provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.

## Vision

We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.

Our values are to provide outstanding customer service through:



Collaboration



People-Focused



Innovation



Professionalism



Integrity

# Table of Contents

3	Executive Summary	14	Strategic Performance Evaluation
7	The Road Ahead: Key Challenges & Opportunities	16	Strategic Partners & Contributors
9	Goals & Objectives	19	Appendix



# Executive Summary

Aitkin County's 2025 - 2028 Strategic Plan provides a roadmap to address today's challenges, seize emerging opportunities, and prepare for a stronger future. This plan, which is a product of extensive engagement and input from Commissioners and employees, focuses on delivering quality services and fostering sustainable economic development.

As we look to the future, Aitkin County faces both challenges and opportunities. We're working to attract new businesses and year-round residents while preserving our local heritage and close-knit community. With shifts in population and migration from cities, there are new possibilities for economic development and revitalization. Aitkin County's natural resources, tourism appeal, and traditions give us a solid foundation to grow responsibly and sustainably.

To serve the community effectively, we must address internal challenges such as departmental collaboration, adapting to new technologies, and managing workforce shifts from retirements and turnover. This plan prioritizes collaboration, innovation, and operational efficiency to create a supportive, motivating work environment that ultimately enhances our public service.

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Aitkin County Board of Commissioners (Left to right): Laurie Westerlund (District 2), Travis Leiviska (Vice Chair, District 3), Michael Kearney (District 5), Bret Sample (District 4), J. Mark Wedel (Chair, District 1)

To address these external and internal needs, our plan focuses on three main goals:

**1. Community Engagement & Economic Development**

Improving how we connect with the public by being proactive and bringing people together. Focusing on balancing economic growth with preserving traditions, maintaining public safety, sustaining an effective transportation system, and tackling community issues, while protecting our beautiful natural resources.

**2. Unified Approach to Effectiveness**

Building a trusting, smooth-running, flexible organization that sticks together, makes decisions based on solid data, and encourages open talks to quickly reach consensus. The goal is to make Aitkin County Government more efficient and responsive to achieve our mission.

**3. Talent Acquisition, Development & Well-being**

Streamline talent recruitment and retention to maximize efficiency and performance while reducing turnover and associated costs. Empower employees at all levels to continuously learn, grow, and innovate, fostering a supportive work environment that enhances trust, well-being, job satisfaction, and productivity, ultimately driving cost efficiency and exceptional service.

# Background

Aitkin County's Strategic Plan is rooted in a profound respect for the past and a vision for the future, drawing on a legacy of adaptability, resilience, and community strength. Established in 1857 and named after fur trader William Alexander Aitken, Aitkin County has been shaped by a series of transformative chapters—from its days as a critical hub for French-Canadian voyageurs navigating trade routes through what is now Savanna State Park, to a bustling center for logging, agriculture, and tourism<sup>1</sup>.

## Economic Transitions & Resilience

Over time, Aitkin County has weathered significant economic shifts. The decline of logging and the impact of the Great Depression transformed Aitkin into an agricultural community, once even earning the title of "Turkey Capital of the World." As small family farms began to fade in the late 20th century, the county evolved again, becoming a destination for tourists and retirees drawn by the scenic lakes and natural landscapes. By the 1990s, tourism had become a major economic driver, offering new opportunities for growth while preserving the county's close-knit community feel and heritage.



Long Lake Summer Home (1950s), Aitkin County  
Courtesy of the Minnesota Historical Society



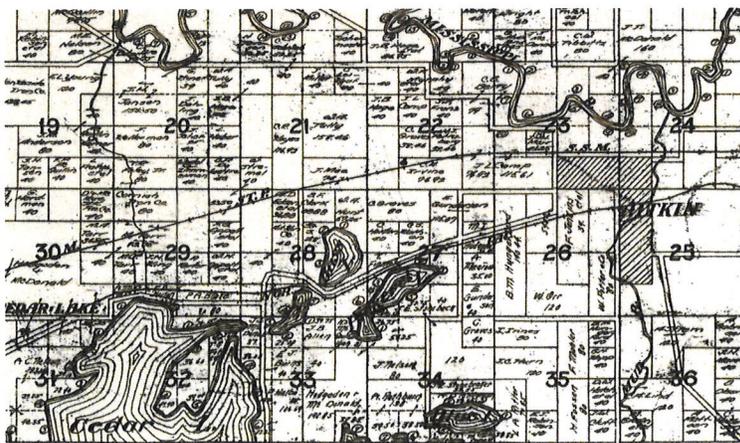
Line of Automobiles (1915), Aitkin County  
Courtesy of the Minnesota Historical Society

