



ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: February 25, 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: 2551 419 7725

Meeting Password: 7282

9:00 a.m.

1) J. Mark Wedel, County Board Chair

- A) Call to Order
- B) Pledge of Allegiance
- C) Approval of the Agenda
- D) Health & Human Services (see separate HHS Agenda)

10:00 a.m.

- E) **Citizens Public Comment-** Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those give minutes but will take the information and finds answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 option 8 no later than 2:30 P.M. on the Monday before the meeting.
- 2) **Consent Agenda-** All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the times will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File-**
February 11, 2025 - February 24, 2025
 - B) **Approve County Board Minutes-**
February 11, 2025
 - C) **Approve Electronic Funds Transfers**
EFT report thru 02.17.25
 - D) **Approve Auditor Vouchers-**
Auditor Warrants - HHS 02.07.25
 - E) **Approve Manual Warrants/Voids/Corrections-**
Manual Warrants 01.31.25
 - F) **Approve Manual Warrants/Voids/Corrections-**
ELAN 01.30.25
 - G) **Approve Commissioner's Vouchers**
Commissioner Warrants 02.14.25
 - H) **Approve Auditor Vouchers-**
Auditor Warrants - Sales, Use and Diesel Tax, January 2025
 - I) **Adopt Resolution-**
LG220 Application for Exempt Permit - Sherwood Forest Owners Association
 - J) **Approve Auditor Vouchers-**
Auditor Warrants - HHS 02.14.25
 - K) **Adopt Resolution-**
LG220 Application for Exempt Permit - MN Deer Hunters Assoc. McGregor
 - L) **Approve-**
Affidavit for Duplicate of Lost Warrant - Johnson
 - M) **Approve-**
Affidavit for Duplicate of Lost Warrant - Hahn-Beasley
 - N) **Approve Manual Warrants/Voids/Corrections-**
Manual Warrants 02.18.25
 - O) **Approve-**
Fire Protection Contract - City of McGregor
 - P) **Approve-**
JPA with the City of McGrath
 - Q) **Approve-**
JPA with Salo Township
 - R) **Approve-**
JPA with Ball Bluff Township
 - S) **Approve Manual Warrants/Voids/Corrections-**
Manual Warrants - HHS 02.18.25
 - T) **Approve-**
Amended Board of Commissioners Meeting Procedures
 - U) **Adopt Resolution-**
Sentence to Serve Donation
 - V) **Adopt Resolution-**
Donation to Aitkin County Jail
 - W) **Approve-**
Personnel Policy Update - Employee Recognition, Cash if PTO back is at Max
 - X) **Approve-**
Safety Policy Update - to include Naloxone Training
 - Y) **Approve Auditor Vouchers-**
Auditor Warrants - HHS 02.21.25
 - Z) **Approve-**
License Center Technician - Amend from two PT to one Full-time Position

		10:00 a.m.
3)	John Welle – County Engineer A) Adopt Resolution - Award Contract 20258	
		10:05 a.m.
4)	Mike Dangers – County Assessor A) Approve Vehicle Donation to McGregor Airport	
		10:10 a.m.
5)	Andrew Carlstrom – Environmental Services Director A) Request Public Hearing for Proposed Feedlot	
		10:15 a.m.
6)	Janet Smude - Aitkin County SWCD District Manager A) Approve Adoption of the Mississippi River Grand Rapids Watershed, Implementation MOA	
		10:25 a.m.
7)	Mark Jeffers – Economic Development Coordinator A) Aitkin County Business Profile - Discussion only	
		10:40 a.m.
8)	Dennis Thompson – Land Commissioner A) Adopt Resolution - Mississippi River Public Water Access Cooperative Agreement B) Spongy Moth Treatment in Aitkin County - Information Only	
		11:10 a.m.
9)	Jessica Seibert – County Administrator A) Administrator Updates	
		11:15 a.m.
10)	Board of Commissioners A) Commissioner Committee Reports	
		ADJOURN



2B

AITKIN COUNTY BOARD OF COMMISSIONERS

February 11, 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	Arrived at 9:45 a.m.
Travis Leiviska	District #3	Present
Bret Sample	District #4	Present
Michael Kearney	District #5	Present
Jessica Seibert	County Administrator	Present
April Kellerman	Administrative Assistant	Present

1.B **PLEDGE OF ALLEGIANCE**

1.C **APPROVAL OF AGENDA**

Motion to: Approve the agenda.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Travis Leiviska

1.D **Citizens Public Comment by:**

2 **CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Michael Kearney
SECONDER:	Commissioner Travis Leiviska

A) Correspondence File-

January 28, 2025 - February 10, 2025

B) Approve County Board Minutes-

January 28, 2025

C) Approve Electronic Funds Transfers

Total	\$1,070,239.61
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D) Approve Auditor Vouchers-

Auditor Warrants - R&B 01.24.25

R&B	\$4,198.27					Total	\$4,198.27
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E) Approve Auditor Vouchers-

HHS 01.24.25

HHS	\$55,410.93					Total	\$55,410.93
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F) Approve-

McGrath Fire Department - 2025 Contract

G) Approve-

Great River Energy Utility Easement

H) Approve Commissioner's Vouchers

Commissioner Warrants 01.31.25

General	\$265,544.03	Reserves	\$7,273.97	R&B	\$61,816.91	Unorgan.	\$1,422.69
HHS	\$1,178.00	Trust	\$5,670.19	Forest	\$2,057.35	LLCC	\$11,018.96
Parks	\$42,206.16	COVID	\$7,253.00			Total	\$405,441.26

I) Approve Manual Warrants/Voids/Corrections-

ELAN 01.16.25

HHS	\$259.62	R&B	\$889.99	General	\$1,227.93	Forest	\$137.90
LLCC	\$152.00					Total	\$2,667.44

J) Approve Auditor Vouchers-

Auditor Warrants 01.31.25

General	\$55,965.79	R&B	\$10,833.33	HHS	\$2,822.61	Trust	\$800.00
						Total	\$70,421.73

K) Approve Auditor Vouchers-

HHS 01.31.25

General	\$30.10	HHS	\$34,818.31			Total	\$34,848.41
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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

Regular Agenda

3A Andrew Carlstrom – Environmental Services Director

Motion to:

Appointment for District 1 Board of Adjustment

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Travis Leiviska
SECONDER:	Commissioner Bret Sample

4A Mark Jeffers – Economic Development Coordinator

Motion to:

Adopt Resolution - IRRR grant submission

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Travis Leiviska as amended

5A Jessica Seibert – County Administrator

Motion to:

Adopt Resolution - Application to Make Retail Sales of Tobacco Products - Big Dave's Auto

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner Travis Leiviska
SECONDER:	Commissioner Bret Sample Commissioner Kearney abstained from voting.

5B Jessica Seibert – County Administrator

Informational Only

Jessica Johnson, Talon Metals Update

RESULT:	INFORMATIONAL ONLY
MOVER:	
SECONDER:	

5C Jessica Seibert – County Administrator

Motion to:

Schedule Strategic Planning Meeting

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska

5D Jessica Seibert – County Administrator

Motion to:

Accept Letter of Resignation - County Administrator

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Michael Kearney

5E Jessica Seibert – County Administrator

Informational Only

Administrator Updates

Hauschild bill @ State SF 1080 - EMS, Federal Priorities

Commissioner Laurie Westerlund arrived at 9:45am.

6A Bobbie Danielson – Human Resources Director

Motion to:

Approve County Administrator Recruitment Process

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

6B Bobbie Danielson – Human Resources Director

Motion to:

Approve Personnel Committee Recommendations - County Administrator Recruitment

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

7A Board of Commissioners

Informational Only

Commissioner Committee Reports

Extension, Personnel Committee, JET meeting, MN Rural Counties, East Central Regional Juvenile Center Zoom Meeting, EMS Taxation district meeting

Motion to Adjourn

Motion made at 10:20 a.m.

MOVER: Commissioner Bret Sample
SECONDER: Commissioner Laurie Westerlund
Next Meeting: Tuesday, February 25, 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: 2/25/2025

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* <i>*provide copy of hearing notice that was published</i>
Submitted by: Lori Grams	Department: County Treasurer	
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru 2/17/2025		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ELECTRONIC FUNDS TRANSFER

Thru February 17, 2025 Board Meeting February 25, 2025

<u>Abstract Number</u>	<u>Date</u>	<u>Amount</u>	<u>Reason</u>
22237	2/7/25	\$965,784.95	Payroll Abstract
22238	2/7/25	\$28,855.35	Auditor Abstract
22239	2/14/25	\$141,394.02	Commissioner Abstract
22240	2/14/25	\$1,473.03	Auditor Abstract
22241	2/14/25	\$46,402.84	Auditor Abstract
22242	2/13/25	\$4,434.36	Manual Abstract

\$0
Voids/No ACH

\$1,188,344.55

S:Board Report:2025 EFT Board Report Thru Date

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: Y

Opioid Remediation Settlement

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
86308	Aitkin Public Schools	10,990.57	1 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	26.98	3 Transactions
14436	ANDERSON/CORY	487.41	6 Transactions
360	Arrowhead Econ Opp Agency	15,754.75	2 Transactions
9177	BAYLISS/KELLI	185.00	1 Transactions
11141	Bobenmoyer/Glen	185.00	1 Transactions
9593	Boser/Alissa	1,759.94	7 Transactions
10142	Campbell/Leigh	370.00	2 Transactions
10319	Cross/Idere	2,616.40	2 Transactions
10855	Culligan Soft Water	146.10	3 Transactions
86527	Cuyuna Regional Medical Center	525.00	1 Transactions
9682	DREWES/VICKI	185.00	1 Transactions
12098	DRUAR/TAWNY	185.00	1 Transactions
6111	Ekelund/Gordon	185.00	1 Transactions
11908	FIXSEN/FRED	185.00	1 Transactions
10415	Heins/Darla	185.00	1 Transactions
10526	Jarvela/Jennifer	1,141.50	6 Transactions
10515	Kliber/Kurt	185.00	1 Transactions
10108	Lewis/Shawn M	185.00	1 Transactions
9804	MAYER/PAT	174.00	1 Transactions
9182	MCPAHON/ANNE K	185.00	1 Transactions
9456	Meger/Shanda	496.26	3 Transactions
9833	Merkel Voy/Dusti	1,524.89	1 Transactions
10300	Monson/Vicki & Jared	1,043.77	1 Transactions
13296	NORDQUIST/JOHN	185.00	1 Transactions
10401	Olson/Shelley	185.00	1 Transactions
10116	Pratt/Sarah	165.58	6 Transactions
12010	RADUENZ/ RODNEY	185.00	1 Transactions
15331	RASINSKI TOTAL DOOR SERVICE LLC	1,568.66	3 Transactions
4010	Rasley Oil Company	345.06	4 Transactions
14518	ROSS RESOURCES, LTD	3,665.00	2 Transactions
9178	Ross/Amy	380.58	3 Transactions
9127	RUSCHMEIER/JEFF A	185.00	1 Transactions
10376	Schumm/Morgan	87.72	1 Transactions
10275	Seebeck/Robert & Patricia	3,073.96	2 Transactions
9618	Seffl/Michelle	185.00	1 Transactions

Aitkin County



<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>		
14811	Seguin/Cathy	185.00	1	Transactions
86177	Sheriff Aitkin County	533.62	1	Transactions
10115	Smith/Vanessa	1,420.44	1	Transactions
4507	Sorensen-Root Thompson Funeral Home	3,400.00	2	Transactions
10262	Stokes/Lesa & Eric	1,140.49	1	Transactions
14390	TANGE, MSW/PHILIP B	877.50	3	Transactions
86235	The Office Shop Inc	55.49	1	Transactions
10530	The Therapist PLC	585.00	2	Transactions
10440	Young/Griffin	498.37	3	Transactions
Final Total		57,815.04	45 Vendors	90 Transactions

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	46,824.47	Health & Human Services
25	10,990.57	Opioid Remediation Settlement
All Funds	57,815.04	Total

Approved by,
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Print List in Order By: 1
1 - Fund (Page Break by Fund)
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4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLB1
2/6/25 2:11PM

Aitkin County



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

1 General Fund

Vendor Name
No.

Amount

8410 Bremer Bank

2,539.62

10 Transactions

1 Fund Total:

2,539.62

General Fund

1 Vendors

10 Transactions

WLB1
2/6/25 2:11PM

Aitkin County



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

9 State

Vendor Name
No.

Amount

8410 Bremer Bank

48,705.82

1 Transactions

9 Fund Total:

48,705.82

State

1 Vendors

1 Transactions

WLB1
2/6/25 2:11PM

Aitkin County



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

13 Taxes & Penalties

Vendor Name
No.

