



ADJURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: February 11, 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: 2550 616 0270

Meeting Password: 7282

9:00 a.m.

1) J. Mark Wedel, County Board Chair

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

9:00 a.m.

- D) Citizens Public Comment-** Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 option 8 no later than 2:30 P.M. on the Monday before the meeting.
- 2) Consent Agenda-** All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File-**
January 28, 2025 - February 10, 2025
 - B) Approve County Board Minutes-**
January 28, 2025
 - C) Approve Electronic Funds Transfers**
EFT Report thru 02.03.25
 - D) Approve Auditor Vouchers-**
Auditor Warrants - R&B 01.24.25
 - E) Approve Auditor Vouchers-**
HHS 01.24.25
 - F) Approve-**
McGrath Fire Department - 2025 Contract
 - G) Approve-**
Great River Energy Utility Easement
 - H) Approve Commissioner's Vouchers**
Commissioner Warrants 01.31.25
 - I) Approve Manual Warrants/Voids/Corrections-**
ELAN 01.16.25
 - J) Approve Auditor Vouchers-**
Auditor Warrants 01.31.25
 - K) Approve Auditor Vouchers-**
HHS 01.31.25
 - L) Approve-**
JPA with Kimberly Township
 - M) Adopt Resolution-**
On & Off Sale Liquor License -Last "Chance" Pub N' Grub, LLC
 - N) Adopt Resolution-**
App to Make Retail Sales of Tobacco Products - Last "Chance" Pub N' Grub, LLC
 - O) Approve-**
MCIS Hosting agreement
 - P) Approve-**
Authorize Quit Claim Deed Signature

9:05 a.m.

- 3) Andrew Carlstrom – Environmental Services Director
A) Appointment for District 1 Board of Adjustment

9:10 a.m.

- 4) Mark Jeffers – Economic Development Coordinator
A) Adopt Resolution - IRRR grant submission

9:20 a.m.

- 5) Jessica Seibert – County Administrator
A) Adopt Resolution - Application to Make Retail Sales of Tobacco Products - Big Dave's Auto
B) Jessica Johnson, Talon Metals Update
C) Schedule Strategic Planning Meeting
D) Accept Letter of Resignation - County Administrator
E) Administrator Updates

9:50 a.m.

- 6) Bobbie Danielson – Human Resources Director
A) Approve Personnel Committee Recommendations - County Administrator Recruitment

10:05 a.m.

- 7) Board of Commissioners
A) Commissioner Committee Reports

ADJOURN



AITKIN COUNTY BOARD OF COMMISSIONERS

January 28, 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.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Laurie Westerlund removing item 6A

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

1.E Citizens Public Comment - None

2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

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

A) Correspondence File-

January 7, 2025 - January 27, 2025

B) Approve County Board Minutes-

January 7, 2025

C) Approve Electronic Funds Transfers

Total	\$4,262,487.34
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D) Approve Auditor Vouchers-

Auditor Warrants 01.10.2025

General	\$43,952.00	R&B	\$28,940.00			Total	\$72,892.00
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E) Approve Manual Warrants/Voids/Corrections-

ELAN 12.19.2024

General	\$5,303.52	Trust	\$75.00	LLCC	\$24.85	HHS	\$1,371.79
						Total	\$6,775.16

F) Approve-

Affidavit for Duplicate of Lost Warrant

G) Approve Auditor Vouchers-

Auditor Warrant - Sales, Use and Diesel Tax, December 2024

General	\$106.61	R&B	\$1,479.85	Trust	\$74.32	LLCC	\$163.31
Parks	\$7.85					Total	\$1,831.94

H) Adopt Resolution-
County Off Sale Liquor License - Lotus Business, Inc

I) Approve Auditor Vouchers-
Auditor Warrants - HHS 01.10.2025

HHS	\$132,363.99					Total	\$132,363.99
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J) Approve Manual Warrants/Voids/Corrections-
Manual Warrants 01.14.2025

General	\$7,416.51	State	\$82,836.97	Taxes	\$502.67	LLCC	\$72.91
						Total	\$90,829.06

K) Approve Commissioner's Vouchers
Commissioner Warrants 01.17.2025

General	\$732,100.44	Reserves	\$13,275.31	R&B	\$329,838.57	Unorgan.	\$2,976.08
HHS	\$42,366.09	Debt	\$575,007.51	State	\$1,057.24	Trust	\$27,026.89
Forest	\$5,629.08	Townships	\$73,997.21	Taxes	\$64.96	LLCC	\$34,089.70
Parks	\$103,101.77					Total	\$1,940,530.85

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

R&B	\$2,195.50					Total	\$2,195.50
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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

HHS	\$56,045.29					Total	\$56,045.29
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S) Approve-
SQL Server 2022

T) Approve-
Consumption & Display Permits - Larson's Barn LLC

U) Approve Manual Warrants/Voids/Corrections-
ELAN 01.02.2025

General	\$504.62	R&B	\$1,045.00	HHS	\$4,655.56	Trust	\$75.00
						Total	\$6,280.18

V) Approve Auditor Vouchers-
Per 3 Settlements 01.23.2025

Township	\$585,740.09					Total	\$585,740.09
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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

Regular Agenda

3A Mike Dangers – County Assessor

Motion to:

Approve Scheduling County Board of Appeal and Equalization

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Travis Leiviska

SECONDER: Commissioner Bret Sample

Tuesday, June 17, 2025 at 3:00pm in the Government Center Board Room

3B Mike Dangers – County Assessor

Motion to:

Adopt Resolution - Big Sandy Lake Watershed Survey

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Michael Kearney

4A Kathleen Ryan – Interim County Auditor

Motion to:

Approve Statement of Work - CLA, SBITA Consulting

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Bret Sample

Kathleen Ryan – Interim County Auditor

4B **Motion to:**

Approve Annual Employee Dishonesty and Faithful Performance Bond

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Travis Leiviska

SECONDER: Commissioner Michael Kearney

5A John Welle – County Engineer

Motion to:

Adopt Resolution - Award Contract 20257

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Travis Leiviska

6B Jessica Seibert – County Administrator

Discussion Item

Bill Brendel, 2025-2028 Strategic Plan Discussion

DISCUSSION ITEM

6C Jessica Seibert – County Administrator

Motion to:

Adopt Resolution - County Auditor Appointment

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Travis Leiviska

6D Jessica Seibert – County Administrator

Informational Only

Administrator Updates

Department Head meeting, ATV Committee, Regional MACA Call, Internal meeting re: Corps of Engineers meeting, Facilities Committee, State of the Band Address, Board Chair/Vice Chair Training, MACA Executive Committee meeting, County Government 101 presentation, meeting with Orion Difrancio - Senator Smith's Office

7A Board of Commissioners

Informational Only

Commissioner Committee Reports

ATV Committee, Northern Counties Land Use Coordinating Board, DNR Roundtable meeting, Rum River 1W1P, East Central Regional Library Board, McGregor Airport, Joint Powers Natural Resource Board, Natural Resources Advisory Committee, Aitkin County Association of Townships, Board Chair/Vice Chair Training, Mississippi Headwaters Board, Aitkin Airport, Economic Development, Aitkin County Water Planning Task Force, Brainerd 1W1P, Aquatic Invasive Species, Facilities, Aitkin Economic Development Administration

Motion to Adjourn

Motion made at 11:32 a.m.

MOVER: Commissioner Bret Sample
SECONDER: Commissioner Laurie Westerlund
Next Meeting: Tuesday, February 11, 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: 2/11/2025

Title of Item: EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru 2/3/2025		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

ELECTRONIC FUNDS TRANSFER

Thru February 3, 2025 Board Meeting February 11, 2025

<u>Abstract Number</u>	<u>Date</u>	<u>Amount</u>	<u>Reason</u>
22227	1/24/25	\$4,198.27	Auditor Abstract
22228	1/24/25	\$768,886.44	Payroll Abstract
22229	1/24/25	\$6,267.29	Auditor Abstract
22231	1/31/25	\$141,249.03	Commissioner Abstract
22232	1/31/25	\$70,421.73	Auditor Abstract
22233	1/31/25	\$20,571.87	Auditor Abstract
22235	1/30/25	\$5,907.54	Manual Abstract
22236	1/31/25	\$52,737.44	Manual Abstract

\$0
Voids/No ACH
22226
22230
22234

\$1,070,239.61

S:Board Report:2025 EFT Board Report Thru Date

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

Explode Dist. Formulas?: 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?: N

WLB1
1/22/25 3:25PM

3 Road & Bridge

Aitkin County

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



Vendor No.	Name	Amount			
9457	Marvin Tretter, Inc	4,198.27		1 Transactions	
3 Fund Total:		4,198.27	Road & Bridge	1 Vendors	1 Transactions
Final Total:		4,198.27	1 Vendors	1 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	4,198.27	Road & Bridge
All Funds	4,198.27	Total

Approved by,

.....

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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 No.</u>	<u>Name</u>	<u>Amount</u>	
11701	Advocates For Family Peace	720.00	3 Transactions
88284	Aitkin Co Recorder	26.00	1 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	89.52	6 Transactions
89185	Bethesda Lutheran Church Of Malmo	45.00	1 Transactions
89523	Butterfield/Brenda	258.00	1 Transactions
10399	Cox/Lisa	264.86	2 Transactions
11051	Department of Human Services	42,516.61	7 Transactions
13904	Hill City Assembly of God Church	45.00	1 Transactions
90182	Laboratory Corp Of America Holdings	110.00	1 Transactions
10522	Lauer/Becky	336.92	1 Transactions
86391	MSSA	1,845.00	1 Transactions
11894	NEXUS-KINDRED FAMILY HEALING - STAP	3,060.63	2 Transactions
3336	Office Of MN. IT Services	7.35	3 Transactions
9908	Office of the Secretary of State	120.00	1 Transactions
13624	Quadient Leasing USA, Inc	491.10	3 Transactions
10394	Resource Training & Solutions	1,648.15	7 Transactions
15008	Sheets/Justin	1,546.05	10 Transactions
4507	Sorensen-Root Thompson Funeral Home	1,700.00	1 Transactions
86235	The Office Shop Inc	13.76	1 Transactions
9553	Vestis	68.61	3 Transactions
10440	Young/Griffin	498.37	3 Transactions
Final Total		55,410.93	21 Vendors
			59 Transactions

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	55,410.93	Health & Human Services
All Funds	55,410.93	Total

Approved by,
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Board of County Commissioners Agenda Request

2F
Agenda Item #

Requested Meeting Date: 02/11/2025

Title of Item: McGrath Fire Department - 2025 Contract

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Kathleen Ryan, County Auditor		Department: County Auditor
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed: N/A
Summary of Issue: Approve and authorize signatures for the 2025 Fire Protection Contract for Unorganized Town of 45-24 with the City of McGrath Fire Department.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve contract and approve the Board Chair and County Auditor to sign the 2025 Fire Contract with the City of McGrath Fire Department.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 800.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

CONTRACT FOR TOWNSHIP FIRE PROTECTION

This agreement, made and entered into this 1st day of Jan 2025 by and between the City of McGrath, Aitkin County, Minnesota and the township of Unorg 45/24, Aitkin County, Minnesota.

Whereas, the second party, deeming it advisable to have available for the benefit of the residents of said Township, services of the McGrath Fire Department and electors of Township have pursuant to law, provided a fund for furnishing of such services and

Whereas, City by appropriate action authorized it's Mayor and Clerk to enter into contract with Township.

Now, therefore; it is mutually agreed between parties, that for a period of 1 year from and after the date hereof, the Fire Department of McGrath will answer any and all fire calls of the residents in the following sections 1-36 of Township and will respond to such calls with suitable firefighting apparatus to render all assistance possible in the saving of life and property. In the event of two calls, the first call shall have priority and the second call shall be answered as soon as possible, it being understood that McGrath has other contracts, and it being further understood that the property within City limits shall have first call on the services of the Fire Department.

In consideration of such services, second party agrees to pay the sum of \$ 800⁰⁰, payable in advance.

It is understood and agreed however that in the event that the road and weather conditions be such that the fire run cannot be made with reasonable safety to men and equipment, the decision of the Fire Chief or other Fire Department official being final in such event, that said City shall not be liable in any way to Township, or to any person, firm or corporation for failure of the department to attend a fire or to extinguish a fire or for damage to or loss of goods.

In consideration of such services, parties served agreed to pay \$350.00 per fire run.

It is understood and agreed that this contract shall continue in effect for a period of not more than 1 year with the privilege of cancelling by either party with a written notice within thirty days.

CONTRACT DATE Jan 1 2025 to Dec 31 2025

In witness thereof, the respective parties have caused this instrument to be executed by the respective officers thereof.

CITY OF MCGRATH

TOWNSHIP

MAYOR

CHAIRMAN

CLERK

CLERK

PLEASE SIGN CONTRACTS AND RETURN ONE COPY TO:

MCGRATH FIRE DEPARTMENT
209 MAIN STREET
MCGRATH, MN 56350

PLEASE MAKE CHECK PAYABLE TO:

CITY OF MCGRATH FIRE DEPARTMENT

MAIL TO:

MCGRATH FIRE DEPARTMENT
209 MAIN STREET
MCGRATH, MN 56350



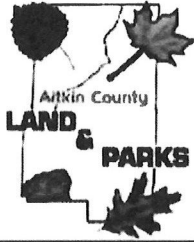
Board of County Commissioners Agenda Request

2G
Agenda Item #

Requested Meeting Date: February 11, 2025

Title of Item: Great River Energy Utility Easement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>Great River Energy is requesting a utility easement to access and replace a switch structure located in Section 2, Township 47, Range 25 (PID# 15-0-003600).</p> <p>Cost of the easement is \$2,046.00 (.92 acres at \$2,000/acre minimum plus a recording fee of \$46). The applicant has paid the \$400 application fee, which will be credited to the assessment if the easement is approved.</p> <p>Aitkin County Surveyor has reviewed the easement and has no objections.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve utility easement for Great River Energy.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



REQUEST FOR ACCESS ACROSS AITKIN COUNTY MANAGED LAND

November 12, 2019

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

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

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

2. Applicant Information (please print or type)

NAME Michelle Lommel COMPANY Great River Energy
ADDRESS 12300 Elm Creek Blvd CITY, STATE, ZIP Maple Grove, MN 55369
PHONE 763-445-5977 E-MAIL mlommel@greenergy.com

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

Tax Parcel Number: 15-0-003600 Acreage: 0.92
Location of Parcel: Legal Description: Part of the SW 1/4-SE 1/4
Section: 2 Township: 47 Range: 25

Do you have any other access into this property? Yes partially; from existing easement No

Will the proposed Easement route cross property other than Aitkin County Tax-Forfeited lands? Yes
 No. If yes, has legal access been acquired from these other properties? Yes No

4. Please write a brief note on why you are requesting an Easement: Great River Energy currently has a 115-kV overhead electric transmission tap line and switch pole located on the TFL parcel, which serves MLEC's Kimberly distribution substation. Great River Energy needs to replace the switch structure and to allow access to it for construction, GRE requests an easement that would be 100' on each side of the transmission centerline and around the switch pole. The easement will also be used for future inspection and maintenance.

5. Signature of Application or Authorized Rep.

Michelle Lommel
Agent for Great River Energy

Date 1/23/2025

. Please return completed form, and map, along with the nonrefundable application fee of \$400.00 to:

Aitkin County Land Department
502 Minnesota Ave. N.
Aitkin, MN 56431

EASEMENT

EASEMENT NO #: ML-KIT-010

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

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

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

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

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

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

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

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

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

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

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

This Easement has been duly executed by Grantor on this _____ day of _____, 2025.

GRANTOR

By: _____

Its: _____

By: _____

Its: _____

STATE OF MINNESOTA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2025,
by _____ of
(NAME/TITLE)

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

_____ (Notary)

STATE OF MINNESOTA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2025,
by _____ of
(NAME/TITLE)

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

_____ (Notary)

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

EXHIBIT "A"

Grantor's Property

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

Easement Area

A 200.00-foot-wide strip of land for utility easement purposes over, under, and across the Southwest Quarter of the Southeast Quarter (SW1/4 of the SE1/4) of Section 2, Township 47 North, Range 25 West, Aitkin County, Minnesota, being 100.00 feet on each side of the following described centerline:

Commencing at the south quarter corner of said Section 2; thence North 89 degrees 09 minutes 31 seconds East, assumed bearing, along the south line of said Southeast Quarter, a distance of 813.60 feet to the Point of Beginning; thence North 01 degrees 19 minutes 17 seconds East, a distance of 217.89 feet to a point which lies North 74 degrees 19 minutes 11 seconds East, a distance of 850.17 feet from said south quarter corner and there terminating.