## Our Evolving Landscape

Today, Aitkin County faces a complex blend of challenges and opportunities that this strategic plan seeks to address. Economic contributors have shifted toward healthcare, education, and hospitality, while environmental challenges of being a “Mississippi River area” and aging infrastructure present ongoing environmental and logistical challenges. At the same time, Aitkin County’s natural resources, tourism appeal, and strong community values provide a powerful foundation for sustainable development. Embracing modern technology responsibly, strengthening community connections, and supporting both a younger workforce and retiring residents will be essential to fostering a vibrant, resilient future.

## Preserving Legacy while Building the Future

Aitkin County’s commitment to historic preservation—evident in landmarks like the Aitkin Library, Savanna Portage State Park, and Riverboat Trail System—underscores the value placed on heritage, while forward-looking initiatives strive to honor these traditions in the context of 21st-century needs. From a legacy of voyageurs to a future built on innovation, this strategic plan is a testament to Aitkin County’s enduring commitment to serving the public and evolving with the times. By embracing both our rich history and the demands of a changing world, Aitkin County is well-positioned to thrive as a place where community and progress go hand in hand.



Plat Map of Aitkin County (1916)  
Courtesy of the Minnesota Historical Society



No Achen XC-Ski/Hiking Trail (Tank Trails)  
Aitkin County Geographic Information Systems

# The Road Ahead: Key Challenges & Opportunities

Aitkin County's strategic plan begins with a clear-eyed look at the realities we face—both challenges and opportunities—so we can build a roadmap that responds to today's needs while preparing for tomorrow's possibilities. This section highlights the strengths, areas for growth, shared aspirations, and desired outcomes that set the direction for our strategic goals.

Our analysis has identified several key factors that helped to shape our plan. Externally, we know that Aitkin County is in a period of economic transition<sup>2</sup>. With population shifts as more people migrate from cities, we have an opportunity to attract new residents and businesses. However, this growth needs to be balanced with preserving our unique community values and natural heritage. Our plan therefore supports sustainable economic development that honors our local heritage and maintains Aitkin County's close-knit community feel.



## Critical Need for Operational Efficiency

Aitkin County is not unique in its need to modernize outdated processes. Departments within the county historically had been known to work in silos, missing valuable opportunities for collaboration and service improvement. To address this, our plan needs to foster a unified approach to effectiveness that encourages collaboration across departments, streamlining operations to better serve residents. This unified approach is essential for enhancing effectiveness and creating a more agile, responsive government.

## Community & Economic Aspirations

Our community is made up of people who value their neighbors, cherish their history, and want to see Aitkin County thrive. Residents and stakeholders have voiced a desire for more community engagement, economic growth, and access to local resources. To meet these needs, our plan must prioritize community engagement and economic development, with strategies that actively involve the public, attract new businesses, and promote Aitkin County's full tourism potential. By partnering with local organizations and embracing outreach efforts, we can build a stronger, more connected community.

## Workforce & Talent Needs

We also face a competitive talent landscape, with the retirement of experienced staff, turnover costs, and challenges in recruiting and retaining new talent. Our workforce is committed, resilient, and skilled, but they're also asking for greater work-life balance, flexibility, and professional growth opportunities. To support our staff, our plan needs to focus on talent acquisition, development and well-being, which includes accelerated onboarding, clear career pathways wherever possible, and resources for continuous learning and development. By investing in our people, we can build a motivated, engaged workforce that feels valued and ready to tackle the challenges of public service.

## Adapting to Technological Advances

Rapid advances in technology present both opportunities and challenges for the county. To navigate this, our plan needs to embrace technology responsibly, using it to enhance services without compromising community values or transparency. This will allow us to meet modern demands while staying grounded in our principles.

# Goals & Objectives

The following goals and objectives reflect the insights we gained from our community focus groups, surveys, external research, and employee feedback. Guided by input from across Aitkin County, they address both our current needs and future aspirations, helping us embrace growth, innovation, and resilience.

## Community Engagement & Economic Development

Improve how we connect with the public by being proactive and bringing people together. Focus on balancing economic growth with preserving traditions, maintaining public safety, sustaining an effective transportation system, and tackling community issues, while protecting our beautiful natural resources.