Amount

8410 Bremer Bank

1,382.00

1 Transactions

13 Fund Total:

1,382.00

Taxes & Penalties

1 Vendors

1 Transactions

WLB1
2/6/25 2:11PM
21 Parks

Aitkin County



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

Vendor No.	Name	Amount			
8410	Bremer Bank	110.00		1 Transactions	
21 Fund Total:		110.00	Parks	1 Vendors	1 Transactions
Final Total:		52,737.44	4 Vendors	13 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	2,539.62	General Fund
	9	48,705.82	State
	13	1,382.00	Taxes & Penalties
	21	110.00	Parks
All Funds		52,737.44	Total

Approved by,

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WLB1
2/10/25 1:03PM

Aitkin County



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

3 Road & Bridge

Vendor Name
No.

Amount

5462 Bremer Bank (Elan ACH)

105.71

1 Transactions

3 Fund Total:

105.71

Road & Bridge

1 Vendors

1 Transactions

Final Total:

105.71

1 Vendors

1 Transactions

WLB1
2/10/25 1:02PM

Aitkin County



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

1 General Fund

Vendor Name
No.

Amount

5462 Bremer Bank (Elan ACH)

4,767.85

22 Transactions

1 Fund Total:

4,767.85

General Fund

1 Vendors

22 Transactions

WLB1
2/10/25 1:02PM

Aitkin County



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

2 Reserves Fund

Vendor Name
No.

Amount

5462 Bremer Bank (Elan ACH)

950.00

1 Transactions

2 Fund Total:

950.00

Reserves Fund

1 Vendors

1 Transactions

Final Total:

5,717.85

2 Vendors

23 Transactions

Aitkin County



5 Health & Human Services

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

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	83.98		3 Transactions	
5 Fund Total:		83.98	Health & Human Services	1 Vendors	3 Transactions
Final Total:		83.98	1 Vendors	3 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	4,767.85	General Fund
	2	950.00	Reserves Fund
All Funds		5,717.85	Total

Approved by,

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Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	83.98	Health & Human Services
All Funds	83.98	Total

Approved by,

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Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	105.71	Road & Bridge
All Funds		105.71	Total

Approved by,

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Total Elan pd 1.30.25 = \$5907.54

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.	108.12	1 Transactions
50	Aitkin Body Shop, Inc	15,085.87	1 Transactions
86022	Aitkin Co Health & Human Service	296.00	1 Transactions
86222	Aitkin Independent Age	527.66	8 Transactions
170	Aitkin Motor Company	2,136.50	3 Transactions
9561	Amazon Business	1,734.71	13 Transactions
14005	American Tower Corporation	413.20	1 Transactions
10536	Anakkala/Avery	16.74	1 Transactions
14563	Anoka County Corrections	11,407.00	1 Transactions
259	AREMA	100.00	1 Transactions
248	Association of Mn Counties	1,950.00	6 Transactions
10452	AT&T Mobility	761.85	5 Transactions
15240	AT&T Mobility (Central Serv)	438.34	5 Transactions
10265	AT&T Mobility (Community Correct)	362.71	4 Transactions
15239	AT&T Mobility (P&Z)	274.33	2 Transactions
9687	AutoSmith	64.74	1 Transactions
10850	Carlson/David L	63.00	2 Transactions
10520	Charter Communications Holding (Sheriff)	206.94	1 Transactions
15142	Christensen/Charles	235.20	4 Transactions

Aitkin County



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

1 General Fund

Vendor No.	Name	Amount	
10855	Culligan Soft Water	106.00	2 Transactions
9106	Cummings/Chelsea	16.74	1 Transactions
9065	Daiker/Cassie	19.99	1 Transactions
88880	Datacomm Computers & Networks Inc	4,623.00	2 Transactions
9440	Dotzler/Sharon A	35.00	1 Transactions
10231	eGoldfax	264.65	1 Transactions
91345	Elvecrog/Roberta C	35.00	1 Transactions
607	GOVERNMENT FORMS & SUPPLIES	367.27	1 Transactions
4173	Grams/Lori	314.06	3 Transactions
2340	Hyytinen Hardware Hank	76.08	3 Transactions
2437	Independent Emerg Services,LLc	20,876.54	1 Transactions
14508	Janzen/Hugh	50.00	1 Transactions
12045	Janzen/Joy	47.60	2 Transactions
14813	Joerger/Rebecca	57.40	2 Transactions
10119	Kearney/Michael	1,340.00	3 Transactions
9847	KK Advertising Inc.	225.00	1 Transactions
14832	Kulifaj / Stephen	127.40	2 Transactions
5767	Lamke/Dennis C.	50.00	1 Transactions
11990	Lange/David	183.40	2 Transactions
9486	Larson Plumbing & Heating of Aitkin Inc.	5,386.07	2 Transactions

Aitkin County



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

1 General Fund

Vendor No.	Name	Amount	
9046	Loffler Companies, Inc.	933.65	22 Transactions
252	Lynn Peavey Company	118.85	1 Transactions
9208	Mapes FNP-C, Mary	6,250.00	1 Transactions
89079	McGregor Area Ambulance Service	1,415.00	1 Transactions
9825	McGregor Print Pros, LLC	600.00	1 Transactions
90853	Mickelson/Bonnie H	35.00	1 Transactions
3337	Minnesota County Attorneys Association	110.00	1 Transactions
11997	Minnesota Monitoring, Inc	1,821.00	1 Transactions
9228	North Memorial Ambulance Service	2,018.00	1 Transactions
10677	Olsen/Gerald D	50.00	1 Transactions
10036	OSM	38.00	1 Transactions
10534	Pacific Dunes Forensic Psychological Svc	4,943.75	1 Transactions
3789	Pan-O-Gold Baking Company	61.40	1 Transactions
3810	Paulbeck's County Market	419.34	1 Transactions
13412	Pemberton, Sorlie, Rufer & Kershner PLLP	214.50	1 Transactions
9808	Performance Foodservice	3,746.47	2 Transactions
3950	Public Utilities	11,030.72	9 Transactions
10073	Quale/Jolene	179.35	1 Transactions
3987	Ramsey County Medical Examiner	1,550.00	1 Transactions
4010	Rasley Oil Company	240.01	5 Transactions

Aitkin County



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

1 General Fund

Vendor No.	Name	Amount	
999999000	Redwood County Sheriff	1,006.26	1 Transactions
4070	Riley Auto Supply	107.98	1 Transactions
12930	River Oaks Dental	1,361.00	1 Transactions
9151	River Valley Forensic Services PA	850.00	2 Transactions
9261	RTVision, Inc.	4,694.69	1 Transactions
89796	Ryan/Kathleen	31.68	1 Transactions
9542	Seibert/Jessica	216.71	3 Transactions
9930	SHI International Corp.	20,788.40	1 Transactions
10879	Shred-It	996.37	3 Transactions
14814	Snyder/Tara	5.81	1 Transactions
13424	Sonnee/Dennise J	74.20	2 Transactions
4260	St Louis Co Sheriff's Office	150.00	1 Transactions
13025	ST LOUIS COUNTY AUDITOR	369.79	1 Transactions
3200	Star Tribune Media Company LLC	850.62	1 Transactions
4681	Streichers	36.98	1 Transactions
12077	Stromberg/Kevin	88.20	2 Transactions
999999000	Susan Ward	600.00	1 Transactions
9691	The Master's Touch, LLC	13,500.00	2 Transactions
86235	The Office Shop Inc	915.65	16 Transactions
13934	The Tire Barn	1,460.06	6 Transactions

Aitkin County



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

1 General Fund

Vendor No.	Name	Amount	
5173	Thomson Reuters-West Publishing	2,176.33	2 Transactions
10930	Tidholm Productions	280.95	2 Transactions
10203	Transformative Learning Institute LLC	10,000.00	1 Transactions
8612	Veenker/Thomas H	131.60	2 Transactions
3518	Voyageur Press Of Mcgregor, Inc	125.00	1 Transactions
14597	Walsh/Andrew	111.96	1 Transactions
11507	Waste Management of Minnesota, Inc	11,688.09	1 Transactions
10005	Watson/Linda	10.00	1 Transactions
9931	WEX BANK - Community Corrections	32.74	1 Transactions
11970	Wikelius/Charles	100.00	1 Transactions
9255	Witt/Warren	50.00	1 Transactions
9063	Workman/Jeff	50.00	1 Transactions

1 Fund Total: **179,020.22** **General Fund** **91 Vendors** **211 Transactions**

WLB1
2/11/25 9:53AM

Aitkin County



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

2 Reserves Fund

Vendor Name
No.

Amount

9524 Hudriik Carpet & Tile

3,465.99

1 Transactions

10535 Mustang Signs & Graphics

1,669.80

2 Transactions

2 Fund Total:

5,135.79

Reserves Fund

2 Vendors

3 Transactions

Aitkin County



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

3 Road & Bridge

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
195	Aitkin Tire Shop	1,662.00	3 Transactions
7916	AT&T Mobility (R&B)	114.69	3 Transactions
86467	Auto Value Aitkin	1,507.74	13 Transactions
8674	Boyer Ford Trucks, Inc	23,512.50	1 Transactions
10531	BROWN/GORDON	1,770.00	1 Transactions
10532	BROWN/MANSON	6,590.00	2 Transactions
11895	Cargill, Incorporated	21,939.92	5 Transactions
14887	Cintas Corporation	96.14	3 Transactions
2763	Countryside Sanitation, LLC	198.90	2 Transactions
10855	Culligan Soft Water	55.00	1 Transactions
8694	Department of Transportation	98.95	1 Transactions
1430	Dotzler Power Equipment	719.62	7 Transactions
7935	East Central Energy	217.38	2 Transactions
7060	Federated Co-Ops Inc.	839.74	1 Transactions
8622	Frontier Communications Holdings LLC	455.97	3 Transactions
1754	Garrison Disposal Company, Inc	140.28	1 Transactions
1880	Gravelle Plumbing & Heating, Inc	516.05	1 Transactions
2089	Heartland Tire Inc	261.50	2 Transactions
10533	HOOVER/PAUL	4,680.00	2 Transactions

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Amount	
11406	Innovative Office Solutions, LLC	134.42	2 Transactions
9046	Loffler Companies, Inc.	100.03	1 Transactions
2941	M R Sign Co Inc	1,221.82	2 Transactions
3100	McGregor Oil	3,949.25	2 Transactions
8527	Midstates Equipment & Supply, Inc.	30,472.97	1 Transactions
12927	Midwest Machinery Co.	2,900.55	4 Transactions
9692	Minnesota Energy Resources Corporation	1,339.41	1 Transactions
3385	Mn Transportation Alliance	2,883.00	1 Transactions
8446	Northern Star Coop Service	1,024.76	1 Transactions
8436	Northland Parts	629.07	5 Transactions
10720	Nuss Truck Group Inc	4,524.57	8 Transactions
10412	O'Reilly Auto Parts	72.13	2 Transactions
8583	Olsen Companies	1,350.40	1 Transactions
8537	Powerplan OIB	625.51	2 Transactions
3950	Public Utilities	276.36	4 Transactions
3963	Quale/Michael J	134.22	1 Transactions
4010	Rasley Oil Company	33.99	1 Transactions
4070	Riley Auto Supply	613.97	7 Transactions
14812	SCI Broadband/Savage Communications	155.73	1 Transactions
9176	SPARKY'S TOOLS, LLC	66.99	1 Transactions

Aitkin County



3 Road & Bridge

Vendor No.	Name	Amount	
10455	Temco	485.98	3 Transactions
9617	Timber Lakes Septic Service, Inc.	235.00	1 Transactions
12788	Timmer Implement of Aitkin	242.41	1 Transactions
9362	TRUEMAN WELTERS, INC	395.52	1 Transactions
5128	Widseth Smith & Nolting Inc	15,220.00	1 Transactions
10196	Yanmar CE NA	836.00	1 Transactions

3 Fund Total: **135,300.44** **Road & Bridge** **45 Vendors** **110 Transactions**

WLB1
2/11/25 9:53AM

Aitkin County



5 Health & Human Services

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

Page 11

Vendor No.	Name	Amount			
9046	Loffler Companies, Inc.	439.09	4 Transactions		
5 Fund Total:		439.09	Health & Human Services	1 Vendors	4 Transactions

WLB1
2/11/25 9:53AM

Aitkin County



9 State

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

Page 12

Vendor No.	Name	Amount			
4580	Mn Dept Of Finance	90.00		1 Transactions	
9 Fund Total:		90.00	State	1 Vendors	1 Transactions

Aitkin County



Vendor No.	Name	Amount	
9562	Advanced Business Methods, Inc.	191.51	1 Transactions
170	Aitkin Motor Company	284.95	3 Transactions
9561	Amazon Business	47.76	3 Transactions
10452	AT&T Mobility	659.90	1 Transactions
10855	Culligan Soft Water	97.40	1 Transactions
1754	Garrison Disposal Company, Inc	110.30	1 Transactions
12589	Haapoja/George	1,714.64	1 Transactions
9046	Loffler Companies, Inc.	44.46	1 Transactions
9692	Minnesota Energy Resources Corporation	579.64	1 Transactions
3201	Minnesota State Law Library	350.00	1 Transactions
10764	Pisarek/John	216.39	1 Transactions
3950	Public Utilities	287.93	1 Transactions
4010	Rasley Oil Company	6.48	1 Transactions
86235	The Office Shop Inc	315.45	2 Transactions
15229	Thompson/Dennis J	64.68	1 Transactions
5173	Thomson Reuters-West Publishing	3,009.83	2 Transactions
11574	Timber Transport-Curt Raveill	961.00	1 Transactions
12788	Timmer Implement of Aitkin	100.07	2 Transactions