EXCEPT

County State Aid Highway 5 Right-of-Way.

The sidelines of said easement are to be extended or shortened to terminate at the south line of said Southeast Quarter of Section 2.

Contains 40,261 sq.ft. or 0.92 acres of land, more or less.

SHEET 1 OF 2

Prepared by:



WSB Project No. 021637

Portage Lake 69-kV Transmission Easement Exhibit

ML-KIT-010

Owner: State of Minnesota
Aitkin County, Minnesota

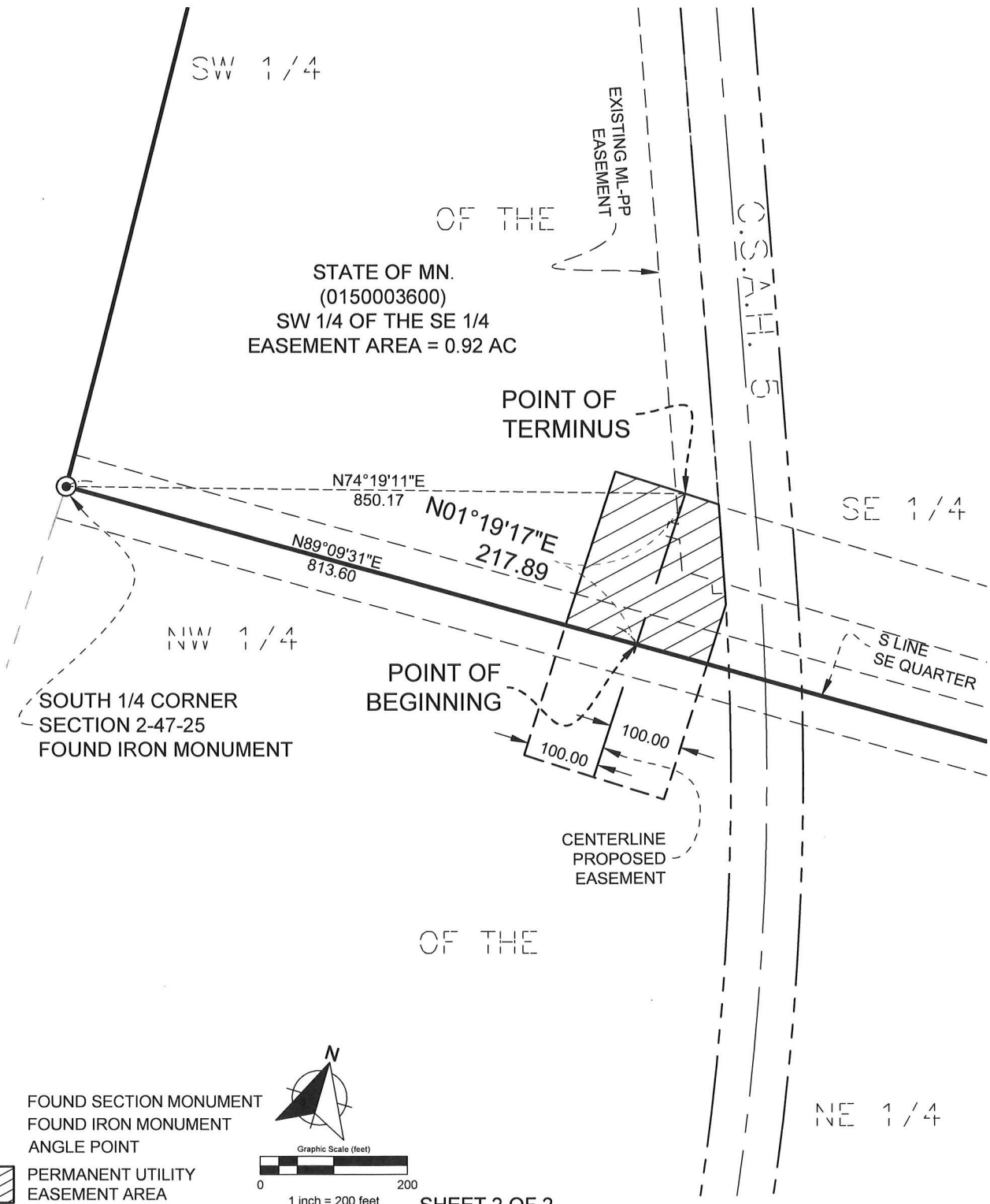
#	REVISION	DATE
1		
2		
3		

GRE Proj. No. 209758 11/21/2024



**GREAT
RIVER
ENERGY**

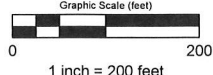
EXHIBIT "B"



- ⊙ FOUND SECTION MONUMENT
- FOUND IRON MONUMENT
- △ ANGLE POINT



PERMANENT UTILITY
EASEMENT AREA



SHEET 2 OF 2

Prepared by:



WSB Project No. 021637


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

ML-KIT-010

Owner: State of Minnesota
Aitkin County, Minnesota

#	REVISION	DATE
1		
2		
3		

GRE Proj. No. 209758 11/22/2024



GREAT RIVER ENERGY

WLB1
1/28/25

1:43PM

Aitkin County



2H

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?: N

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Name	Amount	
9562	Advanced Business Methods, Inc.	122.23	1 Transactions
10293	Aitkin Co Human Resources	199.50	1 Transactions
117	Aitkin County Sheriff	60.00	2 Transactions
86222	Aitkin Independent Age	171.05	3 Transactions
195	Aitkin Tire Shop	60.00	1 Transactions
9561	Amazon Business	2,383.56	16 Transactions
14563	Anoka County Corrections	16,700.14	3 Transactions
10660	Apex Software	3,500.00	1 Transactions
356	Arrowhead Counties Assn	2,750.00	2 Transactions
361	Arrowhead EMS Association, Inc	85.00	1 Transactions
248	Association of Mn Counties	3,083.00	4 Transactions
9926	AT&T (VCET)	900.00	1 Transactions
10452	AT&T Mobility	344.40	2 Transactions
15240	AT&T Mobility (Central Serv)	438.26	5 Transactions
10087	Atwater Chevrolet Buick GMC	253.96	1 Transactions
86467	Auto Value Aitkin	35.98	1 Transactions
612	BCA Training	75.00	1 Transactions
10507	Blevins/Kimberlie	80.00	1 Transactions
10442	Bureau of Criminal Apprehension	630.00	1 Transactions

Aitkin County



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

1 General Fund

Vendor No.	Name	Amount	
783	Canon Financial Services, Inc	662.74	4 Transactions
12780	CliftonLarsonAllen LLP	8,505.00	1 Transactions
5893	CTC - 446126	155.00	1 Transactions
1333	Dell Marketing L.P.	1,225.37	1 Transactions
10527	Dotzler/Amy Lynne	455.00	1 Transactions
1495	East Central Regional Library	143,769.00	1 Transactions
10230	FirstTwo, Inc.	5,400.00	2 Transactions
1775	Galls LLC	500.00	1 Transactions
1754	Garrison Disposal Company, Inc	575.22	1 Transactions
15362	GuidePoint Pharmacy #114 Aitkin	1,453.04	2 Transactions
2340	Hyytinen Hardware Hank	83.50	5 Transactions
88628	Imperial Dade	2,406.28	1 Transactions
14508	Janzen/Hugh	50.00	1 Transactions
9847	KK Advertising Inc.	900.00	1 Transactions
5767	Lamke/Dennis C.	100.00	1 Transactions
2953	MACPZA	180.00	1 Transactions
14071	Marco Technologies LLC	2,213.35	5 Transactions
10004	Mesa/Sebastian	96.10	1 Transactions
11197	Mid-States Organized Crime Information	100.00	1 Transactions
3284	Minnesota Department Of Health	450.00	1 Transactions

1 General Fund

Vendor No.	Name	Amount	
89765	Minnesota Elevator, Inc	5,158.44	1 Transactions
9692	Minnesota Energy Resources Corporation	4,616.41	4 Transactions
13503	Minnesota Petroleum Service, Inc	565.00	1 Transactions
14410	Northland Business Systems	3,275.08	1 Transactions
10412	O'Reilly Auto Parts	10.86	1 Transactions
3336	Office Of MN. IT Services	1,338.65	1 Transactions
3789	Pan-O-Gold Baking Company	138.40	2 Transactions
3810	Paulbeck's County Market	60.87	3 Transactions
13412	Pemberton, Sorlie, Rufer & Kershner PLLP	821.50	2 Transactions
9808	Performance Foodservice	4,866.86	3 Transactions
3724	Performance Office Papers	4,115.00	1 Transactions
13722	Quadient (Treasurer)	3,500.00	1 Transactions
8454	Ramsey County Sheriff	90.00	1 Transactions
11538	RCB Collections Range Credit Bureau Inc	30.00	2 Transactions
9489	Redwood Toxicology Laboratory, Inc	152.59	1 Transactions
9360	Redwood Toxicology Laboratory, Inc.	1,229.04	1 Transactions
4030	Region IV MAAO	100.00	1 Transactions
12930	River Oaks Dental	703.00	1 Transactions
5774	Riverwood Healthcare Clinic	17,458.24	14 Transactions
340	Sheriff Anoka County	200.00	2 Transactions

Aitkin County



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

1 General Fund

Vendor No.	Name	Amount	
10528	Skahl/Erik	47.35	1 Transactions
10333	Stevo's Inc	2,375.00	1 Transactions
10273	T-Mobile USA Inc	115.00	1 Transactions
86235	The Office Shop Inc	1,323.69	14 Transactions
13934	The Tire Barn	1,861.54	4 Transactions
14558	Verizon Wireless-VCET	150.00	1 Transactions
10895	Westerlund/Laurie Ann	854.92	3 Transactions
9302	WEX Bank	8,264.04	2 Transactions
9933	WEX BANK - Veteran Services	96.72	1 Transactions
13847	WHITES LEGACY GARAGE	824.15	3 Transactions
11970	Wikelius/Charles	50.00	1 Transactions

1 Fund Total: **265,544.03** **General Fund** **70 Vendors** **157 Transactions**

WLB1
1/28/25 1:43PM

Aitkin County



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

2 Reserves Fund

Vendor Name
No.

Amount

9561 Amazon Business

147.98

2 Transactions

1333 Dell Marketing L.P.

2,125.99

1 Transactions

8819 Mille Lacs Energy Coop-Aitkin

5,000.00

1 Transactions

2 Fund Total:

7,273.97

Reserves Fund

3 Vendors

4 Transactions

3 Road & Bridge

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
50	Aitkin Body Shop, Inc	387.22	2 Transactions
86222	Aitkin Independent Age	135.00	3 Transactions
10509	Aitkin Rental LLC	147.57	1 Transactions
9561	Amazon Business	690.95	3 Transactions
783	Canon Financial Services, Inc	192.60	1 Transactions
11895	Cargill, Incorporated	6,459.13	1 Transactions
163	Charter Communications Holdings (R&B)	143.13	1 Transactions
14887	Cintas Corporation	48.24	3 Transactions
5893	CTC - 446126	350.00	1 Transactions
8500	Diamond Mowers, Inc	1,207.67	1 Transactions
1430	Dotzler Power Equipment	58.88	2 Transactions
13086	DSC Communications/Granite Electronics	344.16	1 Transactions
7060	Federated Co-Ops Inc.	1,781.26	2 Transactions
1818	Glen's Sign Design	180.00	1 Transactions
1880	Gravelle Plumbing & Heating, Inc	513.67	1 Transactions
11406	Innovative Office Solutions, LLC	77.85	1 Transactions
10523	JUDGE/CHLOE	653.33	1 Transactions
10525	JUDGE/JERICA	653.34	1 Transactions
10524	JUDGE/SEAN	653.33	1 Transactions

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Amount	
10517	KARELS HARDWARE CO	24.99	1 Transactions
91187	Lake Country Power	504.28	5 Transactions
14071	Marco Technologies LLC	190.00	1 Transactions
15300	MCGREGOR ACE HARDWARE	36.68	1 Transactions
10318	METCALF ARCHAEOLOGICAL CONSULTANT	3,934.50	1 Transactions
8527	Midstates Equipment & Supply, Inc.	16,880.14	1 Transactions
12927	Midwest Machinery Co.	691.38	1 Transactions
5917	Mike's Bobcat Service, Inc.	260.00	1 Transactions
8819	Mille Lacs Energy Coop-Aitkin	10,050.00	2 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	3,431.04	13 Transactions
10720	Nuss Truck Group Inc	100.42	1 Transactions
9176	SPARKY'S TOOLS, LLC	75.98	1 Transactions
12788	Timmer Implement of Aitkin	619.78	2 Transactions
8364	Towmaster	1,742.50	3 Transactions
9371	TRAFFIC AND PARKING CONTROL CO, INC.	4,030.45	1 Transactions
6097	Verizon Wireless	467.57	1 Transactions
9642	WEX BANK - Highway Dept	2,989.01	24 Transactions
8279	Winzer Franchise Company	179.79	1 Transactions
10196	Yanmar CE NA	931.07	1 Transactions

3 Fund Total: **61,816.91** **Road & Bridge** **38 Vendors** **90 Transactions**

WLB1
1/28/25 1:43PM
4 Unorganized Townships

Aitkin County

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



Vendor No.	Name	Amount			
1010	City Of Aitkin	1,422.69		1 Transactions	
4 Fund Total:		1,422.69	Unorganized Townships	1 Vendors	1 Transactions

WLB1
1/28/25 1:43PM

Aitkin County



5 Health & Human Services

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

Page 10

Vendor No.	Name	Amount			
14071	Marco Technologies LLC	1,178.00	7 Transactions		
5 Fund Total:		1,178.00	Health & Human Services	1 Vendors	7 Transactions

WLB1
1/28/25 1:43PM
10 Trust

Aitkin County



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

Vendor No.	Name	Amount			
9561	Amazon Business	7.30	1	Transactions	
13725	Beartooth Hardware Inc	33.98	1	Transactions	
10024	Bobcat of Brainerd	567.86	1	Transactions	
5893	CTC - 446126	350.00	1	Transactions	
14071	Marco Technologies LLC	285.00	1	Transactions	
3951	Pro West & Associates, Inc	4,000.00	1	Transactions	
86235	The Office Shop Inc	398.81	2	Transactions	
15229	Thompson/Dennis J	27.24	1	Transactions	
10 Fund Total:		5,670.19		Trust	8 Vendors 9 Transactions

Aitkin County



Vendor No.	Name	Amount	
9561	Amazon Business	66.95	1 Transactions
13725	Beartooth Hardware Inc	91.56	1 Transactions
12500	Frontier Precision, Inc	363.24	1 Transactions
2099	Harmon/Elizabeth	32.88	1 Transactions
2270	Hoppe/Russell Peter	79.80	2 Transactions
14014	Hughes/Steven Roger	60.20	2 Transactions
2580	Kangas/Robert R	35.00	1 Transactions
11990	Lange/David	82.60	2 Transactions
12512	MARCUM/ROBERT	68.60	2 Transactions
3334	MCIT	828.00	1 Transactions
12077	Stromberg/Kevin	56.00	2 Transactions
15229	Thompson/Dennis J	22.32	1 Transactions
10519	Thoms/Douglas W.	84.00	2 Transactions
4927	Turnock/Franklin Allen	35.00	1 Transactions
10017	Tveit/Galen	60.20	2 Transactions
8612	Veenker/Thomas H	91.00	2 Transactions

11 Fund Total: **2,057.35** **Forest Development** **16 Vendors** **24 Transactions**

WLB1

1/28/25

1:43PM

Aitkin County



19 Long Lake Conservation Cen

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount			
9562	Advanced Business Methods, Inc.	90.05		1 Transactions	
3160	Mille Lacs Energy Coop-Albert Lea	4,118.21		5 Transactions	
10139	Nature Planet, Inc	3,158.59		1 Transactions	
5472	Newshopper	150.00		1 Transactions	
3810	Paulbeck's County Market	54.96		2 Transactions	
9808	Performance Foodservice	1,625.69		1 Transactions	
14812	SCI Broadband/Savage Communications	653.85		1 Transactions	
4761	Sysco Minnesota Inc	702.20		1 Transactions	
9431	Waterford Publishing Group, LLC	465.41		1 Transactions	
19 Fund Total:		11,018.96	Long Lake Conservation Center	9 Vendors	14 Transactions

WLB1
1/28/25 1:43PM
21 Parks

Aitkin County



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

Vendor No.	Name	Amount			
13725	Beartooth Hardware Inc	10.64	1	Transactions	
1818	Glen's Sign Design	240.00	1	Transactions	
3160	Mille Lacs Energy Coop-Albert Lea	68.80	1	Transactions	
3780	Palisade Supersledders Inc.	13,725.90	1	Transactions	
4800	Tamarack Sno-Flyers	28,160.82	1	Transactions	
21 Fund Total:		42,206.16	Parks	5 Vendors	5 Transactions

WLB1
1/28/25 1:43PM
22 Coronavirus Relief Fund

Aitkin County

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



<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>			
86235	The Office Shop Inc	7,253.00		1 Transactions	
22 Fund Total:		7,253.00	Coronavirus Relief Fund	1 Vendors	1 Transactions
Final Total:		405,441.26	152 Vendors	312 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	265,544.03	General Fund	
	2	7,273.97	Reserves Fund	
	3	61,816.91	Road & Bridge	
	4	1,422.69	Unorganized Townships	
	5	1,178.00	Health & Human Services	
	10	5,670.19	Trust	
	11	2,057.35	Forest Development	
	19	11,018.96	Long Lake Conservation Center	
	21	42,206.16	Parks	
	22	7,253.00	Coronavirus Relief Fund	
All Funds		405,441.26	Total	Approved by,
			
			

WLB1
1/28/25 3:11PM

Aitkin County



21

3 Road & Bridge

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

Page 2

Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	889.99		5 Transactions	
3 Fund Total:		889.99	Road & Bridge	1 Vendors	5 Transactions
Final Total:		889.99	1 Vendors	5 Transactions	

WLB1
1/28/25 3:11PM

Aitkin County



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

1 General Fund

Vendor Name
No.