To achieve these goals, we will:

- **Foster Business Growth:** Advance an environment that supports business expansion, expecting all departments to take a unified approach by collaborating with internal and external partners to enhance it. Success will be measured periodically by tracking local business growth, increase in tax base, new partnerships, and economic impact.
- **Develop Senior and Workforce Housing:** Develop housing solutions to meet the needs of seniors and the workforce by collaborating with public and private stakeholders, identifying funding opportunities, and supporting sustainable development projects. Efforts will also include exploring the use of county-owned land to facilitate these initiatives. Success will be measured periodically by tracking the number of new housing units created, the availability of housing options, the success and execution of the Housing Trust Fund.
- **Optimize Land Use Ordinances:** Analyze current land use ordinances to identify areas where the county's requirements exceed state statutes. Encourage professional development for staff to support them in an ever changing environment. Increase accessible education for the community to set expectations and transparency. Success will be measured by the review of three current ordinances for refinement per year.

- **Drive Growth while Preserving Natural Resources:** Protect and promote the county's vast natural resources and recreational advantages as key drivers for business expansion and tax base improvement. Encourage sustainable business growth that complements these resources by enhancing and increasing readership of the current Economic Development newsletter that showcases businesses and opportunities aligned with the county's environmental and economic goals and community and organizational alignment to promote the Naturally Better marketing story. Success will be measured periodically by tracking the number of businesses highlighted, engagement with the newsletter, trail counters for ATV, economic impact study, and chamber collaboration.
- **Elevate Long Lake Conservation Center (LLCC):** Highlight the Long Lake Conservation Center (LLCC) as a premier resource for youth education and a destination for all Aitkin County residents to enjoy. Explore opportunities to generate revenue by expanding programs and services. Foster strategic alignment between the county and the LLCC nonprofit foundation to strengthen shared goals and maximize community impact. Success will be measured periodically by tracking program participation and revenue growth.
- **Explore Development of an EMS Taxing District:** Analyze and explore funding mechanisms for ambulance services and advocate to State and Federal agencies and Officials for higher reimbursement rates. Success will be represented by a recommendation to the Aitkin County Board of Commissioners.
- **Enhance Community Engagement & Responsiveness:** Encourage employees to actively participate in community organizations and boards as the county's eyes and ears, gathering valuable insights and providing clarification to the public when needed. Launch a pilot customer service survey for both in-person and online interactions, designed to gather strategically categorized, constructive feedback. The survey will clarify its intended audience and purpose to ensure actionable insights. Success will be measured periodically by tracking employee participation in community roles, survey response rates, and responsiveness to feedback.

- **Empower Senior Engagement:** Investigate the creation of an independent Senior Volunteer Network to serve as welcome ambassadors for county departments, enhancing community connection and service accessibility. Explore the development of a senior wayfinding program to improve navigation of county services and resources. Success will be represented by a clear recommendation to the Aitkin County Board of Commissioners.
- **Promote Community Identity:** Launch social media campaigns to educate and share “Classic Aitkin” citizen stories and information to foster communication and trust. Explore additional options like one combined Facebook and/or YouTube page as well as podcasts, videos, and other digital tools to celebrate Aitkin County’s rich legacy, family-oriented culture and how that promotes that we are naturally better. Social media engagement metrics (e.g. clicks, comments, likes, follows) and survey responses will help us assess success on an ongoing basis.



Aitkin County Strategic Focus Groups Identifying Community Needs (2024)

## Unified Approach to Effectiveness

Build a trusting, smooth-running, flexible organization that sticks together, makes decisions based on solid data, and encourages open talks to quickly reach consensus. The goal is to make Aitkin County Government more efficient and responsive to achieve our mission.

To achieve these goals, we will:

- **Develop Strategic Dashboard:** Create a Strategic Dashboard to support strategic discussions at Department Head and Board meetings. The dashboard will focus on key performance metrics that drive strategic thinking, promote continuous improvement, and guide efforts to reduce the government footprint while enhancing the standard of living and peace of mind for citizens and business owners. Success will be measured periodically by tracking the utilization of the dashboard, the integration of data into decision-making, and progress in achieving targeted improvements in efficiency and community well-being.
- **Foster Interdepartmental Learning & Cohesion:** Organize and promote activities that encourage staff to build relationships and learn about other departments through group educational workshops and engaging events, such as a chili cook-off. These initiatives aim to strengthen team connections, foster a collaborative culture, and facilitate knowledge sharing across departments. Success will be measured periodically by tracking participation rates, staff feedback on the activities, and examples of improved collaboration resulting from these efforts.
- **Showcase County Value & Resources:** Develop and distribute brief videos, podcasts, and articles to educate both the public and county employees about Aitkin County Government, highlighting its value and available resources. These materials will also encourage public feedback, helping the county better adapt to residents' evolving needs. Success will be measured periodically by tracking engagement metrics such as views, listens, and reads, as well as volume.