10 Fund Total: **9,042.39** **Trust** **18 Vendors** **25 Transactions**

Aitkin County



11 Forest Development

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
86467	Auto Value Aitkin	40.99	1 Transactions
10438	Commissioner Of Revenue	175.00	2 Transactions
9046	Loffler Companies, Inc.	22.23	1 Transactions

11 Fund Total: 238.22 Forest Development 3 Vendors 4 Transactions

WLB1
2/11/25 9:53AM

Aitkin County



13 Taxes & Penalties

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

Page 15

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>			
999999000	The Estate of Bruce Fillips	80.00		1 Transactions	
13 Fund Total:		80.00	Taxes & Penalties	1 Vendors	1 Transactions

Aitkin County



19 Long Lake Conservation Cen

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

Vendor No.	Name	Amount			
9561	Amazon Business	111.58		7 Transactions	
10365	Antoine Electric, Inc.	521.25		2 Transactions	
11419	Beaudry Oil & Service, Inc.	881.68		1 Transactions	
246	Brothers Fire & Security	11,435.52		2 Transactions	
2763	Countryside Sanitation, LLC	157.95		1 Transactions	
15300	MCGREGOR ACE HARDWARE	68.00		1 Transactions	
3810	Paulbeck's County Market	104.40		1 Transactions	
15333	R & J BROADCASTING INC	600.00		1 Transactions	
86235	The Office Shop Inc	98.70		1 Transactions	
4968	Upper Lakes Foods, Inc	1,158.68		2 Transactions	
19 Fund Total:		15,137.76	Long Lake Conservation Center	10 Vendors	19 Transactions

WLB1
2/11/25 9:53AM
21 Parks

Aitkin County



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

Vendor No.	Name	Amount			
14455	Dependable Demolition	2,500.00		1 Transactions	
3950	Public Utilities	79.64		2 Transactions	
9261	RTVision, Inc.	2,251.00		1 Transactions	
21 Fund Total:		4,830.64	Parks	3 Vendors	4 Transactions
Final Total:		349,314.55	175 Vendors	382 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	179,020.22	General Fund
	2	5,135.79	Reserves Fund
	3	135,300.44	Road & Bridge
	5	439.09	Health & Human Services
	9	90.00	State
	10	9,042.39	Trust
	11	238.22	Forest Development
	13	80.00	Taxes & Penalties
	19	15,137.76	Long Lake Conservation Center
	21	4,830.64	Parks
All Funds		349,314.55	Total

Approved by,

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WLB1
2/12/25 11:26AM

Aitkin County



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

1 General Fund

Vendor Name
No.

Amount

89991 Bremer Bank

176.44

36 Transactions

1 Fund Total:

176.44

General Fund

1 Vendors

36 Transactions

WLB1
2/12/25 11:26AM

Aitkin County



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

3 Road & Bridge

Vendor Name
No.

Amount

89991 Bremer Bank

1,143.76

20 Transactions

3 Fund Total:

1,143.76

Road & Bridge

1 Vendors

20 Transactions

WLB1
2/12/25 11:26AM

19 Long Lake Conservation Cen

Aitkin County

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



Vendor No.	Name	Amount			
89991	Bremer Bank	47.64		8 Transactions	
19 Fund Total:		47.64	Long Lake Conservation Center	1 Vendors	8 Transactions

WLB1
2/12/25 11:26AM
21 Parks

Aitkin County



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

Vendor No.	Name	Amount			
89991	Bremer Bank	105.19		8 Transactions	
21 Fund Total:		105.19	Parks	1 Vendors	8 Transactions
Final Total:		1,473.03	4 Vendors	72 Transactions	

Aitkin County

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



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	176.44	General Fund
3	1,143.76	Road & Bridge
19	47.64	Long Lake Conservation Center
21	105.19	Parks
All Funds	1,473.03	Total

Approved by,

.....

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Board of County Commissioners Agenda Request

21
Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: LG220 Application for Exempt Permit - Sherwood Forest Owners Association

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

Event Date: July 5, 2025
 Gambling Permit Application for Sherwood Forest Owners Association. Raffle to be held at Sherwood Forest located at 21927 US Highway 169 Aitkin, MN 56431 - Hazelton Township

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Motion to adopt attached resolution.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

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

ADOPTED February 25, 2025

By Commissioner: xxx

20250225-xxx

LG 220 Permit – Sherwood Forest Owners Association

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – for the Sherwood Forest Owners Association, at the following location 21927 US Highway 169 Aitkin, MN 56431 – Hazelton Township. (Note: Date of activity for Raffle – July 5, 2025.)

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 25th day of February, 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 25th day of February, 2025

Jessica Seibert
County Administrator

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: Y

Health & Human Services

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
10481	Ahonen/Brittney	835.85	2 Transactions
88284	Aitkin Co Recorder	13.00	1 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	28.01	2 Transactions
10286	Arrows Family Services	682.50	1 Transactions
10049	ASL Interpreting Services, Inc	138.00	1 Transactions
10110	AT&T Mobility (HHS)	2,501.08	18 Transactions
9483	CAHOON/JEANA	301.80	1 Transactions
783	Canon Financial Services, Inc	757.03	7 Transactions
9853	Chamberlin/Richard & Berdine	1,692.91	1 Transactions
9874	Corinne Pfoser & Kayla Lindenfelser	204.40	1 Transactions
11051	Department of Human Services	48,551.98	8 Transactions
12094	FLIER/AMANDA	102.48	1 Transactions
10529	Hennen/James	920.00	1 Transactions
10526	Jarvela/Jennifer	189.44	4 Transactions
15157	JOHNSON/SARAH	20.00	1 Transactions
10456	King/Miranda	126.49	2 Transactions
13920	LANE/TONI	111.24	1 Transactions
10435	LexisNexis Risk Solutions FL Inc.	180.00	1 Transactions
11502	Methven Funeral Homes	2,150.00	1 Transactions
5910	Mille Lacs Band Family Services	8,694.26	6 Transactions
14877	NEMITZ/BILINDA	340.58	3 Transactions
9693	NEW FREEDOM INC	75.00	1 Transactions
11894	NEXUS-KINDRED FAMILY HEALING - STAN	3,060.63	2 Transactions
87101	North Homes-Standard	18,436.68	2 Transactions
3639	Northland Counseling Ctr Inc	5,015.00	2 Transactions
86005	NORTHWOOD CHILDRENS HOME - MAIN	9,041.46	1 Transactions
9993	Pellinen/Jessica & Matthew	1,452.35	1 Transactions
88890	Scharrer/Shirley	455.00	6 Transactions
91311	Schultz Perlberg/Jessi	211.08	1 Transactions
10538	Schwagel/Mary	185.00	1 Transactions
10305	Sipe/John	919.44	3 Transactions
4507	Sorensen-Root Thompson Funeral Home	1,800.00	1 Transactions
88859	Spee*Dee-St Cloud	267.85	3 Transactions
13239	Village Ranch, Inc.	7,039.12	8 Transactions
13084	WELLNESS IN THE WOODS	1,750.00	1 Transactions
9615	WEX BANK - HHS	357.80	3 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Vendor Name

No.

Amount

Final Total

118,607.46

36 Vendors

100 Transactions

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	118,607.46	Health & Human Services
All Funds	118,607.46	Total

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



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: LG220 Application for Exempt Permit - MN Deer Hunters Assoc. McGregor

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

Submitted by: 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:

Event Date: August 9, 2025
 Gambling Permit Application for Minnesota Deer Hunters Association- McGregor Area Chapter. Raffle to be held at Minnesota National Golf Course located at 23247 480th St McGregor, MN 55760 - Workman Township

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Motion to adopt attached resolution.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

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

ADOPTED February 25, 2025

By Commissioner: xxx

20250225-xxx

LG 220 Permit – Minnesota Deer Hunters Association McGregor Area Chapter

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – for the Minnesota Deer Hunters Association McGregor Area Chapter, at the following location: Minnesota National Golf Course – 23247 480th Street McGregor, MN 55760 – Workman Township. (Note: Date of activity for Raffle – August 9, 2025.)

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 25th day of February, 2025, and that the same is a true and correct copy of the whole thereof.
Witness my hand and seal this 25th day of February, 2025

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Affidavit for Duplicate of Lost Warrant - Johnson

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Wendie Bright		Department: Auditor's Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Approve Affidavit for Duplicate of Lost Warrant: Warrant #91783 - Christopher M Johnson - Oct 27, 2023		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Affidavit for Duplicate of Lost Warrant: Warrant #91783 - Christopher M Johnson - Oct 27, 2023		
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>		

AITKIN COUNTY

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



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

State of MN) County of Aitkin)

Name: Christopher M Johnson
(AFFIANT'S NAME INDIVIDUAL OR NAME OF BUSINESS)

Officer's Name: N/A Officer Title: N/A
(IF NOT BUSINESS, LEAVE BLANK)

Address: 10332 422nd St, Tamarack MN 55787
(CURRENT ADDRESS - THE ADDRESS THE NEW PAYMENT WILL BE MAILED TO)

Aitkin County Warrant Number: 91783 for Boot Reimbursement
(INSERT INVOICE OR VOUCHER INFORMATION)

Issued 10/27/2023 to Christopher M Johnson
(INSERT DATE OF WARRANT) (INSERT NAME ON THE ORIGINAL WARRANT)

10332 422nd St Tamarack MN 55787
(INSERT MAILING ADDRESS ON THE ORIGINAL WARRANT)

In the amount of One hundred fifty-seven and 49/100----- dollars (\$ 157.49) Dollars,

- was never received by claimant
- was received by claimant in the usual course of business; that *

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

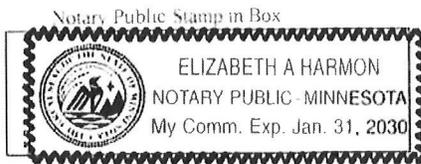
If the original warrant ever comes into claimant's possession, said warrant will be promptly returned, in the same condition as when received, to AITKIN COUNTY AUDITOR'S OFFICE, 307 2nd Street NW, Room 121, Aitkin MN 56431, and that claimant will reimburse the County for any loss which may be sustained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

Notary Public:
Subscribed and sworn to before me this 5th
day of February 2025

Elizabeth A Harmon
NOTARY PUBLIC SIGNATURE

My commission expires Jan 31, 2030

STATE OF Minnesota
COUNTY OF Aitkin



You must sign this affidavit before a Notary Public

[Signature]
(Signature and Title of Affiant)

(Signature and Title of Affiant)

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



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Affidavit for Duplicate of Lost Warrant - Hahn-Beasley

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Wendie Bright	Department: Auditor's Office
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Presenter (Name and Title): N/A	Estimated Time Needed: N/A
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Summary of Issue:
 Approve Affidavit for Duplicate of Lost Warrant:
 Warrant #87053, dated Oct 27, 2023 - payable to Rhonda Hahn-Beasley, for \$122.00

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Approve Affidavit for Duplicate of Lost Warrant:
 Warrant #87053, dated Oct 27, 2023 - payable to Rhonda Hahn-Beasley, for \$122.00

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

AITKIN COUNTY

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



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

State of MN County of Aitkin

Name: Rhonda Hahn
(AFFIANTS NAME: INDIVIDUAL OR NAME OF BUSINESS)

Officer's Name: N/A Officer Title: N/A
(IF NOT BUSINESS, LEAVE BLANK)

Address: PO Box 879561, Wasilla AK 99687
(CURRENT ADDRESS - THE ADDRESS THE NEW PAYMENT WILL BE MAILED TO)

Aitkin County Warrant Number: 87053 for 2021 property tax overpayment
(INSERT INVOICE OR VOUCHER INFORMATION)

Issued 1/14/2022, to Rhonda Hahn-Beasley
(INSERT DATE OF WARRANT) (INSERT NAME ON THE ORIGINAL WARRANT)

43052 Nature Ave, Aitkin MN 56431
(INSERT MAILING ADDRESS ON THE ORIGINAL WARRANT)

In the amount of One hundred twenty-two dollars (\$ 122.00) Dollars,

was never received by claimant

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

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

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

Notary Public:
Subscribed and sworn to before me this
day of _____

You must sign this affidavit before a Notary Public:

(Signature and Title of Affiant)

NOTARY PUBLIC SIGNATURE

(Signature and Title of Affiant)

My commission expires _____

Notary Public Stamp in Box:

STATE OF: _____

COUNTY OF: _____

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

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLB1
2/18/25 10:37AM

Aitkin County



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

1 General Fund

Vendor Name
No.