Amount

5462 Bremer Bank (Elan ACH)

1,227.93

11 Transactions

1 Fund Total:

1,227.93

General Fund

1 Vendors

11 Transactions

WLB1
1/28/25 3:11PM

Aitkin County



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

11 Forest Development

Vendor Name
No.

Amount

5462 Bremer Bank (Elan ACH)

137.90

1 Transactions

11 Fund Total:

137.90

Forest Development

1 Vendors

1 Transactions

WLB1
1/28/25 3:11PM
19 Long Lake Conservation Cen

Aitkin County



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

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	152.00		2 Transactions	
19 Fund Total:		152.00	Long Lake Conservation Center	1 Vendors	2 Transactions
Final Total:		1,517.83	3 Vendors	14 Transactions	

WLB1
1/28/25 3:11PM

Aitkin County



5 Health & Human Services

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

Page 2

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	259.62		7 Transactions	
5 Fund Total:		259.62	Health & Human Services	1 Vendors	7 Transactions
Final Total:		259.62	1 Vendors	7 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	259.62	Health & Human Services
All Funds	259.62	Total

Approved by,

.....

.....

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	889.99	Road & Bridge
All Funds	889.99	Total

Approved by,

.....

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Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	1,227.93	General Fund
	11	137.90	Forest Development
	19	152.00	Long Lake Conservation Center
	All Funds	1,517.83	Total

Approved by,

.....

.....

Total Elan paid 1.16.25 = \$2667.44

WLB1
1/29/25

1:13PM

Aitkin County

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



2J

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?: N

WLB1
1/29/25 1:13PM

Aitkin County



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

1 General Fund

Vendor Name
No.

Amount

2386 Information Systems Corp

20,523.79

16 Transactions

4812 JC32 Teamsters H&W Fund

35,442.00

4 Transactions

1 Fund Total:

55,965.79

General Fund

2 Vendors

20 Transactions

WLB1
1/29/25 1:13PM

Aitkin County



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

3 Road & Bridge

Vendor Name
No.

Amount

9741 REDSTONE CONSTRUCTION, LLC

5,445.00

1 Transactions

9641 S & R REINFORCING, INC.

5,388.33

1 Transactions

3 Fund Total:

10,833.33

Road & Bridge

2 Vendors

2 Transactions

WLB1
1/29/25 1:13PM

Aitkin County



5 Health & Human Services

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

Page 4

Vendor No.	Name	Amount			
2386	Information Systems Corp	2,822.61	3 Transactions		
5 Fund Total:		2,822.61	Health & Human Services	1 Vendors	3 Transactions

WLB1
1/29/25 1:13PM

Aitkin County



10 Trust

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

Vendor No.	Name	Amount			
2386	Information Systems Corp	800.00		1 Transactions	
10 Fund Total:		800.00	Trust	1 Vendors	1 Transactions
Final Total:		70,421.73	6 Vendors	26 Transactions	

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	55,965.79	General Fund
	3	10,833.33	Road & Bridge
	5	2,822.61	Health & Human Services
	10	800.00	Trust
All Funds		70,421.73	Total

Approved by,

.....

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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



Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Health & Human Services

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
9562	Advanced Business Methods, Inc.	112.60	1 Transactions
11701	Advocates For Family Peace	160.00	1 Transactions
88284	Aitkin Co Recorder	39.00	2 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	155.83	8 Transactions
10267	Bourassa/Makenzie	168.00	1 Transactions
89523	Butterfield/Brenda	29.04	1 Transactions
87691	Chenevert/Lori	128.52	1 Transactions
13036	Cory/Michael	166.66	2 Transactions
1333	Dell Marketing L.P.	13,351.30	6 Transactions
11051	Department of Human Services	7,012.10	4 Transactions
91345	Elvecrog/Roberta C	70.00	2 Transactions
89084	Glaxosmithkline LLC	1,387.27	1 Transactions
10456	King/Miranda	126.49	2 Transactions
6110	Lakes & Pines CAC, Inc	609.42	1 Transactions
9692	Minnesota Energy Resources Corporation	1,291.50	3 Transactions
14877	NEMITZ/BILINDA	340.58	3 Transactions
9135	Peysar/Lois	460.34	4 Transactions
3950	Public Utilities	2,379.03	3 Transactions
13876	SCHOENROCK/ADAM	204.19	2 Transactions
13729	SIMS/MEGAN REBECCA	645.48	2 Transactions
13025	ST LOUIS COUNTY AUDITOR	5,260.56	2 Transactions
90847	State Fire Marshall	50.00	1 Transactions
10698	Stericycle,Inc	150.50	4 Transactions
10930	Tidholm Productions	550.00	3 Transactions
Final Total		34,848.41	24 Vendors
			60 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	30.10	General Fund
5	34,818.31	Health & Human Services
All Funds	34,848.41	Total

Approved by,
.....
.....



Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: February 11, 2025

Title of Item: Cannabis Licensing Joint Powers Agreement with Kimberly Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: Please see the attached Joint Powers Agreement between Aitkin County and Kimberly Township.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Joint Powers Agreement between the Aitkin County and Kimberly Township.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

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

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

The County of Aitkin and the ~~[INSERT CITY OR TOWN]~~ ^{Kimberly} agree that:

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

* Whenever it states insert township Kimberly Township applies.

6. The [INSERT NAME OF CITY OR TOWN] shall retain all authority granted to it under Minnesota Statutes Chapter 462. ***This is planning and zoning***
7. Any ordinance adopted by the County of Aitkin with regards to cannabis shall be construed to supersede any local municipal regulation or ordinance to the extent the local municipal regulation is less restrictive; except for those municipalities which are expressly omitted from any ordinance adopted by the County of Aitkin. Where the conditions imposed by any ordinance provision are either more restrictive or less restrictive than comparable conditions imposed by any other law, ordinance, statute, resolution or regulation of any kind, the regulations which are more restrictive, or which impose higher standards or requirements shall prevail.
8. The parties to this agreement will be subject to and follow the terms of the Minnesota Government Data Practice Act as provided under Minnesota Statutes Chapter 13 for all requests for access to data. The County of Aitkin shall maintain all records, accounts and reports for the regulation and registration of cannabis.
9. The County of Aitkin shall account for any funds and the County of Aitkin shall provide a report of all receipts and disbursements upon request. If any surplus property or funds are obtained through this joint powers agreement they shall be distributed to the County of Aitkin in the event this agreement is terminated.
10. Aitkin County shall be solely responsible for the compensation of its employees and elected members, including specifically but not exclusively worker's compensation insurance and all taxes, while performing their duties under this agreement. [INSERT NAME OF CITY OR TOWN] shall be solely responsible for the compensation of its employees and elected members, including specifically but not exclusively worker's compensation insurance and all taxes, while performing their duties under this agreement. No employee of Aitkin County shall become an employee of [INSERT NAME OF CITY OR TOWN], and no employee of [INSERT NAME OF CITY OR TOWN] shall become an employee of Aitkin County, by virtue of this agreement. *Kimberly*
11. All responsibilities not specifically set out to be jointly exercised by the Parties under this Agreement are hereby reserved to the Parties individually. Nothing in this Agreement shall act as a waiver by a participating Party of its individual power and legal authority to provide services.
12. Indemnification and Hold Harmless:

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

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

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

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

County of Aitkin
Board Chair

Date

San Temte, Kimberly

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

12 Dec 2024

Date



Board of County Commissioners Agenda Request



Requested Meeting Date: February 25, 2025

Title of Item: On & Off Sale Liquor License -Last "Chance" Pub N' Grub, LLC

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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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Submitted by: Christy M. Bishop	Department: Auditor's Office
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

Application for new County On & Off Sale Liquor License for Last "Chance" Pub N' Grub, LLC d/b/a Last "Chance" Pub N' Grub –Shamrock Township, effective May 1, 2025
 This establishment has an address of 51272 Lake Avenue McGregor, MN 55760

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Resolution to approve new County On & Off Sale Liquor License for Last "Chance" Pub N' Grub, LLC.
 dba Last "Chance" Pub N' Grub –Shamrock Township effective May 1, 2025
 This establishment has an address of 51272 Lake Avenue 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 February 11, 2025

By Commissioner: xxx

20250211-xxx

On & Off Sale Liquor License – Last “Chance” Pub N’ Grub, LLC

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following new liquor license for a period of May 1, 2025 - December 31, 2025:

“ON & OFF” Sale:

Application for new County On & Off Sale Liquor License for Last “Chance” Pub N’ Grub, LLC dba Last “Chance” Pub N’ Grub –Shamrock Township

This establishment has an address of 51272 Lake Avenue 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 11th day of February 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of February 2025

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2N

Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: App to Make Retail Sales of Tobacco Products - Last "Chance" Pub N' Grub, LLC

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: A new application for license to sell tobacco products for the period of May 1, 2025 through March 31, 2026 for Last "Chance" Pub N' Grub, LLC. d/b/a Last "Chance" Pub N' Grub - 51272 Lake Ave McGregor, MN 55760 -Town of Shamrock		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: 		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input 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>		

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

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

ADOPTED February 11, 2025

By Commissioner: xxx

20250211-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 May 1, 2025 through the period ending March 31, 2026.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following application for license to sell tobacco products effective May 1, 2025 through the period ending March 31, 2026 to:

Last "Chance" Pub N' Grub, LLC d/b/a **Last "Chance" Pub N' Grub** – located at 51272 Lake Avenue, 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 11th day of February 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of February 2025

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

20

Agenda Item #

Requested Meeting Date: 11 February 2025

Title of Item: MCIS Hosting agreement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Chris Sutch		Department: I.T.
Presenter (Name and Title): Chris Sutch, IT Manager		Estimated Time Needed: 0
Summary of Issue: <p>MCIS has requested a contract change due to a change in hosting circumstances. Previously Aitkin County's IBM-i server was hosted by MCIS in Itasca County's data center. Due to changing requirements, this was moved to the Paul Bunyan Communications data center in Bemidji MN.</p> <p>Jim Ratz, Aitkin County Attorney has reviewed the referenced contract with revisions and finds it to be appropriate as to form and content.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve and sign attached contract.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Minnesota Counties Information Systems

413 SE 7th Avenue, Grand Rapids, MN 55744

Phone 218-326-0381

**MINNESOTA COUNTIES INFORMATION SYSTEMS
HOSTING AGREEMENT**

This Hosting Agreement is made by and between **Minnesota Counties Information Systems (MCIS)**, a Minnesota joint powers entity, and **Aitkin County**, a Minnesota political subdivision (Hosted Entity).

1. Hosted Entity (f/k/a County, Member) is a member of the MCIS joint powers entity, as defined by the MCIS Joint Powers Agreement.
2. Hosted Entity owns and operates IBM-i (f/k/a iSeries, AS/400) server on which they run various software programs related to the Hosted Entity's statutory functions, or the Hosted Entity is a current subscriber to the MCIS hosted solution.
3. The ~~IBM-i~~ server, peripheral backup hardware, and operating system software require staff with sufficient expertise to operate, monitor and support.
4. Hosted entity finds it difficult for individual political subdivisions to maintain staff with expertise on the IBM-i server, peripheral hardware, and operating system, and/or it is not cost effective to maintain this expertise.
5. As a solution, MCIS offers a hosted environment whereby MCIS acquires and maintains the requisite IBM hardware in a suitable location and hosts the software and data needed by the political subdivisions.
6. This Hosting Agreement sets forth the terms and conditions of the hosting relationship between MCIS and the Hosted Entity.

Definitions

1. Budget Year. January 1st through December 31st with the budget for the new year approved at the MCIS Board meeting in July of the current year.
2. Planned Date. The month/year, provided upon signing, a hosted entity desires to be implemented.
3. Implementation or Calculation Date. The month/year both parties agree to target for implementation.
4. Co-location equipment. Equipment, which is composed of physical hardware and software to operate equipment, located at co-location facility which could include but not limited to IBM-i server, Cybernetics device (disk to disk backup), router/firewall, switches (layer 2 or above), power distribution unit (PDU), IBM tape drive(s), IBM hardware management console (HMC), uninterruptible power supply (UPS). Asset listing can be provided upon request.
5. Wide Area Network (WAN). Technology that spans beyond a single facility to connect multiple locations together, such as MCIS offices, co-location facility, members facility, cloud applications and/or storage. MCIS signed a contract running through 2029 with Paul Bunyan Communication to provide internet connection into the co-location facility, and metro-ethernet connections between MCIS offices and Paul Bunyan, and Itasca County and Paul Bunyan. All other member counties are connected via virtual private site to site connections (i.e. VPN).
6. Co-Location facility (Co-Loc). Physical location housing the WAN and co-location equipment. In addition to the WAN and cabinet space for the co-location facility, it provides 24-hour security monitoring, fire suppression, and redundant power, cooling and broadband connectivity.
7. Replacement Year. Year the hardware for the hosted environment is planned for upgrade, which is currently defined to July/August of 2028 for Cybernetics Equipment and July/August 2029 for IBM-i equipment. MCIS maintains the right to revise dates based on performance/capacity needs and with approval by the MCIS Board.
8. LPAR. A partition created on the shared IBM-i server for the hosted entity.
9. Device(s). Electronic data processing equipment which can be set up to access the LPAR, such as but not limited to servers, laptops, desktop, cell phones, printers, scanners, tape drives, and so forth.
10. MCIS Software - applications and utilities used for MCIS developed software such as Property Tax, CAMA, Payroll/HR, and MCISQGPL utilities.