## Talent Acquisition, Development, and Well-being

Streamline talent recruitment and retention to maximize efficiency and performance while reducing turnover and associated costs. Empower employees at all levels to continuously learn, grow, and innovate, fostering a supportive work environment that enhances trust, well-being, job satisfaction, and productivity, ultimately driving cost efficiency and exceptional service.

To achieve these goals, we will:

- **Showcase the Aitkin County Advantage:** Highlight what makes Aitkin County unique and "Naturally Better" in recruiting and onboarding by featuring resources such as the strategic plan, success stories, well-being initiatives, and career-focused coaching. Feature these advantages on the recruitment website and in materials shared with potential candidates, measuring success through recruitment website traffic, supervisor one-on-ones, and feedback from orientation sessions. Success will be measured by an increased talent pool.
- **Modernize Onboarding for Efficiency:** Replace lengthy onboarding sessions with bite-sized, paced learning modules to enable employees to contribute while learning on the job. Organize group sessions for new hires to connect with leadership, fostering a shared understanding of Aitkin County's culture and vision, and measuring success through time-to-productivity, onboarding engagement levels, and new hire feedback.
- **Transform Reviews into Mentorship:** Replace annual performance reviews with an ongoing mentorship system where senior leaders collaborate with employees to align career aspirations with strategic opportunities, strengthening staff-leadership relationships and development.
- **Empower Strength-Based Growth:** Recognize and align employees' roles with their inherent strengths through structured supervisor dialogues and team collaboration. Train employees in Gallup StrengthsFinder to foster a culture of fulfillment and personal value, with progress measured by workshop participation rates, and feedback on development.
- **Support Employee-Driven Process Innovation:** Expand opportunities for employees to propose, discuss, and implement process improvements that enhance efficiency and reduce bureaucracy. Launch a second wave of GE Workout Development to further engage employees in meaningful changes, tracking success through employee-led initiatives, reductions in inefficiencies, and feedback on participation.
- **Prioritize Leadership Development:** Balance investments in leadership development with technical training to ensure leaders are equipped to foster innovation, collaboration, and a supportive work culture. Progress will be assessed through participation in development programs, and improvements in team performance.

# Strategic Performance Evaluation

Rooted in our commitment to professionalism, innovation, and accountability, this framework combines quantitative and qualitative measures, delivering a comprehensive view of our successes and areas for growth. As this strategic plan is an evolving document that will improve with time, data collection will occur consistently across departments, using methods that ensure accuracy and transparency, so that progress is assessed in a timely and informed manner.

## Measuring & Informing Progress

Each strategic goal is tied to specific performance metrics designed to measure meaningful progress. For goals that emphasize innovation, metrics will focus on the number of new initiatives launched, improvements in processes, and engagement levels with new systems. For goals related to professionalism, we will track metrics such as service quality, employee training rates, and feedback from residents on their experiences. Each metric was carefully chosen to align directly with our strategic goals, providing clear and measurable criteria for evaluating success.



Aitkin County Employee Strategic Planning Session (2024)



Aitkin County Department Head Strategic Planning Session (2024)

## Balanced Measures

A balanced approach will guide our evaluation, stewardship, operational effectiveness, resident satisfaction, and workforce development. This approach aligns with our values, supporting a culture of continuous improvement that not only measures outcomes but also encourages growth and responsiveness within each area of the county's operations. This balanced perspective enables us to celebrate achievements while recognizing opportunities for future improvement.

Strategic performance reviews will be conducted on a regular schedule, with evaluations occurring at different intervals depending on the goal. An annual Board review of progress will be conducted and based on evaluations and review, adjustments to the strategic plan will be made as needed to ensure our efforts stay relevant and effective, adapting to the needs of our community as they evolve.