Amount

780 Bremer Bank

0.02

2 Transactions

8410 Bremer Bank

94.02

2 Transactions

1 Fund Total:

94.04

General Fund

2 Vendors

4 Transactions

WLB1
2/18/25 10:37AM

Aitkin County



9 State

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

Page 3

Vendor No.	Name	Amount			
780	Bremer Bank	55,260.14	2 Transactions		
9 Fund Total:		55,260.14	State	1 Vendors	2 Transactions

WLB1
2/18/25 10:37AM

Aitkin County



13 Taxes & Penalties

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

Page 4

Vendor No.	Name	Amount			
8410	Bremer Bank	875.69		1 Transactions	
13 Fund Total:		875.69	Taxes & Penalties	1 Vendors	1 Transactions

WLB1
2/18/25 10:37AM

Aitkin County



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

19 Long Lake Conservation Cen

Vendor No.	Name	Amount			
8410	Bremer Bank	309.95		2 Transactions	
19 Fund Total:		309.95	Long Lake Conservation Center	1 Vendors	2 Transactions
Final Total:		56,539.82	5 Vendors	9 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	94.04	General Fund
9	55,260.14	State
13	875.69	Taxes & Penalties
19	309.95	Long Lake Conservation Center
All Funds	56,539.82	Total

Approved by,

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Board of County Commissioners Agenda Request

20

Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Fire Protection Contract - City of McGregor

<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: Auditor
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed:
Summary of Issue: Approve and authorize signatures to the Fire Protection Contract for the Unorganized Town of 47-24 (Davidson) with McGregor Fire Department.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve and authorize Board Chair signature to the contract with McGregor 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? \$ 2069.10 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		



February 13, 2025

Town Board members and residents,

Enclosed please find your invoice for 2024 fire protection services based on the fair share levy amounts obtained from the Aitkin County Auditor, Kathleen Ryan. The below are the amounts we were given:

Amount due in 2025 (for 2024 service) for Davidson Township is \$2,069.10

If applicable, your fire service agreements will be mailed out separately, please see that we receive one of the signed copies back as soon as possible.

Should you have any questions regarding your amount due or your service agreement, please feel free to come to any McGregor Fire Dept. meeting which is held on the first Monday of each month at 7:30 at the McGregor Fire Department or contact any fire department member.

Sincerely,

Preston Lee, Secretary
218-259-9825

James Carr, Chief
218-768-3526

AGREEMENT FOR FIRE SERVICE

This agreement, made and entered into this 1st day of March, 2025, between the City of McGregor Rural Fire Service, hereinafter called the City of McGregor, and Davidson (Unorg 47-24) Township, hereinafter called the Township.

1. The City of McGregor agrees to furnish fire protection to all properties within the Township for the terms of this contract and under the conditions herein provided.
2. In providing said fire protection service the City of McGregor agrees as follows:
 - A. To make reasonable efforts to respond to all fire calls in the Township.
 - B. To provide and keep in good operating condition fire-fighting equipment adequate to provide such fire protection service.
 - C. It is contemplated that the City of McGregor will provide similar fire protection service in several townships in Aitkin County. If two or more calls are received, the City of McGregor will answer them in the order in which they are received.
 - D. Road and weather conditions must be such that the fire call can be made with reasonable safety to the firefighters and equipment. The decision of the City, whether the fire run can be made with reasonable safety to the firefighters and equipment, shall be final.
 - E. The City shall not be liable to the Township for loss or damage of any kind what-so-ever resulting from any failure to furnish or any delay in furnishing firefighters or fire equipment, or any failure to prevent, control or extinguish fire for damage to goods or for any other reason.
 - F. The City shall make no claim against said Township on account of damage to the property of the City of McGregor while in the fire service of the Township. The City shall carry liability insurance protecting itself against damage claims of its firefighters for personal injuries sustained while in the service of said Township, and further, shall carry liability insurance so far as negligent acts of the firefighters in the employ of the City of McGregor are concerned.
3. For the services herein contracted, the Township shall pay into the Rural Fire Account the amount received by the Town from its annual tax levy made for such fire protection, and determined as their fair share of the cost of this service. Payments can be made in full or immediately upon receipt by the Township of its tax apportionments in which such levy is received.
4. The Township shall annually, during the term of this contract, make a tax levy which has been authorized by the township electors for the purpose of providing their fair share of the costs of the operating of this fire protection service. This levy shall be reviewed each year and any changes made as certified by the City, who shall file a detailed budget account of the costs of providing such service.
5. This contract shall run from its date for a term of five (5) years, unless earlier terminated by written notice of either party given by mail three (3) months prior to any anniversary date of this contract.

Town of Unorg 47-24 By _____ Date _____
Chairperson

City of McGregor (Fire Dept.) By [Signature] Date February 13, 2025
Mayor



INVOICE

City of McGregor
P.O. Box 100
McGregor, MN 55760
218.768.2717
mcgregor.city@gmail.com

Invoice Date : 2/11/2025

Date Due: upon receipt

Davidson Township
c/o Kathleen Ryan - Aitkin County Auditor
209 Second Street NW #202
Aitkin, MN 56431

auditor@co.aitkin.mn.us

Quantity	Description	Unit Price	Line Total
1	Fire Services for 2024, payable in 2025		\$ 2,069.10

Subtotal \$ 2,069.10

\$ -

TOTAL \$ 2,069.10

Make all checks payable to City of McGregor.

THANK YOU FOR YOUR BUSINESS!



Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Cannabis Licensing Joint Powers Agreement with the City of McGrath

<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 the City of McGrath.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Joint Powers Agreement between the Aitkin County and the City of McGrath.		
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.

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND CITY OF MCGRATH
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the City of McGrath 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 City of McGrath agree that:

1. The County of Aitkin will act in place of the city of McGrath 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 the City of McGrath 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 City of McGrath to review and certify to the Office of Cannabis Management if the business applying for a license in the City of McGrath complies with local zoning ordinances and, if applicable, state fire and building codes. The City of McGrath 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 City of McGrath 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 the City of McGrath. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

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

This agreement may be amended by mutual agreement of the County of Aitkin and the City of McGrath 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.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date

Brian Clark

Mayor City of McGrath

2-10-25

Date



Board of County Commissioners Agenda Request

2Q
Agenda Item #

Requested Meeting Date: February 11, 2025

Title of Item: Cannabis Licensing Joint Powers Agreement with Salo 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 Salo Township.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Joint Powers Agreement between the Aitkin County and Salo Township.		
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.

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND Salo Township
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the Township of Salo 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 Township of Salo agree that:

1. The County of Aitkin will act in place of the Township of Salo 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 Township of Salo 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 Township of Salo to review and certify to the Office of Cannabis Management if the business applying for a license in Township of Salo complies with local zoning ordinances and, if applicable, state fire and building codes. The township of Salo 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 Township of Salo 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 Township of Salo. 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.

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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 Township of Salo 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.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date

Charlene Vincent

Salo Town Board Chairman,
Charlene Vincent

2-10-25

Date



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: February 11, 2025

Title of Item: Cannabis Licensing Joint Powers Agreement with Ball Bluff 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 Ball Bluff Township.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Joint Powers Agreement between the Aitkin County and Ball Bluff Township.		
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>		

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND BALL BLUFF TOWNSHIP
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the BALL BLUFF TOWNSHIP 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 BALL BLUFF TOWNSHIP agree that:

1. The County of Aitkin will act in place of the BALL BLUFF TOWNSHIP 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 BALL BLUFF TOWNSHIP 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 BALL BLUFF TOWNSHIP to review and certify to the Office of Cannabis Management if the business applying for a license in BALL BLUFF TOWNSHIP complies with local zoning ordinances and, if applicable, state fire and building codes. The BALL BLUFF TOWNSHIP 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 BALL BLUFF TOWNSHIP 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 BALL BLUFF TOWNSHIP. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

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

This agreement may be amended by mutual agreement of the County of Aitkin and the BALL BLUFF TOWNSHIP 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.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date

Steven J. Saari

BALL BLUFF TOWNSHIP
STEVE SAARI, Chair

2-13-25

Date

WLB1
2/18/25 1:46PM

Aitkin County



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

5 Health & Human Services

Vendor No.	Name	Amount			
8410	Bremer Bank	466.17		1 Transactions	
5 Fund Total:		466.17	Health & Human Services	1 Vendors	1 Transactions
Final Total:		466.17	1 Vendors	1 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	466.17	Health & Human Services
All Funds	466.17	Total

Approved by,

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WLB1
2/18/25 1:46PM

Aitkin County



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

5 Health & Human Services

Vendor No.	Name	Amount			
8410	Bremer Bank	1,631.09		1 Transactions	
5 Fund Total:		1,631.09	Health & Human Services	1 Vendors	1 Transactions
Final Total:		1,631.09	1 Vendors	1 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	1,631.09	Health & Human Services
All Funds	1,631.09	Total

Approved by,

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Board of County Commissioners Agenda Request

2T

Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Amended Board of Commissioners Meeting Procedures

<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: Paula Arimborgo		Department: H&HS
Presenter (Name and Title): Sarah Pratt, Director		Estimated Time Needed:
Summary of Issue: <p>At the January 28th HHS Board meeting, Sarah Pratt announced that discussions had taken place regarding the discontinuation of the separate HHS Board meeting. Additionally, the County Attorney reviewed the relevant statute and found no legal concerns.</p> <p>To align with the structure of other departments, we have updated the board procedures accordingly and are requesting formal approval. The last separate HHS Board meeting will be held on March 25th. Moving forward, HHS will present to the Board in the same manner as other departments.</p> <p>This change is intended to enhance efficiency, streamline reporting, and ensure consistency in departmental presentations. We appreciate your support and look forward to implementing this transition smoothly.</p> <p>Attached is the red-lined version of the revised document.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend the Board approve the motion to amend the Board of Commissioners Meeting Procedures and Rules of Business, removing the separate HHS Board meeting.		
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>		



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

Revised January 28, 2025

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

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

The Aitkin County Board of Commissioners

Board Members

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

Your Board members this year are:

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

Board Meeting

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

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

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

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

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

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

Board Actions

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

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

Public Participation at Board Meetings

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

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

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

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

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

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

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

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

AITKIN COUNTY BOARD RULES OF BUSINESS

Rule 1. Presiding Officer. Roll Call.

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

Rule 2. Quorum.

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

Rule 3. Minutes.

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

Rule 4. Order of Business.

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

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

Rule 5. Recognition by Chair.

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

Rule 6. Designation by Chair.

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

Rule 7. Presentment of Petitions and Communication.

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

Rule 8. Voting. Excuse. Failure.

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

Rule 9. Calling Vote.

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

Rule 10. Public Hearing Procedure.

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

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

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

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

Rule 11. Ordinances. Procedure.

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

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

Rule 12. Absent Member.

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

Rule 13. Journal.

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

Rule 14. Robert's Rules of Order.

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

Rule 15. Conduct.

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

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

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

Rule 16. Suspension or Amendment of Rules.

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

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

Rule 17. Notice of Agenda.

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

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

Aitkin County Department Heads

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

Send Inquiries to:

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



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: 2/25/2025

Title of Item: Sentence to Serve Donation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida	Department: Sheriff	
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: Logan Township has made a \$125.00 donation to the Aitkin County Sentence to Serve in appreciation for their work throughout Aitkin County.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting donation		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Board of County Commissioners Agenda Request

2V

Agenda Item #

Requested Meeting Date: 2/25/2025

Title of Item: Donation to Aitkin Jail

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: The Cuyuna Regional Medical Center (CRMC) has donated \$100.00 to the Aitkin County Jail in recognition of a volunteer that has been volunteering at the Jail. CRMC encourages its employees to give back to the community by volunteering in the community. When an employee has reached 10 volunteer hours a donation is given by CRMC to an organization of their choice.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting donation		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Board of County Commissioners Agenda Request



Requested Meeting Date: February 25, 2025

Title of Item: Personnel Policy Update (Employee Recognition, Cash if PTO bank is at Max)

<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: Bobbie Danielson		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: N/A Consent Agenda
Summary of Issue: We are recommending an update to the Employee Recognition Service Awards policy. The proposed edit is underlined below. Department heads and immediate supervisors will recognize employees who have completed service with Aitkin County in 5 year increments. Full-time employees who reach 5 year milestones (5, 10, 15, 20 years) may select from \$75 taxable cash through payroll (\$100 at 25 years, \$125 at 30 years, \$150 at 35 years), or 4 hours of vacation/PTO time being added to their accrual bank, whichever they value most. Part-time employees who reach 5 year milestones may select from a \$25 taxable cash through payroll or 2 hours of vacation/PTO time being added to their accrual bank, whichever they value most. <u>Employees who are at their PTO maximum will be granted the \$75 taxable cash through payroll option (\$100 at 25 years, \$125 at 30 years, \$150 at 35 years).</u>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to update the personnel policy as proposed.		
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? \$ No additional cost. Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Board of County Commissioners Agenda Request

2X
Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Safety Policy Update (to include Naloxone Training)

<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: Bobbie Danielson		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: N/A Consent Agenda
Summary of Issue: We are recommending an update to the Safety Policy as shown on the attached page.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to update the safety policy as proposed.		
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> N/A		

RESCUE OR MEDICAL DUTIES

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

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

Rescue efforts shall only be conducted by individuals who have received appropriate training, possess the necessary equipment, and hold valid certifications for performing rescues. Employees who are not trained, equipped, and certified shall follow established emergency response procedures, including notifying the appropriate emergency services.