11. MCIS 3rd Party utilities - Fresche Presto runtime; CNX Valence; ICS FormSprint runtime w/PDF and email, Kisco iEventMonitor and SafeNet/I, ProData Data Base Utility (DBU), and future solutions that may be approved by the MCIS Board.
12. MCIS Desktop utilities - IBM-i Access Client solutions, Start PC Command.
13. Non-MCIS software – all other software not defined as MCIS software, 3rd party and/or desktop utilities. Examples such as TriMin IFSpi, Social Welfare, Highway Costing, and so forth. MCIS will require a list of the software, vendor contact information, and the Hosted Entity product owners.
14. Hosting Data Storage – storage that cannot be removed and required to keep the system running, such as but not limited SSD, SCSI, NVMe drives related to hosting IBM-i server(s), Hardware Management Console, and Cybernetics equipment.
15. Managed Service Provider (MSP). Vendor providing configuration and on-going support for co-location non-IBM-i equipment, such as non-IBM-i server(s), switches, router/firewall, PDUs, extended endpoint detection and response, multi-factor authentication (MFA), Microsoft 365, WAN communication and so forth.
16. Removable media – portable devices that can be connected to computer hardware to provide data storage that can be removed while the system is running and not required to keep hardware operational, such as but not limited to USB memory stick, external hard drives, tapes, CDs, and DVDs.

Terms

1. **Effective Date.** This Hosting Agreement is effective upon signing.
2. **Hosting Services**
 - a. MCIS will provide hosting servers and all necessary ancillary equipment, backup tapes, support, and maintenance to host the Hosted Entity's applications and data ("the Services"). MCIS will provide the processor capacity, disk space and memory to run the Hosted Entity's IBM-i applications. The specifications of the hardware used for hosted services shall be determined by MCIS at its sole discretion.
 - b. The co-location equipment will be placed at co-loc facility, which is determined by MCIS and approved by the MCIS Board. MCIS selected Paul Bunyan Communications' data center in Bemidji, MN as the co-Loc facility, and is under contract through August 2029. MCIS is responsible for maintaining/supporting IBM-i and Cybernetics hardware/software associated co-location equipment.
 - c. WAN communications are determined by MCIS and approved by the MCIS Board. MCIS selected Paul Bunyan Communications as the WAN provider and is under contract through August 2029.
 - d. MSP provides services to support specific co-location equipment and WAN service offerings, which is determined by MCIS and approved by the MCIS Board. The term of this contract is year-to-year, and the provider selected is Paul Bunyan Communications.
 - e. MCIS will perform daily backups to a disk-to-disk backup system with replication of the daily backups to MCIS offices. Monthly and yearly backup to physical tape. Maintaining fifteen-month rotation of monthly's and seven-year rotation of yearlies. The Hosted Entity reserves the right to specify a different retention schedule in writing. MCIS stores tapes in a safe rated for sixty minutes at 1,350 degrees.
 - f. The Hosted Entity reserves the right to specify a different retention schedule in writing, and MCIS obtains the right to determine additional charges if applicable.
 - g. The Hosted Entity is responsible for providing all equipment and/or software necessary at the Hosted Entity's place of business for the Hosted Entity to access the hosted environment provided by MCIS and for maintaining applicable software licensing.



3. Hosting Fees

- a. **Start-up Fees.** This fee is specific to entities not implemented on or before January 1, 2025. The fee will be a pro-rated costs of quarterly reserve and yearly fees based on the calculation date, and possible co-location equipment upgrades, software transfer fees, and connection setup fees charged by Co-Loc, WAN, and/or MSP providers. This fee will be invoiced at the beginning of the first quarter following the implementation date.
- b. **Reserve Fee.** Allows MCIS to build up funds for future upgrades to the co-location equipment, which includes vendor transfer fees, pre-paid maintenance over multiple years, and disaster recovery (DR) fee. The DR fee is a yearly cost charged to hosted entities to support upgrades to the IBM-i development server⁴, which is located at the MCIS offices and a pre-configured partition that the hosted entity's LPAR can be restored to in event of a declared disaster to the Hosted IBM-i server. The Hosted Entity is responsible for this fee as follows:
 - i. Hosted Entity having services on or before January 1, 2025, will be committed from January 2025 through replacement year.
 - ii. Hosted Entity implemented after January 1, 2025, will be committed from the calculation date through the replacement year.

The reserve fee will be invoiced as follows:

- i. Invoices are sent quarterly for the next three months of reserve fees due.
 - ii. If Reserve Fees available, in the replacement year of equipment upgrades, does not cover the expenses, then MCIS reserves the right to determine a fee for the next budget cycle to handle the uncovered expense with approval by the MCIS Board.
- c. **Yearly Fee.** The Hosted Entity shall pay a pro-rata share of the yearly maintenance, related supplies, WAN, Co-Loc, and security fee defined as follows:
 - i. **Yearly Maintenance.** Fee charged by vendors for yearly maintenance on co-location facility once the pre-paid maintenance expires. If the vendor allows, typically purchase three years prepaid (minimum) on critical equipment with 24 x 7 coverage. Otherwise, deal within the parameters of the vendor maintenance offerings.
 - ii. **Supplies.** Miscellaneous items budgeted for in support of hosted environment, such as LTO Tapes, cabling, and so forth.
 - iii. **Co-location Fee.** The hosted entities share a percentage of the total monthly fee with remainder applied to the MCIS general budget. Note all counties in some forms are connected into the co-location facility. The percent allocated to hosting is determined based on number of hosted entities in relation to total members.
 - iv. **WAN Fee.** Hosted entities will pay a percentage of the total co-location facility provider WAN fee with remainder applied to MCIS general budget. MCIS development/support environment is estimated to use the majority of the WAN communication setup (i.e. 60%).
 - v. **Security Fee.** Hosted entities share of subscription and/or maintenance fees for potential security solutions such as but not limited to Kisco SafeNet/I, MFA, and/or database encryption tools that may be required in the future with MCIS Board approval.
 - vi. Hosted entities are responsible for their portion of the co-location and WAN fees through August 2029. The supplies and hardware/software maintenance fees will be year-to-year.

The fee is determined as part of the MCIS annual budget approval process, and invoiced as follows:

- i. If the Hosted Entity was implemented prior to January 1, 2024, then fees for the budget year are invoiced quarterly.
- ii. If the Hosted Entity was implemented after January 1, 2024, then fees will be invoiced starting the quarter following the implementation date and quarterly thereafter.



Minnesota Counties Information Systems

413 SE 7th Avenue, Grand Rapids, MN 55744

Phone 218-326-0381

- d. Reserve and Yearly fees can be revised during the yearly budgeting process with approval by the MCIS Board. This ensures yearly expenses are properly covered and reserve fees are being accumulated to handle the upgrades of co-location equipment.
- e. Service Fee. The Hosted Entity will determine the “level of service” they want provided by MCIS during the yearly budgeting process (reference Exhibit 1 for Definitions of Levels of Service), and each level’s monthly fee is set by the MCIS Board during the annual budget process. A Hosted Entity can move up a service level but cannot move to a lower service level once the MCIS Budget is approved. Fee is payable as follows:
 - i. All fees are based on the calculation date.
 - ii. The first invoice occurs the first quarter after the implementation date and includes the number of months from the calculation date through the ending month of the last quarter MCIS has invoiced for multiplied by the selected level monthly service fee.
 - iii. Thereafter, on a quarterly basis, the hosted entity will be invoiced for the next three months multiplied by the selected level monthly service fee.
- f. If amounts owed by the Hosted Entity become past due, the Hosted Entity is subject to the penalties and restrictions set forth in the MCIS Joint Powers Agreement and/or Bylaws.

4. Security Requirements

It is of paramount importance that the Hosted Entity’s LPAR is secure. The Hosted Entity is responsible for maintaining security controls to prevent breaches from occurring on their network and infiltrating the LPAR. Security controls such as but not limited to are as follows:

- a. MCIS developed software requires a County to:
 - i. Maintain the current release level defined for MCIS’s software, 3rd Party, and desktop utilities.
 - ii. For MCIS desktop utilities County IT will distribute/update on the required county personnel devices within a reasonable time-period required by MCIS.
 - iii. Comply with “IBM’s Level 30 or 40 security controls” as described in Exhibit 2 (Defining MCIS Security Level 30/40)
 - iv. Anti-virus and/or end point detection recovery (EDR/XDR) tools on devices accessing the LPAR.
- b. Properly manage IBM-i user profile:
 - i. Ensure county personnel secure their IBM-i user profile passwords to guard against and prevent unauthorized access.
 - ii. Restrict sharing of IBM-i user profiles, except in the instance of IBM system profiles, MCIS operations profile, and/or what’s agreed to between the Hosted Entity and MCIS.
 - iii. Implement add, change, and enabling/disabling procedures with County staff.
 - iv. Implement procedures for restricting access of terminated employees on a timely basis.
 - v. Implement procedures for review/approval when granting IBM-i’s advanced special authorities to user profiles.
- c. Alert MCIS to the following:
 - i. User profiles that need to be disabled due to termination, moving to another department where access is no longer needed.
 - ii. Immediately on a security incident/breach on and/or to Hosted Entity’s network that present risk to the IBM-i server.
 - iii. MCIS will alert Hosted Entity IT Director of security incident breach on MCIS network that present risk to the remote IBM-i server.
- d. When disposing of hosted data storage and/or removable media, MCIS will adhere to the *NIST Special Publication 800-88R (Exhibit 4)*. In the event the hardware doesn’t conform to this data sanitization standard, then MCIS will remove the hosted data storage components perform the purge techniques (crushing, degaussing, shredding) of the NIST standards. Any disposal costs occurred will be distributed evenly between the hosted counties on the next billing cycle.
- e. MCIS reserves the right to require the Hosted Entity to procure and maintain security software solutions that were agreed upon by the majority of the Hosted Entities and approved by the MCIS Board.



- f. MCIS reserves the right to maintain or not maintain Cyber Security Liability insurance as directed by the majority of hosted entities and/or MCIS Board.
- g. In the event of a security breach within the IBM-I hosting environment, guidance described in the Security Committee Charter will be followed (Exhibit 3).
- h. MCIS utilizes an automated alert messaging tool to receive timely notification of issues occurring on a counties IBM-i partition. It is required that a county allows these messages to be emailed from the county's partition to specific individuals who are part of the MCIS email domain mcis.cog.mn.us and mcismn.gov.

Notwithstanding any other term or agreement to the contrary, each Hosted Entity is solely liable for any and all data breaches that occur within their designated IBM-i partition and agrees to defend and indemnify MCIS and County renting hosting facility space, power and network connectivity from any claims arising from such data breaches.

5. Term.

- a. This Agreement commences on the Effective Date and extends through December 31 of the Replacement Year.
- b. Any party may terminate this Agreement without cause upon 180 days' written notice to the other parties. In addition, this Agreement may be terminated if a party provides written notice of a breach of this Agreement and the breaching party fails to cure the breach within 60 days after receipt of the notice. If the Hosted Entity is the breaching party, it remains responsible for the start-up and service fees for the remainder of the budget year. For yearly fees their allocation of the WAN and co-location fees, and allocation of Reserve fees through the replacement year.
- c. If the Hosted Entity terminates this Agreement without cause by April 1 of the current year, then the Hosted Entity is not responsible for the Service fees after December 31 of the current year. If a Hosted Entity terminates without cause after April 1, then the Hosted Entity remains responsible for the Service and Maintenance fees for the current and next budget year regardless of the date of termination. If the Hosted Entity terminates this Agreement without cause prior to the December 31st of replacement year, the Hosted Entity remains responsible for payment in full of their allocation of the Reserve, Co-location, and WAN fees through December 31st of the replacement year. The Hosted Entity acknowledges that the financial structure of the MCIS hosting service depends on guaranteed receipt of Reserve, WAN, and Co-Loc during the entire term of the hosted agreements. This clause shall survive termination of this Agreement.

6. Indemnification and Limitation of Liability

- a. To the extent allowed by law, MCIS and the Hosted Entity shall fully defend and indemnify and hold harmless the other party against all claims, losses, liability, suits, judgments, costs, and expenses by reason of action or inaction of the employees or agents of the indemnifying party arising in whole or in part from any act or omission of the indemnifying party, its subcontractors, and their agents, servants, or employees, incidental to the performance of this Agreement. This agreement to indemnify and hold harmless does not constitute a waiver by any party of limitations on liability under Minnesota Statutes Section 466.04 and other applicable law or rule.
- b. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59 subdivision 1a(a); provided further that for the purposes of this statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.
- c. The parties to this Agreement are not liable for the acts or omissions of the other Party to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Party.



7. Representations and Warranties

Each party represents and warrants that the execution and performance of this Agreement has been duly authorized and the signatory to this Agreement possesses all necessary authority to enter into the Agreement.

8. Data Practices

- a. All data created, collected, received, stored, used, or maintained on the MCIS equipment and on or through the associated Hosted Entity network equipment is subject to the requirements of the Minnesota Government Data Practices Act (MGDPA). All parties shall abide by the provisions of the MGDPA, the Health Insurance Portability and Accountability Act and implementing regulations, and all other applicable state and federal laws relating to data privacy.
- b. The parties hereto acknowledge that MCIS is only providing a hosting environment for the Hosted Entity's data. Data content is the sole responsibility of the Hosted Entity. All data requests under the MGDPA are to be responded to by the Hosted Entity as the responsible authority for the data. Any requests for data, or for changes, additions, or deletions to data, received by MCIS from a third party shall be forwarded to the Hosted Entity for response.
- c. The Hosted Entity shall annually provide MCIS with an authorization to access the data for the sole purpose of carrying out its hosting obligations under this Agreement.

9. Relationship

This Agreement does not create a partnership, joint venture, or other business combination between the parties. Each party is responsible for its own insurance.

10. Force Majeure

No party shall be in breach of this Agreement in the event they are unable to perform their obligations as a result of natural disaster, war, emergency conditions, labor strife, the substantial inoperability of the Internet, the substantial inoperability of the State's WAN, or other reasons beyond their reasonable control, provided, however, that if such reasons or conditions remain in effect for a period of more than 30 days, any party may terminate this Agreement without further liability to that party.

11. Notice

Any notices required or permitted to be given under this Agreement shall be written in letter/memo form on company letterhead, signed on behalf of the party providing notice, and deemed received (1) upon receipt if personally delivered, which includes email; (2) on third day after mailing if sent by certified mail, return receipt requested; or (3) the next business day if sent by messenger or reputable overnight courier. Notices shall be sent to the following addresses:

Current MCIS Executive Director
Minnesota Counties Information Systems
413 S.E. 7th Ave.
Grand Rapids, MN 55744

Current MIS/IS Director/Manager
Aitkin County
307 2nd St NW
Aitkin, MN 56431

12. Assignment

No party shall assign its rights or delegate its duties under this Agreement without receiving prior written consent of the other parties.



Minnesota Counties Information Systems
 413 SE 7th Avenue, Grand Rapids, MN 55744
 Phone 218-326-0381

13. Waiver

The waiver of any provision or the breach of any provision of this Agreement shall not be effective unless made in writing. Any waiver by either party of any provision or the breach of any provision of this Agreement shall not operate as, or be construed to be, a continuing waiver of the provision or the breach of the provision.

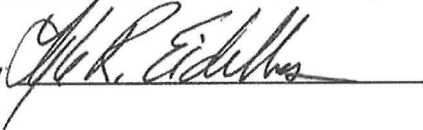
14. Execution

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and to constitute one and the same instrument. Electronic copies shall be considered originals.

15. Miscellaneous

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, documents, and proposals. Any amendment or modification to this Agreement shall not be valid unless such amendment or modification is in writing, signed by authorized representatives, and references this Agreement. Any and all causes of action between any party arising out of or related to this Agreement shall be venued in Itasca County District Court.

Minnesota Counties Information Systems

By: 

Lyle Eidelbes - MCIS Executive Director
 Approval to sign provided on January 23, 2025, MCIS Board Meeting

Dated: 1/27/2025

COUNTY OF AITKIN

By: _____

 Print Name

Its: _____

Dated: _____



EXHIBIT 1 – LEVELS OF SERVICE

Definitions

- Please reference the main contract for other definitions that may be used with this exhibit.
- Hosted / On-Site Support – a Member County with an LPAR on MCIS provided equipment that is hosted at Itasca County defined datacenter(s)
- Remote Support – a Member County who desires their IBM-i server and/or LPAR manage by MCIS< but the physical server is at the County or location outside MCIS known data centers.
- MCIS Software - applications and utilities used for MCIS developed software such as Tax, CAMA, Payroll/HR, and MCISQGPL utilities.
- MCIS 3rd Party utilities - Fresche's Presto runtime; ICS's FormSprint runtime w/PDF and email, ProData Data Base Utility (DBU), and future solutions that may be approved by the MCIS Board.
- MCIS Desktop utilities - IBM-i Access Client solutions, Start PC Command.
- Non-MCIS software – all other software not defined as MCIS software, 3rd party and/or desktop utilities. Examples such as TriMin's IFSpi, Social Welfare, Highway Costing, StandGuard, iTera High Availability and so forth. MCIS will require a list of the software, vendor contact information, and the Hosted Entity product owners.
- Product Owner – County user(s) assigned as owner of a non-MCIS software, and/or County IT Director or County staff managing network security access.