# Strategic Partners & Contributors

Aitkin County extends its sincere gratitude to the hundreds of stakeholders who contributed their valuable insights, stories, and ideas to this strategic plan. Each group brought unique perspectives that enriched our understanding of community needs and opportunities.

## Board of Commissioners

Aitkin County's Board of Commissioners provided critical political and policy insight to guide strategic alignment with community priorities.

J. Mark Wedel (Chair), District 1  
Laurie Westerlund, District 2  
Travis Leiviska (Vice Chair), District 3  
Bret Sample, District 4  
Michael Kearney, District 5

## County Administrator

Aitkin County Administrator, Jessica Seibert, offered strategic guidance and oversight, integrating insights from all stakeholders to ensure a cohesive and actionable plan aligned with Aitkin County's mission and long-term vision.

## Public Focus Group Participants

Our public focus group participants provided critical insights into community needs, priorities, and aspirations, ensuring that the plan reflects the voices and values of Aitkin County residents.

Amy Dotzler, Aitkin Police Department  
Amy Wyant, Aitkin County CARE, Inc.  
Andrea Griffith, Aitkin County DAC  
Craig LeBlanc, Logan Town Board  
Dan Stifter, Aitkin Public Schools  
Dennise Sonnee, Planning Commission  
Harold Harms, Seavey Township  
Heidi Olesen, Waukenabo Township  
Janet Hatfield, Macville Township  
Janet Smude, Aitkin County SWCD  
Jessica Johnson, Talon Metals  
Jon Bjorkquist, Jacobson Community Center

Kat Robb, Aitkin Independent Age  
Lon Nicko, City of Aitkin Public Works  
Mikki Brodhead, Lee Township  
Patrick Murphy, Growth Innovations  
Shannon Parenteau, Waukenabo Township  
Stacy Cluff, Mille Lacs Energy Cooperative  
Stanley Gustafson, Growth Innovations  
Stephanie Mollet, Aitkin Area Chamber  
Tami Jacobs, Growth Innovations  
Thomas Meyer, Shamrock Township  
Veronica Lundquist, Aitkin SWCD

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## Department Heads and Elected Officials

Aitkin County department heads and elected officials shared strategic knowledge and operational expertise to ensure effective and cohesive planning.

## Revitalization Team

Emerging leaders representing all corners of Aitkin County's workforce conducted both internal and external research, offered fresh ideas, and shared innovative approaches to help shape Aitkin County's future.

Ben Mowers, Assessor's Office  
Brenda Butterfield, Health & Human Services  
Chelsea Cummings, Corrections & Probation  
Jacob Leonhardt, Corrections & Probation  
James Johnson, Health & Human Services  
Jane Arnold, Health & Human Services  
Jessie Schultz, Health & Human Services  
Jody Grund, Environmental Services  
Jon Moen, Health & Human Services  
Kim Larson, Health & Human Services  
Mark Jeffers, Economic Development  
Mary Hakes, Recorder's Office

Pam Bruss, Sheriff's Office  
Randy Quale, Land Department  
Reina Irvine, Health & Human Services  
Sarah Johnson, Health & Human Services  
Sarah Olsen, Highway Department  
Shannon Parenteau, Assessor's Office  
Sondra Swanson, Attorney's Office  
Stacy Westerlund, Assessor's Office  
Toni Lane, Health & Human Services  
Vlad Orekhov, Information Technology  
Wendie Bright, Auditor's Office

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## Aitkin County Employee Contributors

Aitkin County employees provided first-hand knowledge of daily operations and community interactions, grounding the plan in real-world experience.

Andrea Bloom  
Becky Steele  
Beth Roettele  
Brea Hamdorf  
Carol Johnson  
Christine Springer  
Connor Plagge  
Dena Miner  
Erin Melz  
Heidi Lenk  
Janet Hatfield  
Jen Moen  
Jim Bright

Kay Olson  
Kelsey Kramer  
Kimberly Hinsz  
Kris Palmer  
Lana Delmore  
Lisa Roggenkamp Rakotz  
Lori Chenevert  
Nicole Visnovec  
Paula Arimborgo  
Penny Harms  
Rebeca Person  
Stephen Moreland

# Appendix

## Internal Research

1. Aitkin County Human Resources Workforce Retirement Analysis.
2. Analysis of Aitkin County Workforce Challenges, Motivations & Strengths (Aug 22, 2023).
3. Aitkin County Commissioner Strategic Working Session (November 6, 2023).
4. Strategic Planning SOAR Analysis with Aitkin County Department Heads (January 3, 2024).
5. Strategic Planning SOAR Analysis with Revitalization Team (Jan 16, 2024).
6. Strategic Imperatives Planning with Aitkin County Commissioners (April 4, 2024).
7. Aitkin County Strategic Planning Summit with Internal Stakeholders (May 21, 2024).
8. Aitkin County Strategic Sentiment Survey (May, 21, 2024).
9. Aitkin County Strategic Planning Public Focus Group Report (October 23, 2024).
10. GE Workout Findings & Recommendations for Aitkin County Performance Appraisal Process.