First Aid, CPR/AED Training

The employer periodically offers onsite First Aid and CPR/AED training. Employees interested in participating should contact their department head. Department heads may coordinate with the Human Resources department to obtain information on upcoming training sessions.

Naloxone Training

Employees interested in carrying naloxone should contact their department head for permission. If approved the employee will need to complete annual naloxone training online or in person. Online naloxone training will be available under the training tab on the employee intranet.

Employees who have department head approval and complete training should contact the Opioid Coordinator in HHS to schedule a meeting to obtain a naloxone kit, an overview of the procedures for use, and reporting requirements.

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>	
10481	Ahonen/Brittney	835.85	2 Transactions
88284	Aitkin Co Recorder	26.00	1 Transactions
117	Aitkin County Sheriff	60.00	1 Transactions
14406	BLAKESLEY/JEFF	344.32	4 Transactions
10267	Bourassa/Makenzie	168.00	1 Transactions
13036	Cory/Michael	934.44	14 Transactions
10399	Cox/Lisa	132.43	1 Transactions
11051	Department of Human Services	361.00	1 Transactions
10539	Henderson/Amy	1,407.60	10 Transactions
14437	Hinsz/Kimberly	37.20	1 Transactions
10526	Jarvela/Jennifer	94.72	2 Transactions
10467	Kandiyohi County Auditor	6,000.00	3 Transactions
11072	Lutheran Social Service MN Guardianship	996.30	4 Transactions
11894	NEXUS-KINDRED FAMILY HEALING - STAI	2,008.92	1 Transactions
90748	Oakridge Homes Sils, Inc.	399.34	1 Transactions
3336	Office Of MN. IT Services	4.20	3 Transactions
9014	PAPER STORM	97.20	3 Transactions
9135	Peysar/Lois	460.34	4 Transactions
10394	Resource Training & Solutions	2,038.64	9 Transactions
13876	SCHOENROCK/ADAM	204.19	2 Transactions
86177	Sheriff Aitkin County	531.35	1 Transactions
10305	Sipe/John	919.44	3 Transactions
15347	St Louis County - PHHS	1,283.64	3 Transactions
9567	THOMPSON/ANESSA	198.09	2 Transactions
9553	Vestis	68.61	3 Transactions
10440	Young/Griffin	498.37	3 Transactions
Final Total		20,110.19	26 Vendors
			83 Transactions

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	20,110.19	Health & Human Services
All Funds	20,110.19	Total

Approved by,

.....

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Board of County Commissioners Agenda Request

2Z

Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: License Center Technician (Amend from two PT to one Full-time Position)

<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: Bobbie Danielson		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: N/A Consent
Summary of Issue: <p>Please remove this item from the consent agenda if additional discussion is needed. The request arose as the agenda deadline approached, and we would like to refill the position promptly.</p> <p>We currently have two part-time License Tech positions (each up to 29 hours per week). As of 2/20/2025, one of these positions is vacant. The department requests to convert the remaining part-time License Tech position to full-time and eliminate the vacant part-time position. This change can be accommodated within the current budget.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to authorize one full-time License Tech position moving forward instead of two part-time License Tech positions.		
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> Will fit into the current budget <i>Is this budgeted?</i> <input checked="" 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

3A

Agenda Item #

Requested Meeting Date: 2-25-25

Title of Item: Award Contract 20258

<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: John Welle		Department: Highway
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 5 minutes
Summary of Issue: <p>Bids were opened on Monday, February 10, 2025 for Contract No. 20258 which includes the following projects:</p> <ol style="list-style-type: none"> 1. SAP 001-605-017 - Bituminous Resurfacing on 7.5 miles of CSAH 5 from TH 210 to CSAH 3 near Palisade 2. SAP 001-614-015 - Bituminous Resurfacing on 4.4 miles of CSAH 14 from CSAH 36 to the State Park 3. Shamrock Township Project 022104-000 - Bituminous Reclamation and Paving on 2.0 miles of Long Point Place <p>My office has been working with Shamrock Township over the past two years to include their project in our contract for lower unit bid prices. Their project includes base bid construction items and a set of Alternate 1 construction items which would be in addition to the base bid items. Contract language specified that the lowest responsible bidder would be determined by the base bid amount.</p> <p>As shown on the attached abstract of bids, six bids were received with Anderson Brothers Construction Company of Brainerd LLC - Brainerd, MN - submitting the low base bid in the amount of \$3,238,847.44. With the cost of the base contract estimated at \$3,364,199.85, the low base bid is 3.73% below the estimated amount.</p> <p>Shamrock Township, at their meeting on February 13, 2025, voted to proceed with both the base bid items and the Alternate 1 items. The total bid from Anderson Brothers including the Alternate 1 items is \$3,297,950.44, which is 4.2% below the estimate cost including Alternate 1 items of \$3,442,507.35.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Award Contract 20258 to Anderson Brothers Construction Company of Brainerd LLC		
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> \$ 3,297,950.44 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> \$2,500,000 was budgeted for the two county projects in 2025. The \$653,565.50 cost of the Shamrock Township Project will be reimbursed by Shamrock Township.		

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

Aitkin County
Bid Abstract

Project Name: Bituminous Milling, Reclamation, Paving, Culvert Replacement, and Aggregate Shouldering
Bid Opening: February 10, 2025 at 2:00 PM

Contract: 20258
Project Numbers: SAP 001-605-017, SAP 001-614-015, Shamrock Twp 022104-000

Line	Number	Description	Unit	Quantity	Engineer's Estimate		Anderson Brothers Construction Company of Brainerd LLC - Brainerd, MN		Central Specialties Inc. - Alexandria, MN		Ulland Brothers, Inc. - Cloquet, MN	
					Est Price	Est Total	Price	Total	Price	Total	Price	Total
		SAP 001-605-017 Bituminous Resurfacing from TH 210 to CSAH 3 - Participating										
1	2021.501	MOBILIZATION	LS	1	\$60,000.00	\$60,000.00	\$47,500.00	\$47,500.00	\$120,000.00	\$120,000.00	\$81,456.33	\$81,456.33
2	2051.501	MAINT AND RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1,800.00	\$1,800.00
3	2104.502	REMOVE CONCRETE APRON	EACH	4	\$250.00	\$1,000.00	\$265.00	\$1,060.00	\$150.00	\$600.00	\$500.00	\$2,000.00
4	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	843	\$5.00	\$4,215.00	\$1.00	\$843.00	\$2.05	\$1,728.15	\$2.95	\$2,486.85
5	2104.503	REMOVE PIPE CULVERTS	LF	713	\$18.00	\$12,834.00	\$14.25	\$10,160.25	\$17.00	\$12,121.00	\$35.00	\$24,955.00
6	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	3,095	\$7.00	\$21,665.00	\$5.25	\$16,248.75	\$8.75	\$27,081.25	\$4.60	\$14,237.00
7	2106.603	SHOULDER EXCAVATION	LF	78,242	\$0.30	\$23,472.60	\$0.12	\$9,389.04	\$0.15	\$11,736.30	\$0.30	\$23,472.60
8	2108.504	GEOTEXTILE FABRIC TYPE 5	SY	284	\$5.00	\$1,420.00	\$23.25	\$6,603.00	\$3.00	\$852.00	\$5.25	\$1,491.00
9	2118.509	AGGREGATE SURFACING CLASS SPECIAL	TON	3,883	\$22.00	\$85,426.00	\$23.25	\$90,279.75	\$20.00	\$77,660.00	\$28.00	\$108,724.00
10	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	1,313	\$30.00	\$39,390.00	\$41.00	\$53,833.00	\$52.00	\$68,276.00	\$47.00	\$61,711.00
11	2232.504	MILL BITUMINOUS SURFACE (1.5")	SY	126,480	\$1.10	\$139,128.00	\$0.88	\$111,302.40	\$1.25	\$158,100.00	\$1.15	\$145,452.00
12	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	19,290	\$3.00	\$57,870.00	\$2.45	\$47,260.50	\$3.50	\$67,515.00	\$0.01	\$192.90
13	2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2,B)	TON	19,932	\$56.00	\$1,116,192.00	\$59.00	\$1,175,988.00	\$54.49	\$1,086,094.68	\$52.00	\$1,036,464.00
14	2451.507	STRUCTURE EXCAVATION CLASS U (P)	CY	3,530	\$12.00	\$42,360.00	\$22.95	\$81,013.50	\$9.50	\$33,535.00	\$27.00	\$95,310.00
15	2451.507	GRANULAR BACKFILL (LV)	CY	3,993	\$20.00	\$79,860.00	\$14.75	\$58,896.75	\$15.00	\$59,895.00	\$28.00	\$111,804.00
16	2451.507	COARSE AGGREGATE BEDDING (CV)	CY	34	\$50.00	\$1,700.00	\$80.00	\$2,720.00	\$200.00	\$6,800.00	\$94.00	\$3,196.00
17	2501.502	18" GS PIPE APRON	EACH	10	\$450.00	\$4,500.00	\$270.00	\$2,700.00	\$300.00	\$3,000.00	\$500.00	\$5,000.00
18	2501.502	24" GS PIPE APRON	EACH	2	\$550.00	\$1,100.00	\$503.00	\$1,006.00	\$375.00	\$750.00	\$600.00	\$1,200.00
19	2501.502	30" GS PIPE APRON	EACH	6	\$1,000.00	\$6,000.00	\$880.00	\$5,280.00	\$600.00	\$3,600.00	\$900.00	\$5,400.00
20	2501.502	71" SPAN GS PIPE-ARCH APRON	EACH	2	\$3,000.00	\$6,000.00	\$3,300.00	\$6,600.00	\$2,500.00	\$5,000.00	\$2,900.00	\$5,800.00
21	2501.502	24" RC PIPE APRON	EACH	4	\$1,500.00	\$6,000.00	\$1,965.00	\$7,860.00	\$1,400.00	\$5,600.00	\$1,300.00	\$5,200.00
22	2501.503	24" RC PIPE CULVERT DESIGN 3006	LF	96	\$145.00	\$13,920.00	\$165.00	\$15,840.00	\$95.00	\$9,120.00	\$170.00	\$16,320.00
23	2501.503	24" RC PIPE CULVERT DESIGN 3006 CLASS III	LF	66	\$155.00	\$10,230.00	\$154.00	\$10,164.00	\$95.00	\$6,270.00	\$200.00	\$13,200.00
24	2501.503	18" CS PIPE CULVERT	LF	212	\$60.00	\$12,720.00	\$85.50	\$18,126.00	\$50.00	\$10,600.00	\$60.00	\$12,720.00
25	2501.503	24" CS PIPE CULVERT	LF	96	\$75.00	\$7,200.00	\$94.00	\$9,024.00	\$43.00	\$4,128.00	\$65.00	\$6,240.00
26	2501.503	30" CS PIPE CULVERT	LF	152	\$100.00	\$15,200.00	\$108.00	\$16,416.00	\$78.00	\$11,856.00	\$120.00	\$18,240.00
27	2501.503	71" SPAN CS PIPE-ARCH CULVERT	LF	30	\$300.00	\$9,000.00	\$445.00	\$13,350.00	\$220.00	\$6,600.00	\$245.00	\$7,350.00
28	2511.507	RANDOM RIPRAP CLASS II	CY	34	\$80.00	\$2,720.00	\$135.00	\$4,590.00	\$110.00	\$3,740.00	\$170.00	\$5,780.00
30	2563.601	TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$2,900.00	\$2,900.00	\$4,700.00	\$4,700.00
31	2573.503	SILT FENCE, TYPE HI	LF	1,199	\$4.50	\$5,395.50	\$3.15	\$3,776.85	\$3.00	\$3,597.00	\$3.00	\$3,597.00
32	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	LF	90	\$25.00	\$2,250.00	\$16.00	\$1,440.00	\$15.00	\$1,350.00	\$15.00	\$1,350.00
33	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	425	\$5.00	\$2,125.00	\$3.15	\$1,338.75	\$3.00	\$1,275.00	\$3.00	\$1,275.00
34	2574.508	FERTILIZER TYPE 3	LB	455	\$1.25	\$568.75	\$1.00	\$455.00	\$0.95	\$432.25	\$0.95	\$432.25
35	2575.505	SEEDING (P)	ACRE	1.3	\$1,000.00	\$1,300.00	\$525.00	\$682.50	\$500.00	\$650.00	\$500.00	\$650.00
36	2575.608	SEED MESIC INSLOPE	LB	85	\$6.00	\$510.00	\$9.00	\$765.00	\$8.52	\$724.20	\$8.50	\$722.50
37	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	3,900	\$2.25	\$8,775.00	\$2.05	\$7,995.00	\$1.95	\$7,605.00	\$1.95	\$7,605.00