Hosted On-Site County

A member of MCIS Joint Powers who has a partition maintained and supported by MCIS on the IBM-i server(s) located at Itasca County. In 2024 MCIS is reducing support levels from three to two levels that members can select. Under the Level 2 support section ignore items that say "Remote Support" only. Support chosen is for the single LPAR assigned to the member on MCIS Hosted IBM-i server, and a preconfigured LPAR for disaster recovery on the MCIS Development IBM-i server.

Remote Support County

A member of the MCIS Joint Powers who has their own IBM-i server at a designated county location and desires the server to be managed by MCIS staff remotely. This service is called Level 4, and duties performed of level 2, 3 and others will be identified in the section titled "Level 4 – Remote Support and/or County Specific Requests". Level 4 assumes management of one IBM-i server with one active partition, unless otherwise noted. This IBM-i server will be called "Production".



Level 2 – Basic Support and control MCIS Applications

Focused on basic IBM-i operational duties and activities related to the MCIS Software. All on-site and remote hosted entities are required to take this level of support.

Requirement of Hosted Entity (County) – On-Site and Remote Support

- MCIS requires the County to designate an individual(s) that will coordinate IBM-i tasks that need to be physically performed at their location(s) such as but not limited to setup of user application on desktop/personal devices, printers.

Backups – On-Site and Remote Support

- Managing, monitoring, and configuring daily, weekly, monthly, yearly partition backups.
 - Review daily backup results to ensure successful completion.
 - Restore objects from previously available backups as needed.

Backups – On-Site Support

- Uses MCIS backup application included with the MCIS developed software.
- Scheduling of the standard “MCIS Full System Save” applications/process.
- Daily backups are retained on disk-to-disk backup technology called Cybernetics.
- Maintain a minimum of 35 daily tapes. The current procedure as of 2024 is to perform a 45-day rotation.
- Cybernetics technology for deduplicating and replicating virtual tapes is utilized.
- Daily the backups are sent to a secondary Cybernetics device for DR purposes. The secondary device stores only the current week of backups.
- Perform monthly backup to physical tape and maintain a 15-month rotation.
- Perform yearly backups to physical tape and retain up to 7 years.
- Physical tapes are stored in the safe at MCIS offices.
- Note - Tape technology changes with every upgrade cycle of IBM-I hardware that is scheduled every 5-6 years. Physical tape media that hasn't been cycled out and the new tape technology does not support may have to be sent to a 3rd party to duplicate the tape to the current technology. This will not be done until that specific tape is required. Most new tape technology can write's back one prior version but reads up to two versions back.

Backups - Remote Support

- MCIS will follow the standard established by the County using the hardware currently performing backups of the IBM-i server(s) at the County.
- Any standard that deviates from the hosted/on-site configuration may require training from County personnel and/or vendor, such as but not limited to operation use of software performing backups, current daily procedures, management of hardware storing backups, and so forth.
- MCIS recommends County utilize the hosted/on-site backup methodology, within reason, for easier operation by MCIS.

Systems Operation – On-Site and Remote Support

- Monitor/respond to issues with nightly jobs the morning of each business day, such as backups, system start-up tasks, and daily, weekly, monthly jobs scheduled to run at night.
- Manage adding, changing, disabling, and enabling of base IBM-i user profile.
- Provide consultation on connecting laptops/desktop/servers' applications to the member's IBM-i partition's databases/applications, such as Access Client Solution (ACS), ODBC, FTP, and so forth. But not responsible for deploying/configuring the connection on non-IBM-i devices.
- Assist with configuration and/or issues occurring on print devices directly configured to iBM-i.
- Monitoring subsystems, job queues, QSYSOPR message queue, PhP logs, Apache logs related to MCIS developed applications.



- Installing/managing i-EventMonitor software and coordinating responses to alerts provided.
- Applying PTF, OS upgrades to IBM-i operating systems as needed.
- Applying patch and release updates to MCIS developed software, and utilities used for MCIS development and operational support, such as but not limited to Fresche Presto product, ProData's DBU, and ICS FormSprint product.
- Setup scheduled nightly jobs required by MCIS Software, and/or those requested by County user(s).
- Perform MIS tasks associated with MCIS developed Tax/CAMA and Payroll.HR software checklists.
- Troubleshooting hardware/OS related issues and coordinating actions with IBM.
- Coordinate network issues resolution with member's IT Staff, facilities networking staff, and MCIS.

DR Recovery Planning/Testing – On-Site Support

- Maintain the disaster recovery and business continuity plan for the IBM-I environment.
- Perform the disaster recovery plan when required.
- Provide a pre-configured partition on the MCIS Development IBM-i server, that allows for faster DR recovery than starting from scratch.
- Perform testing on at least one member's partition per year. The goal is to cycle through members over a five to six-year period. Includes a connectivity test with member's IT staff.
- Note, recovery processes between partitions are similar, and all members can leverage the results of the yearly test as documentation for their auditors.

DR Recovery Planning/Testing – Remote Support:

- Assist as needed in disaster recovery and business continuity planning for the IBM-I environment.
- Assist with DR recovery test coordination when defined by the County.
- Assist with DR recovery of the IBM-i under the direction/coordination of the County

Audit Reporting – On-Site and Remote Support

- Configure IBM-i standard security auditing capabilities and specific audit controls the MCIS MIS User Group agrees to.
- Hosted entities can request additional controls to be audited and reported on.
- Schedule the monthly security audit reports, and alert member's security team of location and timing for availability.

Configure and Administer General System Clean-up – On-Site and Remote Support

- Configure MCIS standard process for aging output queues and files stored in user's primary integrated file folder (IFS), and so forth.
- Clean up of MCIS created folders for release installation, and standard MCIS and IBM journal receivers.
- Configure any override of folders County IT department specifies should have different days to retain or ignored all together.
- Monitor disk usage for spikes in abnormal usage and provide information to County IT of how to handle.

On-boarding Coordination – On-Site and Remote Support

- Review roles, responsibilities, and expectations with County that are currently handled by county staff as it relates to the IBM-i to establish the level of support.
- Coordinate the communication of how county's users will transition to the new support model.
- Perform assessment of current security configuration on its adherence to MCIS operations team minimal requirements and IBM Level 30/40 or above standards
 - Provide an assessment of what is needed to meet the standards.
 - Create a plan and target date with the member to meet standards.



- If needed, the county and MCIS will mutually agree to go live not meeting standards, but both will diligently and faithfully work to reach adherence on or before the established target date.

Additional On-Board Coordination - On-Site Support

- For hosted/on-site entities, build/execute the plan for: project startup for roles/responsibilities and timeframes; network setup/configuration; application software assessment for communication with non-MCIS vendors; assist with setup of Robocopy for CAMA images/sketches; partition configuration; testing the environment; and go live.

Security Considerations/Handling – On-Site and Remote Support

- The member must maintain IBM Level 30/40 security standards or above as outlined in Exhibit 2.
- Devices connecting to the IBM-I (user desktop, laptop, servers), and connecting within must have appropriate anti-virus and/or End Point Detection/Resolution software installed and ensure map drives to IBM-i are protected.
- Upon termination/departure of employee(s). County will notify MCIS through a help desk ticket to disable user profile within 24 hours of departure, assuming network profile was disabled immediately upon departure. In addition, the County will indicate timing for full removal of terminated employee user ID and owned objects.
- County ensures that 3rd party's supporting non-MCIS Software access is controlled by Product Owner. If a vendor is granted high level access (i.e. can go anywhere in the system) that County is responsible for monitoring access and managing the vendor according to the County's security policies, and MCIS security policy for on-site hosted counties.
- MCIS will manage basic security access to the IBM-i platform which will involve:
 - Establish procedures with County IT on how to handle non-MCIS vendor access to their partition.
 - Performing add, change, enabling/disabling of the IBM-i user profile.
 - Setup user access to MCIS developed software and required utilities used by MCIS software.
 - MCIS will utilize the MCIS menu solution to designate options they may need access to and/or direct them to the specific software they need access to.
 - Setup drive shares with required security settings specified for users, as needed.
 - Assist in configuration of security certificates on the IBM-i
- Yearly actions
 - MCIS will provide list of active users and last date of log in to the County IT Director
 - County IT Director will review and determine what action should be taken for disabling and/or removing the user(s).
 - MCIS will coordinate the activities for rename of objects owned with inactive/disabled profiles.

Security Considerations/Handling – On-Site Support

- Security fundamentals
 - At a minimum, non-MCIS operation staff and/or QSECOFR profiles with advance levels of authority, such as *ALLOBJ, *IOSYSCFG, *JOBCTL, *SAVSYS, *SECADM, and *SERVICE, will need to authenticate on sign-in using Multi-Factor Authentication (MFA).
 - Advanced user access should use multi-factor authentication (MFA) to the IBM-I. At a minimum these users should be multi-authenticated when accessing the County's network. If/when and MFA solution comes available it will be implemented on the IBM-I and managed by MCIS.
 - If MCIS purchases a common security solution for hosted LPARs, then MCIS will implement, monitor, and manage the solutions). Examples would be MFA, Exit Point Management, Audit, and Encryption software.
 - Above is available to remote support entities upon request.
- Manage IBM-i servers, and peripheral equipment:
 - MCIS controls the QSECOFR, DST, MCISADMIN, and access to MCISXXX profiles.



- Advanced access for MCISXXX profiles still has restricted access unless appropriate approval received by MCIS personnel to provide advanced access.
- County can designate individuals, from their IT department, who can request access to profiles such as QSECOFR. But they will place a helpdesk ticket to request access from MCIS and approval will be assessed to enable.

Security Considerations/Handling – Remote Support

- Managed IBM-i servers, and peripheral equipment:
 - MCIS controls the QSECOFR, DST, MCISADMIN, and access to MCISXXX profiles.
 - Advanced access for MCISXXX profiles still has restricted access unless appropriate approval received by MCIS personnel to provide advanced access.
 - County designate individual(s), that will need access to profiles such as QSECOFR, and will keep MCIS informed of how it is being used.



Level 3 – Advanced Support and Support of Non-MCIS Software:

Tasks performed for hosted / on-site support but relate to managing more advanced operations tasks on IBM-i server(s) and monitoring/administering non-MCIS Software.

Handle operational duties for non-MCIS Software.

- County will provide training/documentation for:
 - Process for setup and changing of users with product owner on applications.
 - List of product owners (County user) and vendor contact information for support.
 - How vendors will request access to the application to support, such as access managed by county or MCIS coordinated.
 - Instructions on daily, weekly, monthly, yearly responsibilities County IT currently performs such as but not limited to running specific options within application, setting up users' access, clean-up steps, release/patch application, data clean-up/archiving tasks, and so forth.
- MCIS will perform patch/release of non-MCIS software, but need the following:
 - County will work with vendors to get access to their support portal, if applicable.
 - If vendor has capabilities, MCIS will set up alerts when new releases/patches come available.
 - Upon notification, MCIS will coordinate with the product owner(s) on how to proceed.
 - If an alert is not available, MCIS expects product owner to notify by placing a help desk ticket to when patches/releases are needed and where to obtain software release.

Handling 3rd party providers (Vendor)

- County ensures that vendor access is to the specific application only, and if vendor is granted higher level access that they are aware of County's security policies.
- Vendors will sign-in with their designated user profile and password, and change passwords based on county policy.
- Vendor's IBM-i profile will be disabled by default.
 - Product owner(s) will approve enabling IBM-i user profile by placing a help desk ticket to MCIS.
 - Product owner(s) can override this by placing a help desk ticket to notify MCIS what vendor profiles should remain enabled.
- MCIS can provide access one of three ways:
 - County provides vendors with VPN access to their connection point, and routes them to County's IBM-i partition. But, if a County has vendor's IBM-i profile always enabled, then MCIS has no way to monitor access and it becomes the full responsibility of County.
 - County users can provide access to their desktop device through virtual meeting capabilities.
 - MCIS staff will coordinate, as needed, vendor access through an MCIS supplied device:
 - County user must place a help desk ticket outlining purpose of request, date/time needed, Individual from vendor needing access contact information.
 - MCIS supplies a device for vendors to access County's partition.
 - MCIS is not responsible for actions taken by vendors regarding activities performed on the non-MCIS software.
 - If using an MCIS provided device, MCIS staff will monitor activity of vendor while accessing application through MCIS supplied device.
- Assist vendor in building a connection to the County's IBM-i partition from non-IBM-i servers (5250, ODBC), and setup of security on IBM-i to restrict access to vendor's specific data/objects associated with their application. MCIS is not responsible for providing data extraction/query assistance.
- Setup of nightly scheduled jobs needed based on instructions from product owner and/or vendor.
- Handle removal of software when no longer needed or used on IBM-i



Handling of Performance / Communication Issues

- Upon identification or notification of an issue, the County users and/or County IT will report and log issues that are occurring with performance and details as requested by MCIS.
- MCIS will use this information to review the IBM-i performance tools to research the issue and provide directions to correct or where to go for additional assistance especially if it is related to non MCIS software performance.
- To resolve the issue MCIS may have to contract with an appropriate consultant (iTech, IBM, for investigation and will seek prior approval from County to move forward. This may be an additional charge to the county.
- If the issue is directly related to MCIS developed application performance, IBM-i hardware and/or Operating System, MCIS will coordinate the resolution. Otherwise, if related to third party(s) application(s), which are considered non-MCIS software and/or non-MCIS developed applications interfacing with MCIS developed databases and/or applications, then responsibility lies with the third party for coordination and resolution.

Security

- MCIS will review security audit reports monthly. MCIS staff will recap issues for the IT Director, if any, and request action as needed.



Level 4 – Remote Support and/or County Specific requests

This section is not applicable to On-site Hosted counties.

Level 2, 3 and 4 support disclaimers

MCIS does not provide the following for non-MCIS Software

- “How to” or “Researching issues” with applications options, features, processes, procedures, or functions of that system. County users are required to work directly with the vendor.
- Securing private confidential/private data within non-MCIS software. Member can request MCIS to assist but requires county user(s) and/or vendor to identify what and how to secure.
- MCIS will perform a security assessment of IBM-i object settings as requested by county and determine recommendations.
- Creating and/or maintaining County developed applications/queries that use MCIS Software and/or non-MCIS Software tables.
- Creating/maintaining data imports/exports from/to non-MCIS applications and/or environments outside the IBM-i.
- Audit requests from County’s internal/external auditors that are beyond standard audit reports.
- Performing functions, a county user should be able to perform on applications.
- MCIS is not responsible for maintaining the code for special applications/process created on the IBM-i by Hosted Entity, unless specified in level 4 services, and/or non-MCIS software personnel such as but not limited to: user constructed queries; SQL calls from external source; Vendor/County constructed tables and/or tables views.

Handling Vendor and/or County constructed views over MCIS Software tables.

- MCIS assumes no responsibility for maintaining/managing custom views/tables when applying releases.
- After the MCIS software release is applied, the Vendor and/or County will review and recreate views as necessary.
- Vendor and/or County can have MCIS run a process to recreate views against MCIS table as an additional service but requires:
 - Application/script to be run directly on IBM-I.
 - Scripts to run provided and detailed instructions.
 - Contact information of the individual to pass on problems/issues that could occur in running of script (i.e name, phone number(s), email address).

Handling of notifications to table changes and/or program/features changes to MCIS Software

- Notification of database table changes, deletions, additions
 - Tables data elements changes/deletions/additions will be done at least 90 days in advance of project release date. Changes consist of length, data type, and/or edits built into the table definition for data elements (fields).
 - Existing tables view/index changes/deletions will be assessed individually to determine what advanced notice is required and approximate timeframe update will occur..
 - Existing table view/index additions will be part of the release notes with no advance notice.
- If changes to tables are mandated by Minnesota and/or Federal Legislative actions that require MCIS software to be changed in short cycle, the 90-day notification is waived.
- Upon notification, the County assumes responsibly to review/change their custom setups such as table views, custom code, queries, custom integration points and so forth, and/or coordinate information with 3rd party vendors.