## External Research

1. Minnesota Historical Records Survey. (1942). Inventory of the county archives of Minnesota, no. 1, Aitkin County (Aitkin). The Survey.
2. Census Reporter (2024). Aitkin County, MN Retrieved Nov. 14, 2024 from: <https://censusreporter.org/profiles/05000US27001-aitkin-county-mn/>
3. Study Finds Weak Employee Engagement (2017). National Association of Counties. Retrieved Nov. 14th from: <https://www.naco.org/articles/study-finds-weak-employee-engagement>
4. Harnessing the Engagement of Your Employees (2017). National Association of Counties. Retrieved: Nov 14th, 2024 from: <https://www.naco.org/resources/harnessing-engagement-your-employees-0>



Aitkin County Government Center  
307 2nd Street Northwest  
Aitkin, MN 56431

## *Naturally Better.*

Aitkin County is the intersection of adventure and business opportunity in the heart of Minnesota. With just over one million acres of grassland, boreal forests, lakes, and rivers teeming with wildlife, some of the darkest skies in Minnesota, and more Mississippi River miles than the entire state of Kentucky—you'll never run out of great outdoors to explore.



### **Coffee with the County**

Bite-sized weekly podcast with updates and insights about the county, departments, and employees. Tune in at [www.co.aitkin.mn.us/podcast](http://www.co.aitkin.mn.us/podcast)



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 28, 2025

**Title of Item:** Adopt Resolution - County Auditor Appointment

<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*
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<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 minutes
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**Summary of Issue:**

Please see attached resolution appointing Kathleen Ryan to the position of County Auditor. A conditional offer has been made contingent upon Board approval.

This is a budgeted position. The incumbent's current salary will increase by 5% as outlined in policy. Additionally, as part of this unique transition following the retirement of an elected official, a market adjustment of \$1,876.92 is recommended, consistent with the DDA methodology. The total salary increase effective 1/28/2025 will be 6.94%, which includes the promotion from Grade 12 to Grade 16 and the recommended market adjustment.

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

**Recommended Action/Motion:**  
Adopt resolution - County Auditor Appointment

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ 103,427.68  
 Is this budgeted?  Yes  No *Please Explain:*  
 This is a budgeted position.

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

ADOPTED January 28, 2025

By Commissioner: xxx

**20250128-xxx**

**COUNTY AUDITOR APPOINTMENT**

**WHEREAS**, the position of County Auditor became an appointed position effective 30 days after adoption of the appointing resolution made on December 23, 2024 and;

**WHEREAS**, the Aitkin County Board of Commissioners recognizes the statutory requirements of the position and;

**WHEREAS**, a job description and position grade have been developed for the position of Auditor and;

**WHEREAS**, the Aitkin County Chief Financial Officer and Interim County Auditor Kathleen Ryan possesses the necessary skills and qualifications to carry out the duties of the County Auditor;

**NOW THEREFORE BE IT RESOLVED**, that Kathleen Ryan is hereby appointed County Auditor of Aitkin County.

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 28<sup>th</sup> day of January 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28<sup>th</sup> day of January 2025

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 28, 2025

**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) <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> 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> <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>		



## Aitkin County Board of Commissioners Committee Reports Forms

# 7A

Agenda Item #

Committee	Freq	Scheduled	Representative
<b>Association of MN Counties (AMC)</b>			
Environment & Natural Resources Policy			Environmental Services Director
General Government			Commissioner Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Westerlund
Public Safety Committee			Commissioner Westerlund
Transportation Policy			Commissioner 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	Leiviska 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 Sample
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	Monthlv	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	Westerlund Alt. Sample
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund Alt. Kearney
Ordinance	As needed		Leiviska and Sample
Personnel/Insurance	As needed	2nd Tuesday	Kearney 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