		SAP 001-605-017 Bituminous Resurfacing from TH 210 to CSAH 3 - Participating			Engineer's Estimate		Anderson Brothers Construction Company of Brainerd LLC -Brainerd, MN		Central Specialties Inc. - Alexandria, MN		Ulland Brothers, Inc. - Cloquet, MN	
Line	Number	Description	Unit	Quantity	Est Price	Est Total	Price	Total	Price	Total	Price	Total
38	2575.523	RAPID STABILIZATION METHOD 3	MGAL	8	\$100.00	\$800.00	\$525.00	\$4,200.00	\$495.00	\$3,960.00	\$495.00	\$3,960.00
39	2580.503	INTERIM PAVEMENT MARKING	LF	85,869	\$0.20	\$17,173.80	\$0.20	\$17,173.80	\$0.10	\$8,586.90	\$0.23	\$19,749.87
40	2582.503	6" SOLID LINE MULTI-COMPONENT	LF	25,553	\$0.45	\$11,498.85	\$0.53	\$13,543.09	\$0.50	\$12,776.50	\$0.50	\$12,776.50
41	2582.503	6" BROKEN LINE MULTI-COMPONENT	LF	6,140	\$0.45	\$2,763.00	\$0.53	\$3,254.20	\$0.50	\$3,070.00	\$0.50	\$3,070.00
42	2582.503	6" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LF	78,547	\$1.00	\$78,547.00	\$1.03	\$80,903.41	\$0.98	\$76,976.06	\$0.98	\$76,976.06
43	2582.503	24" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LF	30	\$25.00	\$750.00	\$42.00	\$1,260.00	\$40.00	\$1,200.00	\$40.00	\$1,200.00
44	2582.503	6" BROKEN LINE MULTI-COMPONENT GROUND IN (WR)	LF	313	\$1.00	\$313.00	\$1.03	\$322.39	\$0.98	\$306.74	\$0.98	\$306.74
45	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT GROUND IN (WR)	SF	50	\$25.00	\$1,250.00	\$47.50	\$2,375.00	\$45.00	\$2,250.00	\$45.00	\$2,250.00
Totals for Project SAP 001-605-017						\$1,926,142.50		\$1,968,539.93		\$1,929,919.03		\$1,957,823.60
% of Estimate for Project SAP 001-605-017								2.20%		0.20%		1.64%

		SAP 001-614-015 Bituminous Milling, Paving & Aggregate Shouldering - Participating			Engineer's Estimate		Anderson Brothers Construction Company of Brainerd LLC -Brainerd, MN		Central Specialties Inc. - Alexandria, MN		Ulland Brothers, Inc. - Cloquet, MN	
Line	Number	Description	Unit	Quantity	Est Price	Est Total	Price	Total	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LS	1	\$25,000.00	\$25,000.00	\$18,500.00	\$18,500.00	\$1.00	\$1.00	\$13,000.00	\$13,000.00
2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1,800.00	\$1,800.00
3	2118.509	AGGREGATE SURFACING CLASS SPECIAL	TON	840	\$22.00	\$18,480.00	\$34.00	\$28,560.00	\$32.00	\$26,880.00	\$36.00	\$30,240.00
4	2232.504	MILL BITUMINOUS SURFACE (1.5")	SY	68,287	\$1.10	\$75,115.70	\$0.66	\$45,069.42	\$1.10	\$75,115.70	\$1.60	\$109,259.20
5	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	10,228	\$3.00	\$30,684.00	\$2.45	\$25,058.60	\$3.50	\$35,798.00	\$0.01	\$102.28
6	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	8,623	\$56.00	\$482,888.00	\$55.00	\$474,265.00	\$51.74	\$446,154.02	\$57.00	\$491,511.00
8	2563.601	TRAFFIC CONTROL	LS	1	\$6,000.00	\$6,000.00	\$3,100.00	\$3,100.00	\$1,900.00	\$1,900.00	\$3,000.00	\$3,000.00
9	2580.503	INTERIM PAVEMENT MARKING	LF	104,357	\$0.20	\$20,871.40	\$0.15	\$15,653.55	\$0.10	\$10,435.70	\$0.23	\$24,002.11
10	2582.503	6" SOLID LINE MULTI-COMPONENT	LF	32,961	\$0.45	\$14,832.45	\$0.53	\$17,469.33	\$0.50	\$16,480.50	\$0.50	\$16,480.50
11	2582.503	6" BROKEN LINE MULTI-COMPONENT	LF	3,650	\$0.45	\$1,642.50	\$0.53	\$1,934.50	\$0.50	\$1,825.00	\$0.50	\$1,825.00
12	2582.503	6" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LF	44,887	\$0.90	\$40,398.30	\$1.03	\$46,233.61	\$0.98	\$43,989.26	\$0.98	\$43,989.26
Totals for Project SAP 001-614-015						\$716,912.35		\$675,845.01		\$658,580.18		\$735,209.35
% of Estimate for Project SAP 001-614-015								-5.73%		-8.14%		2.55%

		Shamrock Twp 022104-000 Bituminous Reclamation and Paving on Long Point Place - Shamrock Township			Engineer's Estimate		Anderson Brothers Construction Company of Brainerd LLC -Brainerd, MN		Central Specialties Inc. - Alexandria, MN		Ulland Brothers, Inc. - Cloquet, MN	
Line	Number	Description	Unit	Quantity	Est Price	Est Total	Price	Total	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LS	1	\$60,000.00	\$60,000.00	\$17,000.00	\$17,000.00	\$1.00	\$1.00	\$18,000.00	\$18,000.00
2	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	145	\$4.00	\$580.00	\$5.00	\$725.00	\$3.05	\$442.25	\$4.00	\$580.00
3	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	265	\$3.00	\$795.00	\$2.50	\$662.50	\$2.05	\$543.25	\$3.00	\$795.00
4	2104.504	REMOVE CONCRETE WALK	SY	10	\$7.50	\$75.00	\$25.00	\$250.00	\$50.00	\$500.00	\$31.00	\$310.00
5	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	185	\$10.00	\$1,850.00	\$10.00	\$1,850.00	\$32.00	\$5,920.00	\$14.00	\$2,590.00
6	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	465	\$6.00	\$2,790.00	\$10.00	\$4,650.00	\$32.00	\$14,880.00	\$11.00	\$5,115.00
7	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	340	\$6.00	\$2,040.00	\$5.00	\$1,700.00	\$15.00	\$5,100.00	\$10.00	\$3,400.00
8	2123.51	MOTOR GRADER	HOURL	16	\$230.00	\$3,680.00	\$240.00	\$3,840.00	\$650.00	\$10,400.00	\$230.00	\$3,680.00
9	2123.61	SKID LOADER	HOURL	8	\$150.00	\$1,200.00	\$150.00	\$1,200.00	\$175.00	\$1,400.00	\$310.00	\$2,480.00
10	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	16	\$250.00	\$4,000.00	\$230.00	\$3,680.00	\$275.00	\$4,400.00	\$290.00	\$4,640.00
11	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	890	\$35.00	\$31,150.00	\$50.00	\$44,500.00	\$65.00	\$57,850.00	\$67.00	\$59,630.00

Shamrock Twp 022104-000 Bituminous Reclamation and Paving on Long Point Place - Shamrock Township												
	Engineer's Estimate					Anderson Brothers Construction Company of Brainerd LLC - Brainerd, MN		Central Specialties Inc. - Alexandria, MN		Ulland Brothers, Inc. - Cloquet, MN		
Line	Number	Description	Unit	Quantity	Est Price	Est Total	Price	Total	Price	Total	Price	Total
12	2215.504	FULL DEPTH RECLAMATION	SY	19,230	\$3.00	\$57,690.00	\$1.85	\$35,575.50	\$3.00	\$57,690.00	\$1.25	\$24,037.50
13	2331.603	JOINT ADHESIVE	LF	1,350	\$1.50	\$2,025.00	\$1.50	\$2,025.00	\$1.25	\$1,687.50	\$2.30	\$3,105.00
14	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	5,010	\$80.00	\$400,800.00	\$72.00	\$360,720.00	\$75.44	\$377,954.40	\$77.00	\$385,770.00
15	2521.518	4" CONCRETE WALK	SF	45	\$10.00	\$450.00	\$14.50	\$652.50	\$10.00	\$450.00	\$20.00	\$900.00
16	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SY	185	\$85.00	\$15,725.00	\$93.50	\$17,297.50	\$81.00	\$14,985.00	\$92.00	\$17,020.00
17	2531.603	CONCRETE RIBBON CURB	LF	1,350	\$20.00	\$27,000.00	\$23.00	\$31,050.00	\$22.00	\$29,700.00	\$23.25	\$31,387.50
18	2563.601	TRAFFIC CONTROL	LS	1	\$15,000.00	\$15,000.00	\$1,900.00	\$1,900.00	\$1,000.00	\$1,000.00	\$1,600.00	\$1,600.00
19	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$1,500.00	\$1,500.00	\$500.00	\$500.00	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00
20	2573.503	SILT FENCE, TYPE MS	LF	2,055	\$3.50	\$7,192.50	\$3.15	\$6,473.25	\$3.00	\$6,165.00	\$3.00	\$6,165.00
21	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	5,280	\$3.50	\$18,480.00	\$3.15	\$16,632.00	\$3.00	\$15,840.00	\$3.00	\$15,840.00
22	2574.507	COMMON TOPSOIL BORROW	CY	595	\$45.00	\$26,775.00	\$40.00	\$23,800.00	\$45.00	\$26,775.00	\$35.00	\$20,825.00
23	2574.508	FERTILIZER TYPE 3	LB	200	\$1.50	\$300.00	\$1.00	\$200.00	\$0.95	\$190.00	\$0.95	\$190.00
24	2575.501	TURF ESTABLISHMENT	LS	1	\$7,500.00	\$7,500.00	\$1,055.00	\$1,055.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
25	2575.505	SEEDING	ACRE	0.9	\$1,500.00	\$1,350.00	\$525.00	\$472.50	\$500.00	\$450.00	\$500.00	\$450.00
26	2575.508	SEED MIXTURE 36-311	LB	26	\$35.00	\$910.00	\$29.00	\$754.00	\$27.63	\$718.38	\$28.00	\$728.00
27	2575.508	HYDRAULIC MULCH MATRIX	LB	2,075	\$2.50	\$5,187.50	\$2.05	\$4,253.75	\$1.95	\$4,046.25	\$1.95	\$4,046.25
28	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT (WR)	LF	10,040	\$2.50	\$25,100.00	\$1.10	\$11,044.00	\$1.04	\$10,441.60	\$1.05	\$10,542.00
						\$721,145.00		\$594,462.50		\$654,529.63		\$629,826.25
								-17.57%		-9.24%		-12.66%

Base Bid Totals for Contract 20258						\$3,364,199.85		\$3,238,847.44		\$3,243,028.84		\$3,322,859.20
Base Bid % of Estimate for Contract 20258								-3.73%		-3.60%		-1.23%

022104-000 Bituminous Reclamation and Paving on Long Point Place - Shamrock Township - ALT 1												
	Engineer's Estimate					Anderson Brothers Construction Company of Brainerd LLC - Brainerd, MN		Central Specialties Inc. - Alexandria, MN		Ulland Brothers, Inc. - Cloquet, MN		
Line	Number	Description	Unit	Quantity	Est Price	Est Total	Price	Total	Price	Total	Price	Total
29	2021.501	MOBILIZATION	LS	1	\$8,000.00	\$8,000.00	\$1,100.00	\$1,100.00	\$6,600.00	\$6,600.00	\$10,400.00	\$10,400.00
30	2232.504	MILL BITUMINOUS SURFACE (2.0")	SY	4,405	\$2.50	\$11,012.50	\$2.50	\$11,012.50	\$1.80	\$7,929.00	\$3.70	\$16,298.50
31	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	510	\$80.00	\$40,800.00	\$72.00	\$36,720.00	\$75.44	\$38,474.40	\$77.00	\$39,270.00
32	2573.503	SILT FENCE, TYPE MS	LF	420	\$3.50	\$1,470.00	\$3.15	\$1,323.00	\$3.00	\$1,260.00	\$3.00	\$1,260.00
33	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	1,620	\$3.50	\$5,670.00	\$3.15	\$5,103.00	\$3.00	\$4,860.00	\$3.00	\$4,860.00
34	2582.503	4" SOLID LINE MULTI-COMPONENT (WR)	LF	3,490	\$2.00	\$6,980.00	\$0.55	\$1,919.50	\$0.52	\$1,814.80	\$0.52	\$1,814.80
35	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT (WR)	LF	1,750	\$2.50	\$4,375.00	\$1.10	\$1,925.00	\$1.04	\$1,820.00	\$1.05	\$1,837.50
Totals for Project Shamrock Twp 022104-000 ALT 1						\$78,307.50		\$59,103.00		\$62,758.20		\$75,740.80
% of Estimate for Project Shamrock Twp 022104-000 ALT 1								-24.52%		-19.86%		-3.28%