Service Level Agreements

Standard Service Coverage

Monday through Friday, except holidays, 8:00 AM to 4:30 PM.

Call Management Process

- County users may continue to use their Help Desk to make a service request to MCIS or input a ticket directly to MCIS. The County will input a ticket into the MCIS Help Desk ticketing system to the functional area of “Host” with an appropriate amount of detail inputted into the description of the issue.
- Priority Codes outline severity of the problem and what the user should expect for response as follows:

Severity Level	Description	Response Time to Customer	Time to Resolve	Escalation Threshold
Critical	Business Halted –Critical component down or service are unavailable (all or a majority of users are unable to function, and no work around exists.	Within 1 hour	ASAP – Best Effort	2 hours
High	Business Impacted - Critical component (s) degraded. Large number of users or business critical functions affected, business processes can continue	Within 4 hours	ASAP- Best Effort	8 hours
Low	Limited to no degradation of service (non-critical problem or requirement, limited number of users or functions affected, business process can continue) without issue.).	48 hours	ASAP – Best Effort	96 hours

After Hours Support - Standard

MCIS does not have an after-hour alert system for emergency/critical issues, nor is it required. Performing patches/upgrades to OS or application software on Hosted Entities IBM-i server/partition, MCIS will coordinate installation to occur after normal business hours of County and MCIS. There are instances where the patch/fix is required by the County during the business day and MCIS will coordinate accordingly.

After Hours Support for Special / Emergency Situations

The County may request services after hours but will operate under these conditions:

- Non-emergency request for after-hours support will be scheduled in advance, and MCIS will determine availability and assess if billable.
- Emergency support
 - During Normal business hours contact MCIS Offices (218.326.0381)
 - For afterhours a county can request a calling tree provided under the assumptions
 - MCIS does not guarantee individuals are accessible immediately and message may have to be left on multiple phones.
 - If unable to reach anyone, staff will pick up message as soon as possible.
 - The MCIS individual reached will take it upon themselves to assemble appropriate resources and get back to County as soon as possible.
 - MCIS maintains the right to determine if the situation is billable.



EXHIBIT 2 – DEFINING MCIS SECURITY LEVEL 30/40

Your security level is set as system value (QSECURITY). But just setting this value does not ensure that you meet the standard as defined in the current IBM Power I OS Version Security Guide. What is discussed below are excerpts from the security guide to help define the expectations for a minimum-security level being established for the hosted environment. Before changing a production system, read appropriate material in the IBM Power I security guide for migrating from one level to another, and the MCIS Security Guide.

Security level

MCIS requires that hosted partitions have a security level of 30 or above on your system. The following requirements would meet security level 30 or 40:

- Both the user ID and password are required to sign on.
- Only someone with *SECADM special authority can create user profiles.
- The limit capabilities value specified in the user profile is enforced.
- Users must be given specific authority to use resources on the system, which implies the users must be given specific authority to resources instead of users having all authority.
- Only user profiles created with the *SECOFR user class are given *ALLOBJ special authority automatically (see below "setting of default Special Authority")
- Use group profiles, and these groups are given *USE authority to specific resources. Specific users are attached to these group profiles.
- Users are provided no special authority as defined below.
- No default sign-on - The IBM-i stops any attempt to sign on without a user ID and password that can be done on lower security levels.

MCIS will coordinate hosted entities implementation to comply, but require the following:

- County MIS will assign a staff member to assist MCIS in coordinating with users to understand access and assist with non-MCIS software.
- Commitment to complete the task within a 60-day period, unless mutually agreed upon to extend timeframes.

Default special authorities associated with security level 30 or 40.

The system security level determines what the default special authorities are for each user class. When you create a user profile, you can select special authorities based on the user class. Special authorities are also added and removed from user profiles when you change security levels.

These special authorities can be specified for a user through proper authorization controls implemented by the county:

*ALLOBJ - All-object special authority gives a user authority to perform all operations on objects.

*AUDIT - Audit special authority allows a user to define the auditing characteristics of the system, objects, and system users.

*IOSYSCFG - System configuration special authority allows a user to configure input and output devices on the system.

*JOBCTL - Job control authority allows a user to control any jobs in subsystems and printing on the system.

*SAVSYS - Save system authority allows a user to save and restore objects.

*SECADM - Security administrator authority allows a user to work with user profiles on the system.



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*SERVICE - Service authority allows a user to perform software service functions on the system.

*SPLCTL - Spool control authority allows unrestricted control of output queues on the system.

You can also restrict users with *SECADM and *ALLOBJ authorities from changing this security related system value with the CHGSYSVAL command. You can specify this restriction in the System Service Tools (SST) with the "Work with system security" option.

Table 2 shows a preferred approach to granting special authorities by each user class. The entries indicate that the authority is given at all security levels, limited/controlled to a few, or not at all.

Special authority	Recommended Granting Special Authority based on Types of Work				
	*SECOFR	*SECADM	*PGMR	*SYSOPR	*USER
*ALLOBJ	All				
*SECADM	All	All			
*JOBCTL	All			All	
*SPLCTL	All				
*SAVSYS	All			All	
*SERVICE	All				
*AUDIT	All				
*IOSYSCFG	All				

Hosted counties that have third parties, such as non-employees, vendors, consultants, and so forth, accessing their partition need to establish procedures following these points:

- Assign unique user profile on IBM-i for 3rd parties for auditing/tracking purposes.
- Require 3rd party to connect into the County's network through a secure connection. Then routed to the IBM-i where access is limited to the software functions the County has approved them access for.
- Profile with special authorities, such as *ALLOBJ, *IOSYSCFG, *SECADM, and/or *SERVICE, then independent access should not be allowed. Instead, set up a virtual meeting where County users, County MIS or MCIS can monitor what is occurring. If MCIS is monitoring, a help desk ticket with county authorization is required.
- If a user profile access is infrequent (as defined by county), then disable that user profile by default and enable when requested.

Instances where applications need to interface via an internet connection directly to hosting entities LPAR, and/or from the LPAR via internet connection to another web services/server (i.e. PRISM, E-Crv, printing tax statements from a web site, payroll self-service, and so forth):

- Utilize a secure connection (TLS/SSL) between entity and hosting center, especially when transmitting confidential/private data.
- Limit authorities of user profiles coming into the LPAR, and access to objects.
- For accessing into Hosted Entity's LPAR
 - The hosting center network team will assign a public IP address for the LPAR.
 - Where possible restrict access to incoming IP address, URL, domain name, and/or route to a specific application and only allows that application to run.
 - Use the IBM-i profile assigned to the application, and that profile should not be allowed to sign in interactively.



Exhibit 3 - MCIS Security Committee Charter

Purpose

The MCIS Security Committee's (the "Committee") primary purpose shall be to act on behalf of the MCIS Board in fulfilling the Board's oversight responsibility with respect to the Company's information technology use and protection. This document describes the compositions, functions, and authorities granted to the committee.

Committee Composition

- MCIS Executive Director – serving as chair of committee.
- MCIS Software Development Manager(s)
- IBM-i Network Administrator(s)
- As Needed
 - Contracted desktop, server, networking services provider, currently VC3
 - MCIS Executive Committee and/or MCIS Board designees
- When hosted environment is impacted.
 - Facility provider (Itasca County)
 - Member County IT Staff as defined by member's IT Director
 - Member County's Primary Board designee

Committee Functions

- Data Governance – To provide oversight of policies, procedures, plans, and execution intended to provide security, confidentiality, availability, and integrity of the information.
- Information Technology Systems – To oversee the quality and effectiveness of the company's policies and procedures with respect to its information technology development and support activities as it relates to the MCIS developed applications, accessing MCIS members' environment, including privacy, network security and data security.
- Incident Response – To review and provide oversight on the policies and procedures of the Company in preparation for responding to any material incidents.
- Disaster Recovery – To review periodically the organization's disaster recovery capabilities.
- Compliance Risks and Internal Audits – To oversee the management of risks related to the organization's information technology systems and processes, including privacy, network and data security, and any internal audits of such systems and processes.
- Advisory Role – To review the organization's information technology strategy or programs relating to new technologies, applications, and systems.
- General Authority – To perform such other functions and to have such powers as may be necessary or appropriate in the efficient and lawful discharge of the foregoing.

Committee's Authority

- The Committee shall have full access to all books, records, facilities, and personnel as deemed necessary and/or appropriate by any member of the Committee to discharge responsibilities hereunder.
- To expediate initial investigation the MCIS Executive Committee is pre-approved by the MCIS Board to authorize up to \$25,000 of reserve funds to engage special legal, financial, cybersecurity, publicity consultants, or other advisors or consultants as it deems necessary or appropriate in the performance its duties.



Minnesota Counties Information Systems

413 SE 7th Avenue, Grand Rapids, MN 55744

Phone 218-326-0381

- For unbudgeted expenses beyond \$25,000
 - The Security Committee will prepare a proposal of need.
 - MCIS Executive Committee will make a recommendation to allocate additional funds, and/or how to expense may be allocated to individual joint power's members.
 - MCIS Board meeting will be assembled expeditiously by MCIS Executive Committee for approval to proceed.

The Security Committee shall have authority to require that any of the personnel, counsel, accountants (including independent outside auditors), or any other consultant or advisor, attend any meeting of the Committee or meet with any member of the Committee or any of its special, outside legal, accounting, or other, advisors or consultants.

The approval of this charter by the Board shall be construed as a delegation of authority to the Committee with respect to the responsibilities set forth herein.

On July 27, 2023 the MCIS approved the MCIS Security Committee Charter

Signed: Amber Peratalo
Amber Peratalo, Chairperson

Attest: Nancy Nilsen
Nancy Nilsen, Secretary

08/10/2023

Signature Certificate



Envelope Ref:406403a5c89461370e16e25264255d258bf97eb1

Author: Lyle Eidelbes

Creation Date: 10 Aug 2023, 16:04:26, CDT

Completion Date: 11 Aug 2023, 10:24:48, CDT

Document Details:



Name: Exhibit 3 - MCIS Security Committee Charter-R20230810

Type:

Document Ref: 91edb0f1aa7a0f00d451ef8df3d447b2f3f74eab82eeb93a1fa22e5d00258654

Document Total Pages: 2

Document Signed By:

Name: Nancy Nilsen
Email: nilsenn@stlouiscountymn.gov
IP: 71.13.38.43
Location: DULUTH, MN (US)
Date: 10 Aug 2023, 17:01:42, CDT
Consent: eSignature Consent Accepted
Security Level: Email

Nancy Nilsen

Signer ID :TNTFZXFM37...

Name: Amber Peratalo
Email: amber.peratalo@co.itasca.mn.us
IP: 207.171.101.27
Location: GRAND RAPIDS, MN (US)
Date: 11 Aug 2023, 10:24:48, CDT
Consent: eSignature Consent Accepted
Security Level: Email

Amber Peratalo

Signer ID :GF2PTABBIU...

Document History:

Envelope Created	Lyle Eidelbes created this envelope on 10 Aug 2023, 16:04:26, CDT
Invitation Sent	Invitation sent to Amber Peratalo on 10 Aug 2023, 16:11:07, CDT
Invitation Sent	Invitation sent to Nancy Nilsen on 10 Aug 2023, 16:11:07, CDT
Invitation Accepted	Invitation accepted by Nancy Nilsen on 10 Aug 2023, 16:59:38, CDT
Signed by Nancy Nilsen	Nancy Nilsen signed this Envelope on 10 Aug 2023, 17:01:42, CDT
Invitation Accepted	Invitation accepted by Amber Peratalo on 11 Aug 2023, 10:24:30, CDT
Signed by Amber Peratalo	Amber Peratalo signed this Envelope on 11 Aug 2023, 10:24:48, CDT
Executed	Document(s) successfully executed on 11 Aug 2023, 10:24:48, CDT
Signed Document(s)	Link emailed to amber.peratalo@co.itasca.mn.us
Signed Document(s)	Link emailed to nilsenn@stlouiscountymn.gov
Signed Document(s)	Link emailed to lyle.eidelbes@mcis.cog.mn.us



Minnesota Counties Information Systems

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Phone 218-326-0381

EXHIBIT 4 – NIST Special Publication 800-88 Revision 1

These specifications are maintained by the National Institute of Standards and Technology. The document is currently 64 pages and provides all the information on guidelines for data sanitization. To obtain the current version it is suggested you cut and paste this URL below into your browser window. Otherwise, contact MCIS to obtain a copy and email to you.

URL <https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>



Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: 1-28-25

Title of Item: Authorize Quit Claim Deed Signature

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: <p>On January 26, 2021, as part of the reconstruction of CSAH 25, a resolution was passed to revoke portions of former CSAH 25 to Wagner Township. Since part of the right of way being revoked had been acquired in fee title, a quit claim deed is needed to transfer ownership of that right-of-way to Wagner Township.</p> <p>Attached is a quit claim deed that has been drafted to accomplish this transfer. Per instructions from the Aitkin County Attorney, the signatures of the Aitkin County Board Chair and the Aitkin County Auditor are required on this quit claim deed.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to authorize Aitkin County Board Chair and Aitkin County Auditor to sign quit claim deed.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED
Business Entity to Business Entity

Minnesota Uniform Conveyancing Blanks
Form 10.3.5 (2013)

eCRV number: _____

DEED TAX DUE: \$ _____

DATE: _____
(month/day/year)

FOR VALUABLE CONSIDERATION, Aitkin County
(insert name of Grantor)

a Political Subdivision under the laws of Minnesota ("Grantor"),
hereby conveys and quitclaims to Wagner Township
(insert name of Grantee)

a Political Subdivision under the laws of Minnesota ("Grantee"),
real property in Aitkin County, Minnesota, legally described as follows:
See Attachment "A"

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

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

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

Grantor

Aitkin County
(name of Grantor)

By: _____
(signature)

Its: County Board Chair
(type of authority)

By: _____
(signature)

Its: County Auditor
(type of authority)

State of Minnesota, County of Aitkin

This instrument was acknowledged before me on _____, by J. Mark Wedel
(month/day/year) *(name of authorized signer)*
_____ as County Board Chair
(type of authority)

and by Kathleen Ryan
(name of authorized signer)
as Interim County Auditor of Aitkin County
(type of authority) *(name of Grantor)*

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

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

Aitkin County Highway Department
1211 Air Park Drive
Aitkin, MN 56431

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

Wagner Township

Attachment "A"

1. That part of the following described tract: Government Lot One (1), Section Twenty-five (25), Township Forty-three (43) North, Range Twenty-two (22) West;

And that part of the following described tract: The Southwest Quarter of the Northwest Quarter (SW $\frac{1}{4}$ of NW $\frac{1}{4}$) of Section Twenty-five (25), Township Forty-three (43) North, Range Twenty-two (22) West; which lie northeasterly and northerly of a line parallel with and 33 feet southwesterly and southerly of and southwesterly and southerly of a line parallel with and 33 feet northeasterly and northerly of the following described line:

Beginning at the northeast corner of Section 25, Township 43 North, Range 22 West, from which the east line of the northeast quarter of said Section 25 bears South 00 degrees 36 minutes 49 seconds East; thence South 00 degrees 36 minutes 49 seconds East a distance of 661.65 feet; thence southwesterly 1,039.49 feet along a curve concave to the northwest with a radius of 660.00 feet, a central angle of 90 degrees 14 minutes 25 seconds, and a total length of 1,039.49 feet; thence South 89 degrees 37 minutes 36 seconds West a distance of 1,986.43 feet; thence South 89 degrees 17 minutes 10 seconds West a distance of 1,625.47 feet; thence westerly 399.03 feet along a curve concave to the southeast with a radius of 660.00 feet, a central angle of 53 degrees 18 minutes 48 seconds, and a total length of 614.12 feet; thence North 35 degrees 21 minutes 15 seconds West a distance of 42.26 feet; thence northwesterly 7.74 feet along a curve concave to the southwest with a radius of 200.00 feet, a central angle of 55 degrees 05 minutes 20 seconds, and a total length of 192.30 feet to the point of beginning of the line to be described; thence northwesterly 184.56 feet continuing along said curve concave to the southwest with a radius of 200.00 feet, a central angle of 55 degrees 05 minutes 20 seconds, and a total length of 192.30 feet; thence South 89 degrees 33 minutes 25 seconds West 293.33 feet and there terminating.