Totals for Contract 20258 with ALT 1						\$3,442,507.35		\$3,297,950.44		\$3,305,787.04		\$3,398,600.00
% of Estimate for Contract 20258 with ALT 1								-4.20%		-3.97%		-1.28%

		SAP 001-605-017 Bituminous Resurfacing from TH 210 to CSAH 3 - Participating			Hawkinson Construction Co., Inc. - Grand Rapids, MN		KGM Contractors, Inc. - Angora, MN		KNIFE RIVER - Sauk Rapids, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LS	1	\$130,000.00	\$130,000.00	\$126,000.00	\$126,000.00	\$107,000.00	\$107,000.00
2	2051.501	MAINT AND RESTORATION OF HAUL ROADS	LS	1	\$1.00	\$1.00	\$1,200.00	\$1,200.00	\$1.00	\$1.00
3	2104.502	REMOVE CONCRETE APRON	EACH	4	\$150.00	\$600.00	\$375.00	\$1,500.00	\$145.00	\$580.00
4	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	843	\$2.20	\$1,854.60	\$3.40	\$2,866.20	\$4.00	\$3,372.00
5	2104.503	REMOVE PIPE CULVERTS	LF	713	\$9.66	\$6,887.58	\$15.00	\$10,695.00	\$9.00	\$6,417.00
6	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	3,095	\$6.97	\$21,572.15	\$1.60	\$4,952.00	\$6.50	\$20,117.50
7	2106.603	SHOULDER EXCAVATION	LF	78,242	\$0.10	\$7,824.20	\$3.60	\$281,671.20	\$0.35	\$27,384.70
8	2108.504	GEOTEXTILE FABRIC TYPE 5	SY	284	\$2.41	\$684.44	\$4.50	\$1,278.00	\$2.25	\$639.00
9	2118.509	AGGREGATE SURFACING CLASS SPECIAL	TON	3,883	\$22.50	\$87,367.50	\$19.95	\$77,465.85	\$28.00	\$108,724.00
10	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	1,313	\$49.33	\$64,770.29	\$31.00	\$40,703.00	\$56.00	\$73,528.00
11	2232.504	MILL BITUMINOUS SURFACE (1.5")	SY	126,480	\$1.00	\$126,480.00	\$1.15	\$145,452.00	\$1.75	\$221,340.00
12	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	19,290	\$2.85	\$54,976.50	\$2.75	\$53,047.50	\$2.00	\$38,580.00
13	2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2,B)	TON	19,932	\$56.75	\$1,131,141.00	\$53.70	\$1,070,348.40	\$69.00	\$1,375,308.00
14	2451.507	STRUCTURE EXCAVATION CLASS U (P)	CY	3,530	\$22.25	\$78,542.50	\$20.00	\$70,600.00	\$20.75	\$73,247.50
15	2451.507	GRANULAR BACKFILL (LV)	CY	3,993	\$16.62	\$66,363.66	\$23.00	\$91,839.00	\$15.50	\$61,891.50
16	2451.507	COARSE AGGREGATE BEDDING (CV)	CY	34	\$89.01	\$3,026.34	\$70.00	\$2,380.00	\$83.00	\$2,822.00
17	2501.502	18" GS PIPE APRON	EACH	10	\$289.55	\$2,895.50	\$515.00	\$5,150.00	\$270.00	\$2,700.00
18	2501.502	24" GS PIPE APRON	EACH	2	\$412.61	\$825.22	\$785.00	\$1,570.00	\$384.75	\$769.50
19	2501.502	30" GS PIPE APRON	EACH	6	\$736.74	\$4,420.44	\$1,555.00	\$9,330.00	\$687.00	\$4,122.00
20	2501.502	71" SPAN GS PIPE-ARCH APRON	EACH	2	\$3,592.56	\$7,185.12	\$4,335.00	\$8,670.00	\$3,350.00	\$6,700.00
21	2501.502	24" RC PIPE APRON	EACH	4	\$2,359.29	\$9,437.16	\$1,700.00	\$6,800.00	\$2,200.00	\$8,800.00
22	2501.503	24" RC PIPE CULVERT DESIGN 3006	LF	96	\$99.74	\$9,575.04	\$165.00	\$15,840.00	\$93.00	\$8,928.00
23	2501.503	24" RC PIPE CULVERT DESIGN 3006 CLASS III	LF	66	\$101.88	\$6,724.08	\$172.00	\$11,352.00	\$95.00	\$6,270.00
24	2501.503	18" CS PIPE CULVERT	LF	212	\$117.96	\$25,007.52	\$97.00	\$20,564.00	\$110.00	\$23,320.00
25	2501.503	24" CS PIPE CULVERT	LF	96	\$102.42	\$9,832.32	\$103.00	\$9,888.00	\$95.50	\$9,168.00
26	2501.503	30" CS PIPE CULVERT	LF	152	\$140.48	\$21,352.96	\$143.00	\$21,736.00	\$131.00	\$19,912.00
27	2501.503	71" SPAN CS PIPE-ARCH CULVERT	LF	30	\$317.43	\$9,522.90	\$375.00	\$11,250.00	\$296.00	\$8,880.00
28	2511.507	RANDOM RIPRAP CLASS II	CY	34	\$91.15	\$3,099.10	\$90.00	\$3,060.00	\$85.00	\$2,890.00
30	2563.601	TRAFFIC CONTROL	LS	1	\$4,800.00	\$4,800.00	\$7,250.00	\$7,250.00	\$20,000.00	\$20,000.00
31	2573.503	SILT FENCE, TYPE HI	LF	1,199	\$3.22	\$3,860.78	\$5.00	\$5,995.00	\$3.00	\$3,597.00
32	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	LF	90	\$16.08	\$1,447.20	\$26.25	\$2,362.50	\$15.00	\$1,350.00
33	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	425	\$3.22	\$1,368.50	\$4.75	\$2,018.75	\$3.00	\$1,275.00
34	2574.508	FERTILIZER TYPE 3	LB	455	\$1.02	\$464.10	\$2.00	\$910.00	\$0.95	\$432.25
35	2575.505	SEEDING (P)	ACRE	1.3	\$536.20	\$697.06	\$525.00	\$682.50	\$500.00	\$650.00
36	2575.608	SEED MESIC INSLOPE	LB	85	\$9.14	\$776.90	\$16.00	\$1,360.00	\$8.52	\$724.20
37	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	3,900	\$2.09	\$8,151.00	\$2.00	\$7,800.00	\$1.95	\$7,605.00
38	2575.523	RAPID STABILIZATION METHOD 3	MGAL	8	\$530.84	\$4,246.72	\$775.00	\$6,200.00	\$495.00	\$3,960.00
39	2580.503	INTERIM PAVEMENT MARKING	LF	85,869	\$0.24	\$20,608.56	\$0.15	\$12,880.35	\$0.10	\$8,586.90
40	2582.503	6" SOLID LINE MULTI-COMPONENT	LF	25,553	\$0.54	\$13,798.62	\$0.50	\$12,776.50	\$0.50	\$12,776.50
41	2582.503	6" BROKEN LINE MULTI-COMPONENT	LF	6,140	\$0.54	\$3,315.60	\$0.50	\$3,070.00	\$0.50	\$3,070.00
42	2582.503	6" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LF	78,547	\$1.05	\$82,474.35	\$1.05	\$82,474.35	\$0.98	\$76,976.06
43	2582.503	24" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LF	30	\$42.89	\$1,286.70	\$42.50	\$1,275.00	\$40.00	\$1,200.00

44	2582.503	6" BROKEN LINE MULTI-COMPONENT GROUND IN (WR)	LF	313	\$1.05	\$328.65	\$1.05	\$328.65	\$0.98	\$306.74
		SAP 001-605-017 Bituminous Resurfacing from TH 210 to CSAH 3 - Participating			Hawkinson Construction Co., Inc. - Grand Rapids, MN		KGM Contractors, Inc. - Angora, MN		KNIFE RIVER - Sauk Rapids, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total
45	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT GROUND IN (WR)	SF	50	\$48.26	\$2,413.00	\$48.00	\$2,400.00	\$45.00	\$2,250.00
Totals for Project SAP 001-605-017						\$2,042,006.86		\$2,256,991.75		\$2,368,171.35
% of Estimate for Project SAP 001-605-017						6.02%		17.18%		22.95%

		SAP 001-614-015 Bituminous Milling, Paving & Aggregate Shouldering - Participating			Hawkinson Construction Co., Inc. - Grand Rapids, MN		KGM Contractors, Inc. - Angora, MN		KNIFE RIVER - Sauk Rapids, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LS	1	\$6,000.00	\$6,000.00	\$15,000.00	\$15,000.00	\$40,000.00	\$40,000.00
2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1.00	\$1.00	\$1,500.00	\$1,500.00	\$1.00	\$1.00
3	2118.509	AGGREGATE SURFACING CLASS SPECIAL	TON	840	\$27.00	\$22,680.00	\$25.00	\$21,000.00	\$30.00	\$25,200.00
4	2232.504	MILL BITUMINOUS SURFACE (1.5")	SY	68,287	\$0.85	\$58,043.95	\$1.50	\$102,430.50	\$1.35	\$92,187.45
5	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	10,228	\$2.85	\$29,149.80	\$2.80	\$28,638.40	\$2.00	\$20,456.00
6	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	8,623	\$57.00	\$491,511.00	\$58.20	\$501,858.60	\$66.00	\$569,118.00
8	2563.601	TRAFFIC CONTROL	LS	1	\$3,000.00	\$3,000.00	\$5,325.00	\$5,325.00	\$13,000.00	\$13,000.00
9	2580.503	INTERIM PAVEMENT MARKING	LF	104,357	\$0.24	\$25,045.68	\$0.15	\$15,653.55	\$0.10	\$10,435.70
10	2582.503	6" SOLID LINE MULTI-COMPONENT	LF	32,961	\$0.54	\$17,798.94	\$0.50	\$16,480.50	\$0.50	\$16,480.50
11	2582.503	6" BROKEN LINE MULTI-COMPONENT	LF	3,650	\$0.54	\$1,971.00	\$0.50	\$1,825.00	\$0.50	\$1,825.00
12	2582.503	6" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LF	44,887	\$1.05	\$47,131.35	\$1.05	\$47,131.35	\$0.98	\$43,989.26
Totals for Project SAP 001-614-015						\$702,332.72		\$756,842.90		\$832,692.91
% of Estimate for Project SAP 001-614-015						-2.03%		5.57%		16.15%

		Shamrock Twp 022104-000 Bituminous Reclamation and Paving on Long Point Place - Shamrock Township			Hawkinson Construction Co., Inc. - Grand Rapids, MN		KGM Contractors, Inc. - Angora, MN		KNIFE RIVER - Sauk Rapids, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LS	1	\$22,000.00	\$22,000.00	\$23,000.00	\$23,000.00	\$18,000.00	\$18,000.00
2	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	145	\$3.27	\$474.15	\$8.00	\$1,160.00	\$14.00	\$2,030.00
3	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	265	\$2.20	\$583.00	\$3.50	\$927.50	\$7.00	\$1,855.00
4	2104.504	REMOVE CONCRETE WALK	SY	10	\$12.50	\$125.00	\$75.00	\$750.00	\$140.00	\$1,400.00
5	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	185	\$10.00	\$1,850.00	\$20.00	\$3,700.00	\$45.00	\$8,325.00
6	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	465	\$6.00	\$2,790.00	\$5.85	\$2,720.25	\$18.00	\$8,370.00
7	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	340	\$6.00	\$2,040.00	\$5.85	\$1,989.00	\$6.00	\$2,040.00
8	2123.51	MOTOR GRADER	HOUR	16	\$250.00	\$4,000.00	\$225.00	\$3,600.00	\$500.00	\$8,000.00
9	2123.61	SKID LOADER	HOUR	8	\$190.00	\$1,520.00	\$175.00	\$1,400.00	\$400.00	\$3,200.00
10	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	16	\$225.00	\$3,600.00	\$325.00	\$5,200.00	\$200.00	\$3,200.00
11	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	890	\$50.00	\$44,500.00	\$45.00	\$40,050.00	\$65.00	\$57,850.00
12	2215.504	FULL DEPTH RECLAMATION	SY	19,230	\$1.65	\$31,729.50	\$0.95	\$18,268.50	\$2.70	\$51,921.00
13	2331.603	JOINT ADHESIVE	LF	1,350	\$1.28	\$1,728.00	\$0.45	\$607.50	\$1.20	\$1,620.00
14	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	5,010	\$85.00	\$425,850.00	\$69.40	\$347,694.00	\$81.00	\$405,810.00
15	2521.518	4" CONCRETE WALK	SF	45	\$21.00	\$945.00	\$100.00	\$4,500.00	\$34.00	\$1,530.00
16	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SY	185	\$94.00	\$17,390.00	\$130.50	\$24,142.50	\$104.00	\$19,240.00
17	2531.603	CONCRETE RIBBON CURB	LF	1,350	\$24.00	\$32,400.00	\$27.25	\$36,787.50	\$26.00	\$35,100.00