2. That part of the following described tract: The Southwest Quarter of the Northwest Quarter (SW $\frac{1}{4}$ of NW $\frac{1}{4}$) of Section Twenty-five (25), Township Forty-three (43) North, Range Twenty-two (22) West,

And that part of the following described tract: County Road, BIG PINE LAKE SHORES, according to the recorded plat thereof, on file in the Aitkin County Recorder's office; which lie northeasterly and northerly of a line parallel with and 33 feet southwesterly and southerly of and southwesterly and southerly of a line parallel with and 33 feet northeasterly and northerly of the following described line:

Beginning at the northeast corner of Section 25, Township 43 North, Range 22 West, from which the east line of the northeast quarter of said Section 25 bears South 00 degrees 36 minutes 49 seconds East; thence South 00 degrees 36 minutes 49 seconds East a distance of 661.65 feet; thence southwesterly 1,039.49 feet along a curve concave to the northwest with a radius of 660.00 feet, a central angle of 90 degrees 14 minutes 25 seconds, and a total length of 1,039.49 feet; thence South 89 degrees 37 minutes 36 seconds West a distance of 1,986.43 feet; thence South 89 degrees 17 minutes 10 seconds West a distance of 1,625.47 feet; thence southwesterly 614.12 feet along a curve concave to the southeast with a radius of 660.00 feet, a central angle of 53 degrees 18 minutes 48 seconds, and a total length of 614.12 feet; thence South 35 degrees 58 minutes 22 seconds West a distance of 448.46 feet; thence North 54 degrees 03 minutes 42 seconds West a distance of 50.00 feet to the point of beginning of the line to be described; thence continuing North 54 degrees 03 minutes 42 seconds West 140.54 feet; thence westerly 176.99 feet along a curve concave to the south with a radius of 115.00 feet, a central angle of 88 degrees 10 minutes 48 seconds, and a total length of 176.99 feet and there terminating.

PINE LAKE

109TH AVE

REVOCATED ROW FROM
AITKIN COUNTY TO
WAGNER TOWNSHIP

33' ROW

65' SE

PROPERTY LINE

PROPERTY LINE

PROPERTY LINE

0 50' 100' HORIZ.

REVOCATED ROW FROM
AITKIN COUNTY TO
WAGNER TOWNSHIP

33' ROW

116TH LN

PROPERTY LINE

65' SE

65' SE

90' SE

65' SE

50' ROW

CSM# 23

70' SE

50' ROW

60' SE

60' SE



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: February 11, 2025

Title of Item: Appointment for District 1 Board of Adjustment

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Andrew Carlstrom		Department: Planning & Zoning
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 5 minutes
Summary of Issue: <p>In accordance with Section 10 of the Aitkin County Zoning Ordinance, I am requesting the appointment of Mr. Terry Betley to the Board of Adjustment for District 1 in Aitkin County. Terry brings with him a lifetime of experience and has served Aitkin County faithfully as County Surveyor, on Planning Commission, and Board of Adjustment previously. There were no other applications received for this position. Please see attached application.</p>		
Alternatives, Options, Effects on Others/Comments: Motion to deny Terry Betley as District 1 representative on the Board of Adjustment		
Recommended Action/Motion: Motion to approve the appointment of Terry Betley as District 1 representative on the Board of Adjustment		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 1050.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

BOARD OF ADJUSTMENT

AITKIN COUNTY COMMISSIONER DISTRICT 1

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)

PROFESSIONAL LAND SURVEYOR

PROFESSIONAL ABSTRACTER

CHAIRMAN AITKIN TOWNSHIP BOARD OF SUPERVISORS

PAST MEMBER OF BOARD OF ADJUSTMENT

FORMER ACTING AITKIN COUNTY SURVEYOR

FORMER ASSISTANT TO CHIEF WING COUNTY SURVEYOR

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

TERRY J. BETLEY
Signature of Applicant

01-11-20
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 X

Is this application submitted at the suggestion of appointing authority? Yes _____ No X

Please return application to the Aitkin County Administrator's office, located at
307 2nd Street NW - Room 310, Aitkin, MN 56431

NAME OF APPLICANT: TERRY J. BETLEY

STREET ADDRESS OF APPLICANT:
42801 EAGLE STREET
AITKIN MN 56431

PHONE NUMBERS:
DAYS 218-927-6359
EVENINGS 218-927-6359
CELL 218-839-6357

For Office Use Only

Date Appointed: _____ Date of Term Expiration: _____ Term #: _____



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: February 11, 2025

Title of Item: Adopt Resolution- IRRR grant submission

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Mark Jeffers		Department: Economic Development
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 min
Summary of Issue: <p>Economic Development has identified a grant opportunity to support Culture and Tourism attraction in Aitkin County.</p> <p>IRRR, through its Culture and Tourism Grant Program, is offering grants designed to support and implement solutions to attract businesses, tourism and residents by offering funding matches for marketing and tourism.</p> <p>The grant funding request is \$11,260 with County match funding already designated to Economic Development through through ARPA funding.</p> <p>The Economic Development Committee requests a resolution of approval to submit this grant application and if awarded, the County Board of Commissioners certifies Jessica Seibert, County Administrator and Mark Jeffers, Economic Development Coordinator, to accept this grant and execute the Agreement and all documents pertaining to this grant.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Adopt a resolution to approve grant submission		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED February 11, 2025

By Commissioner: xxx

20250211-xxx

APPROVE AUTHORITY TO SUBMIT AND MANAGE CULTURE & TOURISM GRANT

WHEREAS, Aitkin County Economic Development Coordinator has identified a grant opportunity to support Culture & Tourism, AND

WHEREAS, that the Aitkin County Economic Development Coordinator intends to submit an application requesting a grant amount of \$11,260; AND

WHEREAS, that Aitkin County has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration; AND

NOW, THEREFORE BE IT RESOLVED that Mark Jeffers, Economic Development Coordinator is hereby authorized to apply to the Iron Range Resources & Rehabilitation {IRRR) Culture & Tourism Grant for funding on behalf of Aitkin County.

BE IT FURTHER RESOLVED, the County Board of Commissioners certifies Jessica Seibert, County Administrator and Mark Jeffers, Economic Development Coordinator, to accept this grant if awarded and execute the Agreement and all documents pertaining to this grant.

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 11th day of February 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of February 2025

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Application to Make Retail Sales of Tobacco Products - Big Dave's Auto

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 min.
Summary of Issue: A renewal application for license to sell tobacco products for the period of April 1, 2025 through March 31, 2026 for David N. Kearney dba Big Dave's Auto - 212 Main St Palisade, MN 56469 - City of Palisade		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Adopt Resolution for license to sell tobacco products for the period of April 1, 2025 through March 31, 2026 for David N. Kearney dba Big Dave's Auto - 212 Main St Palisade, MN 56469 - City of Palisade		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please Explain:		

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

ADOPTED February 11, 2025

By Commissioner: xxx

20250211-xxx

Approve Renewal License to Sell Tobacco Products – Big Dave’s Auto

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

WHEREAS, license is valid effective April 1, 2025 through the period ending March 31, 2026.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following application for license to sell tobacco products effective April 1, 2025 through the period ending March 31, 2026 to:

Big Dave’s Auto – located at 212 Main St Palisade, MN 56469 – City of Palisade

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 11th day of February 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of February 2025

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: February 11, 2025

Title of Item: Talon Metals Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Johnson, Talon Metals		Estimated Time Needed: 15 min.
Summary of Issue: Jessica Johnson will be giving the Board an update on Talon Metals.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion only.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input 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

5C
Agenda Item #

Requested Meeting Date: February 11, 2025

Title of Item: Schedule Strategic Planning Meeting

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



Board of County Commissioners Agenda Request



Requested Meeting Date: February 11, 2025

Title of Item: Accept Letter of Resignation - County Administrator

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

February 3, 2025

Aitkin County Board of Commissioners
Aitkin County Government Center
307 2nd Street NW
Aitkin, MN 56431

Re: Letter of Resignation

Dear Commissioners:

I am writing to formally announce my resignation as Aitkin County Administrator effective April 3, 2025.

Serving Aitkin County as County Administrator has been an honor and a privilege. I am proud of the progress we have made together to enhance services, strengthen operations, and address the needs of our community. I am confident that the Board, outstanding leadership team, and dedicated staff will continue to build on this work in the future.

Thank you for the trust and support you have given me during my tenure. I deeply appreciate the opportunity to serve the county and will do all I can to assist in preparing for this transition.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Seibert".

Jessica Seibert, MPNA, ICMA-CM



Board of County Commissioners Agenda Request

5E
Agenda Item #

Requested Meeting Date: February 11, 2025

Title of Item: Administrator Updates

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

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



Board of County Commissioners Agenda Request

6A

Agenda Item #

Requested Meeting Date: February 11, 2025

Title of Item: Personnel Committee Recommendations - County Administrator Recruitment

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Bobbie Danielson		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 15 minutes
Summary of Issue: <p>The personnel committee met on February 5, 2025 to discuss options for filling the upcoming County Administrator vacancy. Recommendations are attached [as they did not fit in this space], along with a copy of the current job description and recruitment procedures.</p> <p>The 2025 salary range for this position is \$118,751 - \$164,115. (Grade 21)</p> <p>Recommended Action/Motion: Motion to authorize the HR Director to coordinate the full-time County Administrator recruitment process, in close collaboration with the Board. The two Commissioners assigned to the Personnel Committee will screen applications and HR will bring their recommendation to the full Board. The full Board (Committee of the Whole) will interview finalists. Communication with applicants and finalists will be handled through HR to ensure consistent messaging.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: See above [full text did not fit in this space].		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ \$139,463.11 is budgeted in 2025. (Biweekly \$5,363.97) <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> PTO cash out expense is being reviewed at time of agenda deadline.		

Bobbie J. Danielson

From: Bobbie J. Danielson
Sent: Wednesday, February 5, 2025 4:16 PM
To: Commissioners; Jessica Seibert
Subject: Update from Personnel Committee – County Administrator Recruitment Recommendations

Dear Commissioners,

Good afternoon! The Personnel Committee met today to discuss the next steps following Jessica's resignation. This email provides an update following the Personnel Committee meeting on February 5, 2025. The committee has made the following recommendations, which will be presented to the County Board for consideration at the February 11, 2025, meeting:

1. County Administrator Model

- The Personnel Committee discussed the County Administrator and County Coordinator models.
- Given the complexity of the Administrator's role in daily operations, the Commissioners' preference for centralized department head supervision, the Administrator's role in legislative monitoring, and the lower liability associated with the Administrator model, the committee recommends refilling the position as a full-time County Administrator.
- Over the past two years, significant efforts have been made to reorganize the County structure, break down silos, and implement a strategic plan. The committee believes continuing with the Administrator model supports these efforts.
- Commissioners are asked to review the attached job description and notify the HR Director if any changes are recommended.
- On February 11, 2025, the HR Director will attend the Board meeting to discuss the recruitment policy and process.

2. Recruitment Process Recommendations

- The current policy (recruitment procedures) was provided to all members.
- It is recommended the recruitment process be conducted internally.
- It is standard practice that the departing incumbent does not participate in the hiring process for their replacement.
- If the position is not able to be filled internally, then DDA's \$24,000 proposal will be revisited.
- The position will be advertised for three weeks and will be posted as "open until filled, with a first review of applications on [insert date]".
- Department heads will be surveyed to identify the top three skills they value in a County Administrator candidate, which will help shape the position profile. This survey will be sent to department heads following the February 11, 2025 board meeting.
- Applications will be scored based on job qualifications and experience to help determine the top finalists. This will be drafted by the HR Director and sent to the Commissioners for review and input.
- The Personnel Committee Commissioners (Cmsr Wedel and Cmsr Kearney) will review and screen applications and recommend finalists to the Board.
- All Commissioners will be asked to provide input on the interview questions.
- The Committee of the Whole (all 5 Commissioners) will conduct interviews.
- Department heads will host a meet-and-greet session for finalists.
- All interviews will be conducted in person—no virtual interviews.
- The HR Director will provide periodic updates throughout the process to Commissioners and Department Heads.

- Communication with applicants and finalists will be handled through HR to ensure consistent messaging. Refer interested candidates to HR or ask them to watch our website for the upcoming job announcement.

3. Interim Appointment

- No interim appointment is recommended at this time. However, this may be revisited in March 2025, depending on the progress of the recruitment process.

Next Steps:

- The Personnel Committee serves as an advisory body and does not have final authority on this matter. The above recommendations are being presented to the County Board for final decision-making.
- Please review the attached job description and notify Bobbie if you would like to request any modifications.

If you have any questions about the recruitment process, please don't hesitate to reach out to HR at 218-927-7277 or 218- cell/text/after hours. (Please refrain from using "Reply All" to avoid any deliberation or decision-making outside of a public setting.)

Respectfully submitted,

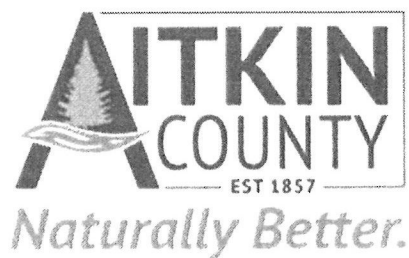
Bobbie

New email address: bobbie.danielson@aitkincountymn.gov

Bobbie Danielson
Aitkin County HR Director
Government Center
307 2nd St. NW, Rm 312
Aitkin, MN 56431
218-927-7306 main
218-927-7277 direct
218-839-8983 cell / text

Payroll - Nikki Knutson
218-927-7362 main
218-513-3333 cell / text

Current employment opportunities – apply today! <https://aitkincounty.applicantstack.com/x/openings>





COUNTY ADMINISTRATOR

Please review and provide recommended updates to HR

Department Administration
Grade Grade 21 – board approved 11-28-23
Reports to County Board
FLSA Status Exempt
Union Status Non-union Position

Final Appointing Authority

This position shall not be filled until final approval of the County Board. All offers of employment are made in writing.

Job Summary

The County Administrator serves as the chief administrative officer of the County, per Minnesota Statute 375A.06, and is responsible for the overall operation of county government under administrative direction of the County Board of Commissioners. The County Administrator, considering the department specific input of elected officials, provides leadership, direction, and support to all County departments. The County Administrator manages and oversees the administration and coordination of County services in accordance with County Board ordinances, regulations, resolutions, policies, and state laws. The County Administrator establishes goals and objectives within the policy directives set by the County Board, and assists subordinate managers in developing and implementing procedures to accomplish goals and objectives. The County Administrator is responsible for developing and managing the County budget.

Supervision Received

Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

Supervision Exercised

All non-elected department heads report to the County Administrator. The County Administrator is responsible, through subordinate supervisors, for the performance of all non-elected County employees. Provides direct supervision of the Building Maintenance Supervisor, Veterans Services Officer, Economic Development/Forest Industry Coordinator, and clerical support. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.



Position Description

1. Carries out day-to-day administrative functions of the County. Establishes goals and objectives for all departments to ensure compliance with County Board policy directives, and applicable rules and regulations. Provides assistance and management direction to County departments and programs through program review, fiscal control, and administrative overview.
2. Prepares and recommends policy to the County Board regarding county government operations. Advises the County Board regarding short and long range goals and recommends appropriate programs to attain them. Provides direction for the overall operation of county government and coordination with elected and state appointed offices.
3. Provides supervision and direction to subordinate staff and department heads in developing policy recommendations and programs and in clarifying and delegating County Board directives and policies.
4. Manages central service functions, including preparation for official Board proceedings. Provides central administrative services to all County departments, including human resources, information systems, building maintenance, property management, risk management, purchasing, motor pool, and other services. Ensures effective risk management programs and practices (safety, liability, property, etc.) exist to preserve and protect County assets. Prepares and recommends policy to the County Board regarding County government operations.
5. May participate in union contract negotiations and act as the chief negotiator. Participates in the management of said contracts. Adjusts grievances on behalf of the employer.
6. Directs and coordinates the management of County finances, including the preparation and presentation of proposed annual budgets and a Capital Improvement Plan. Analyzes data and makes recommendations. Reviews and revises department budget proposals, consolidates department budgets, reviews and/or alters any budget County-wide; prepares the budget message, presents the preliminary and final budget proposals, and administers the approved budget. Directs the establishment and development of the County's budgetary system to be used by all departments, including County-wide accounting policies and procedures.
7. Represents the county and communicates on behalf of the county to individuals, groups, organizations, other units of government, and media. Leads the County-wide management team and conducts management team meetings and communications. Establishes effective team relations with county administrative elected officials.
8. Strategic planning: continually evaluates the organization, administration and services provided by county government. Advises in the formulation of legislative proposals.
9. Provides supervision and leadership to department heads, the Administration department staff and, indirectly, all County employees. Has the authority to discipline, hire, and fire appointed department heads upon County Board authorization. Conducts ongoing feedback, coaching, mentoring, and performance reviews, and evaluates performance of department heads and Administration Department staff.
10. Represents the County concerning intergovernmental relationships and initiatives at local, State, regional and federal levels. Creates and implements a program of positive and cooperative intergovernmental relations with local cities and townships and with neighboring counties.
11. Spearheads and coordinates economic development programs and initiatives in close cooperation with the business community and county, cities, and townships.
12. Attends professional meetings and keeps informed of new developments in government operation and management.



Position Description

13. Responsible for management and long range planning for county buildings and infrastructure.
 14. Responsible for communications that maintain relationships key to the function of the County; plans and carries out communications at a level that can impact the morale and performance of staff, and the overall perception by the general public. Directs and manages public relations and acts as liaison between the County Board County employees and the public. Fields and responds to complaints, suggestions, and comments from the public on County services.
 15. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 16. Conducts business in accordance with the Open Meeting law.
 17. Serves as the Minnesota Government Data Practices Act Responsible Authority. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
 18. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
 19. Attend seminars and workshops as needed.
- Performs other related duties as assigned or apparent.

Education and Experience

Qualified candidates shall possess a Bachelor's degree in public administration, business administration, public finance, political science or a related field. A minimum of four years of progressively responsible work experience; three of which must be served in an administrative or managerial capacity in a government service organization. Master's degree preferred. The County Board is interested in creating a dynamic and strong pool of candidates and retains the right to substitute experience for education that provides equivalent knowledge, skills, and abilities.

Exceptional oral and written communication skills are required as well as advanced skill in planning, organizing and coordinating diverse functions. Ability to reach out to and communicate with other local governments is desired.

Training and experience in budget and financial analysis is desirable. Familiarity with the distinct operations and functions of County government or the ability to learn them is important. Ability to successfully partner with independent elected department heads is essential.

Valid Minnesota driver's license required.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.



Position Description

2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including data practices, the open meeting law, accounting, purchasing, information technology, OSHA, and employee and labor relations.
3. Financial management with experience in the preparation and presentation of budgets and fund accrual accounting.
4. Roberts Rules of Order.
5. Principles, practices and legal aspects of public administration as they relate to local government.
6. Organizational theory and effective management practices.
7. Public budgeting preparation, presentation and analysis.
8. Governmental accounting and reporting and the relationships of local, state and federal funding.
9. Minnesota property tax law, impact of levies to property and their calculation.
10. Governmental structure, laws, organization and interdependency of levels of government.

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Preparing and making presentations to groups.
4. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
5. Effectively organizing, prioritizing, and delegating workload.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Make independent decisions.
4. Multi-task and work under pressure in a sometimes demanding environment.
5. Travel and work in excess of standard hours when necessary.
6. Direct a large staff in a broad range of service areas.
7. Plan, direct, supervise and delegate work, as well as work with others in a consulting capacity.
8. Communicate effectively, demonstrating exceptional oral, written and presentation skills. Communicate effectively with County Commissioners, coworkers, government organizations, civic groups, the media and citizens.
9. Analyze and resolve management problems.
10. Understand the political issues of county government. Serve as a liaison between the Board and other elected officials.
11. Accurately calculate wage and fringe benefit costs, budget and levy figures, and forecast county finances.
12. Develop and implement short and long range administrative goals and objectives.
13. Prepare and present accurate statistical narrative reports.
14. Evaluate various types of data and make recommendations on the findings.
15. Set direction and interpret elected official needs.
16. Direct, supervise and delegate work effectively.



- 17. Understand human development and thought processes.
- 18. Maintain a safe working environment.

Language Skills

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, area, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software E-time, Webfusion, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Inventory Management Software, Data Backup and Recovery Software, Recordkeeping Software, and other job-related software programs.

Ability to Travel

Travel required for trainings and meetings in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (descriptions available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.



Position Description

Work Environment

The noise level in the work environment is usually quiet to moderate.

Equipment and Tools

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

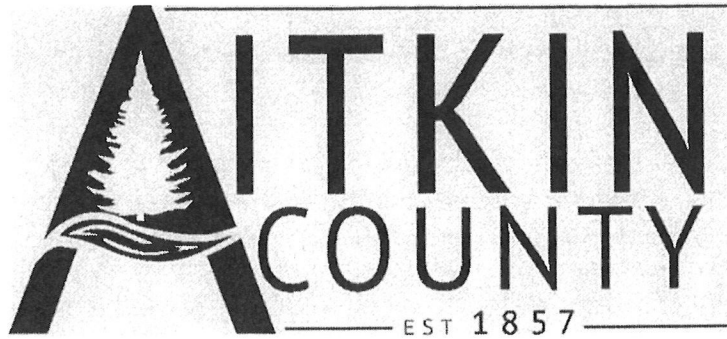
The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

9/1/2016

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

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*



Personnel Policy

November 26, 2024

If you have any suggestions for changes to policy content, please contact HR, or [click here to submit ideas](#) for changes. All suggestions are welcome.

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

Our Mission: Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.

Our Core Values: Collaboration, Innovation, Integrity, People-Focused, Professionalism

Section B. Recruitment Procedures

Purpose: To ensure consistent procedures are utilized to recruit the best possible candidate in the most efficient way possible for each position.

Subd. (1) Roles and Responsibilities

- (a) The Human Resources Director or designee has the primary responsibility for coordinating recruitment, screening, interviewing and facilitating hiring recommendations of new employees. The Human Resource Director or designee will be the primary point of contact for all applicants until a conditional job offer has been made.
- (b) The Department Head or supervisory designee is responsible for making the final recommendation on all job offers.
- (c) The County Administrator must approve the recommendation for previously budgeted positions. The Administrator may also approve recommendations for temporary unbudgeted positions, up to 67 days per calendar year in duration.
- (d) The Aitkin County Board of Commissioners must approve the recommendation for newly created or unbudgeted positions (with the exception of unbudgeted temporary positions as noted in (c) above).

Subd. (2) All Permanent County Job Openings will be Posted

- (a) All permanent job openings will be posted internally on the intranet and on the bulletin board outside of the Human Resources office and advertised externally simultaneously, unless the County is precluded from doing so by a collective bargaining agreement. Each notice will include the posting date, job title, department, position description, pay range, and closing date or open until filled notation. Qualified County employees who apply will be given consideration. Temporary and seasonal job openings may be posted, filled by word of mouth advertising, or with returning staff members as deemed most suitable for the position.
- (b) All bargaining unit job openings will be posted according to applicable collective bargaining agreements.
- (c) All employees (probationary and non-probationary) are eligible to apply for internal vacancies or transfers, unless an applicable collective bargaining agreement provides otherwise.

- (d) If applicable, employees must be Merit System eligible. All HHS Department positions are hired from Merit System registers, except the HHS Director position which is exempted from merit personnel system coverage (5 CFR 900.602). Minnesota Merit System's online application center and hiring practices shall apply where applicable.

Section C. Hiring Practices

Purpose: To fill newly created or vacant County positions.

Subd. (1) County Application

Application forms and position descriptions are available in the Human Resources Department. Completed application forms are to be submitted electronically to the Human Resources Department by the published deadline. Late applications will not be considered.

Subd. (2) Designation of Data (§13.43, Subd. 3)

Except for applicants to undercover law enforcement officer positions, the following personnel data on current and former applicants for employment by the County is public data:

- (a) Names of applicants when determined to be eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position. For purposes of this section, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.
- (b) Veteran status.
- (c) Relevant test scores.
- (d) Rank on eligible list.
- (e) Job history.
- (f) Education and training.
- (g) Work availability.
- (h) Personnel examinations and answer keys are nonpublic data, except pursuant to valid court order.

Subd. (3) Applications For and the Filling of Vacancies

The following procedure will be followed:

- (a) Aitkin County will afford employment to the applicant possessing the best qualifications that fit the requirements of the job regardless of race, color, creed, religion, national origin, citizenship, sex, marital status, familial status, pregnancy, disability, public assistance status, age, sexual orientation including gender expression and identity, political affiliation, veteran status, genetic information (including family medical history), local human rights commission activity, or other protected-class status.
- (b) Job requirements will be posted and included on the position description.
- (c) A high school diploma or equivalent is generally required as consideration for employment.
- (d) Any testing requirements will be conducted by the Human Resources Director or designee or by the Minnesota Merit System and will only be used for testing skills specifically required for the job.
- (e) Where applicable, Minnesota Merit System's online application center and hiring practices will be used.
- (f) All applications will be required to be completed on the Aitkin County official application forms or Minnesota Merit System forms when applicable. Resumes cannot be substituted for the application forms.
- (g) When an opening exists or is contemplated for a bargaining unit position, applicable provisions from a collective bargaining agreement shall be followed.
- (h) Job applications are to be submitted for a designated position and must be received before the published deadline, if applicable.

Subd. (4) Advertisement for External Applicants:

Sources for recruiting employees from outside are listed below:

- (a) Advertising will be placed on the County's website, AMC website, Aitkin County Job Opportunities Facebook page, and sent to the Grand Rapids WorkForce Center, Aitkin WorkForce Center, Brainerd WorkForce Center, and the Mille Lacs Band of Ojibwe. The advertisement of select County positions may also appear in the designated County newspaper or other publications as recommended by the Department Head, Human Resources Director, County Administrator and/or County Board.

- (b) Job applications from the general public for employment will only be accepted in the event that there are position vacancies.

Subd. (5) Position Description

- (a) If the Department Head or County Administrator determines that the position description needs to be reviewed and updated, the Human Resources Director or designee will assist the Department Head to make revisions.
- (b) The County Administrator or designee may approve revisions to the position description provided the classification of the position will not increase due to the updates.
- (c) The County Board must approve revisions to the position description if the revisions will result in an increase in classification.
- (d) The minimum qualifications shall be established prior to any external advertising.

Subd. (6) Screening Process

- (a) All applications will be reviewed and screened by the Human Resources Director or designee for minimum qualifications. All candidates listed on the Minnesota Merit System Register are deemed to meet minimum qualifications.
- (b) The hiring Department Head or designee may review qualified applications for further screening, if desired. The hiring Department Head or designee may request to view all applications received for the position, regardless of qualifications.
- (c) The Department Head will choose the candidates for interview, or will delegate this responsibility to a supervisor in the department and/or to the HR Director.
- (d) Applicants who have previously been interviewed and declined for a position within the past 12 months of the interview date (deemed not the right match for the role or organization), who have been backgrounded and received negative references, who do not return calls or emails for screening or interviews, or who have not showed for interviews may be unselected or not chosen as a finalist for interview if deemed appropriate by the department head and HR Director.

Subd. (7) Interview

- (a) The Human Resources Director or designee is responsible for coordination of interviews. Best practices for interviews will be followed, as determined by legal counsel, the County Administrator, and Human Resources Director.
- (b) The interview teams for all positions will typically be comprised of a combination of the supervisor(s), department head, and HR Director or designee. The panel should include at least one employee of the county who has attended training on employment law and best practices related to interviews. Upon request of the County Administrator, County Board representative(s) or external subject matter experts may be asked to participate in the interview portion of the hiring process if the opening is for a Department Head position.
- (c) Any candidate not receiving an interview will be notified in writing or via email. If a candidate is interviewed, but not selected for the position, the Human Resources Director or designee shall notify the candidate. The Human Resources Director or designee shall be responsible for notification to the candidates.

Subd. (8) Conditional Job Offer

- (a) The Human Resources Director or designee and the Department Head or designee will review and evaluate the experience and qualifications of the applicants for a position and may assign experience credit deemed reasonable. This will be the starting salary proposed to the County Administrator for approval of the applicant.
- (b) Once a candidate is selected for the position, a conditional job offer will be made by the Human Resources Director or designee.

Subd. (9) Reference and Background Checks

- (a) Employment references will be checked on all candidates conditionally offered employment with Aitkin County.
- (b) Criminal background checks will be done by the HR Director or designee, through a firm specializing in background investigation and pre-employment screening services, by the Bureau of Criminal Apprehension, and/or by the Aitkin County Sheriff's Office on the candidate conditionally offered employment with Aitkin County and in accordance with the law.

Subd. (10) Pre-Employment Physical

- (a) Candidates in selected job classes who have received a conditional offer of employment will be required to pass a Health Screening/Pre-Employment Physical.

- (b) The Health Screening/Pre-Employment Physical shall be conducted by a local medical facility or correctional jail nurse, at no cost to the applicant.
- (c) The Human Resources Director or County Administrator may approve an alternate pre-employment physical site when deemed necessary.

Subd. (11) Hiring Of Relatives

- (a) The employment of relatives in the same area of an organization may cause conflicts. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships.
- (b) Relatives of persons currently employed by Aitkin County may be hired only if they will not be working directly for or supervising a relative within the organization. This policy applies to any person, higher or lower in the organization, who has the authority to review employment decisions. Aitkin County employees cannot be transferred into such a reporting relationship.
- (c) For the purposes of this section, a relative includes: child, step-child, parent, step-parent, sibling, step-sibling, grandparent, grandchild, the employee's fiancé, spouse, spouse's parent, spouse's step-parent, spouse's sibling, spouse's step-sibling and any other person whom the employee has been declared legal guardian.

Subd. (12) Employee Relationships outside of the workplace

Aitkin County desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can potentially result from intimate relationships involving managerial and supervisory employees in the County or certain other employees in the County.

Accordingly, Department Heads and Supervisors are discouraged from fraternizing or becoming romantically involved with any subordinate employee in the department.

All employees should also remember that the County maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The County will vigorously enforce this policy consistent with all applicable federal, state, and local laws.

Section D. Orientation

Purpose: To clarify a new employee's role in the organization as a whole and to explain applicable personnel policies and procedures and/or provisions of the applicable collective

bargaining agreement. The Human Resources Director or designee, the Payroll Technician or designee, and the individual's immediate Supervisor share the responsibility for orientation.

Subd. (1) The orientation of a new employee is the final step in the hiring process. The County has an orientation program for all new employees, including:

- Payroll, E-time, and Benefits Orientation (HR/Payroll)
- General Orientation, Policies, and Training (HR/Payroll)
- Position, Department, Performance Management, and Social Orientation (Immediate Supervisor or Department Head)

Section E. Probationary Period

Purpose: To provide a time frame for the employee's supervisor to observe the employee's fitness for continued employment with the County. The probationary period shall be utilized by supervisors to closely observe the employee to determine whether the employee will be able to meet the organization's core values, the Department demands, and become a contributing member to the County's workforce or whether it is necessary to remove the employee whose performance does not meet the values and performance standards.

Subd. (1) All County employees will serve and successfully complete a probationary period.

Subd. (2) All newly hired or promoted non-union employees will be on a probationary period for one (1) year unless specified otherwise by statute. Employment may be terminated for any reason during this period unless specified otherwise by statute.

Subd. (3) If the employee takes a leave of absence while on probation, the probationary period shall be extended by a period of time equal to the total number of calendar days on leave.

Subd. (4) Union employees will follow the probationary periods as they are defined in the applicable collective bargaining agreement.

Subd. (5) Probationary employees are eligible to apply for other positions for which they are qualified.

Section F. Access To Personnel Files

Purpose: Aitkin County maintains a personnel file on each employee. Personnel files are the property of Aitkin County. Aitkin County allows access to personnel files in accordance with applicable law.



Aitkin County Board of Commissioners Committee Reports Forms

7A

Agenda Item #

Committee	Freq	Scheduled	Representative
Association of MN Counties (AMC)			
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