18	2563.601	TRAFFIC CONTROL	LS	1	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00	\$7,000.00	\$7,000.00
19	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$4,000.00	\$4,000.00	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00
Shamrock Twp 022104-000 Bituminous Reclamation and Paving on Long Point Place - Shamrock Township			Hawkinson Construction Co., Inc. - Grand Rapids, MN				KGM Contractors, Inc. - Angora, MN		KNIFE RIVER - Sauk Rapids, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total
20	2573.503	SILT FENCE, TYPE MS	LF	2,055	\$3.22	\$6,617.10	\$5.00	\$10,275.00	\$3.00	\$6,165.00
21	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	5,280	\$3.22	\$17,001.60	\$4.75	\$25,080.00	\$3.00	\$15,840.00
22	2574.507	COMMON TOPSOIL BORROW	CY	595	\$51.00	\$30,345.00	\$45.00	\$26,775.00	\$84.00	\$49,980.00
23	2574.508	FERTILIZER TYPE 3	LB	200	\$1.02	\$204.00	\$2.10	\$420.00	\$0.95	\$190.00
24	2575.501	TURF ESTABLISHMENT	LS	1	\$1,072.41	\$1,072.41	\$5,250.00	\$5,250.00	\$1,000.00	\$1,000.00
25	2575.505	SEEDING	ACRE	0.9	\$536.20	\$482.58	\$525.00	\$472.50	\$500.00	\$450.00
26	2575.508	SEED MIXTURE 36-311	LB	26	\$29.63	\$770.38	\$30.00	\$780.00	\$27.63	\$718.38
27	2575.508	HYDRAULIC MULCH MATRIX	LB	2,075	\$2.09	\$4,336.75	\$2.00	\$4,150.00	\$1.95	\$4,046.25
28	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT (WR)	LF	10,040	\$1.12	\$11,244.80	\$1.10	\$11,044.00	\$1.04	\$10,441.60
						\$671,599.27	\$607,243.25		\$726,822.23	
						-6.87%	-15.79%		0.79%	

Base Bid Totals for Contract 20258						\$3,415,938.85	\$3,621,077.90		\$3,927,686.49	
Base Bid % of Estimate for Contract 20258						1.54%	7.64%		16.75%	

022104-000 Bituminous Reclamation and Paving on Long Point Place - Shamrock Township - ALT 1			Hawkinson Construction Co., Inc. - Grand Rapids, MN				KGM Contractors, Inc. - Angora, MN		KNIFE RIVER - Sauk Rapids, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total
29	2021.501	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00	\$12,000.00	\$12,000.00	\$2,100.00	\$2,100.00
30	2232.504	MILL BITUMINOUS SURFACE (2.0")	SY	4,405	\$2.20	\$9,691.00	\$2.20	\$9,691.00	\$3.10	\$13,655.50
31	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	510	\$85.00	\$43,350.00	\$78.70	\$40,137.00	\$78.00	\$39,780.00
32	2573.503	SILT FENCE, TYPE MS	LF	420	\$3.22	\$1,352.40	\$5.00	\$2,100.00	\$3.00	\$1,260.00
33	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	1,620	\$3.22	\$5,216.40	\$4.75	\$7,695.00	\$3.00	\$4,860.00
34	2582.503	4" SOLID LINE MULTI-COMPONENT (WR)	LF	3,490	\$0.56	\$1,954.40	\$0.55	\$1,919.50	\$0.52	\$1,814.80
35	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT (WR)	LF	1,750	\$1.12	\$1,960.00	\$1.10	\$1,925.00	\$1.04	\$1,820.00
Totals for Project Shamrock Twp 022104-000 ALT 1						\$64,524.20	\$75,467.50		\$65,290.30	
% of Estimate for Project Shamrock Twp 022104-000 ALT 1						-17.60%	-3.63%		-16.62%	

Totals for Contract 20258 with ALT 1						\$3,480,463.05	\$3,696,545.40		\$3,992,976.79	
% of Estimate for Contract 20258 with ALT 1						1.10%	7.38%		15.99%	

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

Certified By: John Welle Digitally signed by John Welle
Date: 2025.02.11 09:59:38 -0500 License No. 24340

Date: 2-11-25

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

ADOPTED February 25, 2025

By Commissioner: xxx

20250225-xxx

Award Contract 20258

WHEREAS, Contract No. 20258 is for construction of SAP 001-605-017, SAP 001-614-015, and Shamrock Township Project 022104-000, and

WHEREAS, sealed bids were opened for this contract at 2:00 p.m. on Monday, February 10, 2025 with a total of six bids received, and

WHEREAS, Anderson Brothers Construction Company of Brainerd - Brainerd, MN - was the lowest responsible bidder with a base bid amount of \$3,238,847.44, and

WHEREAS, the total bid from Anderson Brothers Construction Company of Brainerd including the Alternate 1 bid items was \$3,297,950.44.

NOW THEREFORE, BE IT RESOLVED, that Anderson Brothers Construction Company of Brainerd be awarded Contract 20258 in the amount of \$3,297,950.44.

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

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

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 25th day of February 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 25th day of February 2025

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Approve Vehicle Donation to McGregor Airport

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Direction Requested
	<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"/> Discussion Item <input type="checkbox"/> Information Only

Submitted by: Mike Dangers	Department: Assessor
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Presenter (Name and Title): Mike Dangers, County Assessor	Estimated Time Needed: 5 minutes
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Summary of Issue:

The Assessor's Office has a 2012 Ford Escape with about 112,000 miles, all wheel drive, and is nearly rust free. Based on a quick review of online sales listings of similar vehicles, the value of the vehicle is between \$7,500 and \$10,000. Staff had planned to sell this vehicle on MinnBid very soon and use the proceeds to purchase a newer vehicle sometime in 2025.

The McGregor Airport has an older vehicle that needs replacement. They have asked the County if they would be willing to donate a used vehicle for use at the Airport.

Alternatives, Options, Effects on Others/Comments:

We could choose to keep the vehicle to sell on MinnBid. If we donate the vehicle, we would defer the replacement of another appraiser vehicle until 2026. There is no critical need for an appraiser vehicle replacement at this time.

Recommended Action/Motion:

Donate the vehicle to the McGregor Airport since this supports an important part of County infrastructure.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Request Public Hearing for Proposed Feedlot

<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: Andrew Carlstrom	Department: Planning & Zoning	
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 5 minutes
Summary of Issue: Aitkin County has not accepted delegation of the Minnesota feedlot permit program, and in accordance with MN Statute 116.07 Subd.7(m) is required to hold a public hearing on feedlot proposals of 300 or more animal units. Please see attached memorandum.		
Alternatives, Options, Effects on Others/Comments: N/A		
Recommended Action/Motion: Request a Public Hearing for March 11, 2025.		
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>		

Aitkin County Environmental Services Planning and Zoning
307 Second Street NW
Room 219
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM TO AITKIN COUNTY BOARD OF COMMISSIONERS

DATE: February 25, 2025

FROM: Andrew Carlstrom, Environmental Services Director – Planning & Zoning Administrator

RE: **Future proposed feedlot of greater than 300 animal units**

Currently, Aitkin County does not regulate nor has accepted delegation of the Minnesota Pollution Control Agency's feedlot permit program. Mr. Ken Sizemore, who owns and operates Angie's Meats, is proposing to construct a feedlot at 28096 480th Street, Palisade, MN 56469. The feedlot is proposed to be greater than 300 animal units, but less than 500 in size.

According to MN Statute 116.07 Subd.7 (m.) it says:

“After January 1, 2001, a county that has not accepted delegation of the feedlot permit program must hold a public meeting prior to the agency (MPCA) issuing a feedlot permit for a feedlot facility with 300 or more animal units, unless another public meeting has been held with regard to the feedlot facility to be permitted.”

Aitkin County does not require feedlots in “Open” zoning to apply for a conditional use permit. If approved by the Aitkin County Board, the applicant will work with a representative from the MPCA Feedlot Program throughout the permitting process, as well as to ensure the health and safety of the environment for the proposed project.

If you have any questions, please feel free to contact me at 218-927-7342 or by email at andrew.carlstrom@co.aitkin.mn.us.



Board of County Commissioners Agenda Request

6A

Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Adoption of the Mississippi River Grand Rapids Watershed, Implementation MOA

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Janet Smude, District Manager		Department: Aitkin Co Soil & Water Conservation District
Presenter (Name and Title): Janet Smude, District Manager		Estimated Time Needed: 10 minutes
Summary of Issue: <p>The Upper Mississippi River Grand Rapids One Watershed One Plan Comprehensive Watershed Management Plan has been approved by the Minnesota Board of Water and Soil Resources. Partners in this watershed are moving ahead with implementation of the plan. A Implementation Grant Application has been developed requesting \$1,324,120, for a three year period. These funds will be used to protect and improve water quality by implementing steps that were outlined in the Watershed Plan.</p> <p>A Policy Committee made up of partners in the watershed will direct implementation efforts. Itasca County, Itasca SWCD, Cass County, Cass SWCD, Carlton County, Carlton SWCD, Aitkin County, and Aitkin SWCD are included, along with the Mille Lacs Band of Ojibwe. We are asking for approval of the attached MOA which outlines operating policies for the Policy Committee.</p> <p>The MOA has been reviewed and approved by Jim Ratz.</p>		
Alternatives, Options, Effects on Others/Comments: The Board could choose to not support this MOA. Future funding from the Board of Water and Soil Resources may be jeopardized.		
Recommended Action/Motion: It is recommended that this MOA be approved.		
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.

MEMORANDUM OF AGREEMENT

This agreement (Agreement or MOA) is made and entered by and among:

The Counties of Aitkin, Carlton, Cass, Itasca by and through their respective County Board of Commissioners; and
The Aitkin, Carlton, Cass, Itasca Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District Board of Supervisors; and
The Non-Removable Mille Lacs Band of Ojibwe, a federally recognized American Indian Tribal government, by and through its Department of Natural Resources,
Are collectively referred to as the "Parties" and individually each is a "Party."

WHEREAS, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law; and

WHEREAS, the Soil and Water Conservation Districts (SWCDs) of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law; and

WHEREAS, the Non-Removable Mille Lacs Band of Ojibwe ("MLBO") is a local governmental unit of the State of Minnesota pursuant to Minnesota Statute §471.59, subdivision 1. (a) & (b) and as that definition is incorporated into Minnesota Statute §103B; and the MLBO Department of Natural Resources has the authority to manage its natural resources pursuant to Mille Lacs Band Statute Title 11; and portions of the MLBO Reservation is situated within the Mississippi River-Grand Rapids Watershed area and there are contiguous MLBO lands affected by Watershed flow as depicted on Attachment A; and

WHEREAS, MLBO strives to work cooperatively and collaboratively with other governmental agencies with which it shares an interest in maintaining, managing and protecting natural resources and desires to join in this Agreement with the other Parties. For this purpose and within this Agreement MLBO is also identified or referred to as a "Party" or "Parties," "County" or "SWCD"; and

WHEREAS, the Parties to this Agreement have a common interest and statutory authority to assure implementation of a comprehensive watershed management plan in the Upper Mississippi – Grand Rapids Watershed to conserve soil and water resources through the practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

WHEREAS, with matters that relate to the coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B, 103C, and 103D with public drainage systems pursuant to Minnesota Statutes Chapters 103E, this Agreement does not change the rights or obligations of the public drainage system authorities.

WHEREAS, this Agreement and the developed Mississippi River-Grand Rapids Watershed Management Plan does not replace or supplant local land use, planning/zoning authority of the respective Parties and the Parties intend that this Agreement shall not be construed in that manner; and

WHEREAS, the Parties have formed this Agreement for the specific goal of implementing the Upper Mississippi - Grand Rapids Comprehensive Watershed Management Plan, which was developed pursuant to Minnesota Statutes § 103B.801, Comprehensive Watershed Management Planning, also known as *One Watershed, One Plan*.

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Purpose:** The Parties to this Agreement recognize the importance of partnerships to plan and implement protection and restoration efforts for the Upper Mississippi - Grand Rapids Watershed depicted on Attachment A. The purpose of this Agreement is to collectively implement, as local government units, the Upper Mississippi - Grand Rapids Comprehensive Watershed Management Plan per the provision of the Plan. Parties signing this agreement will be collectively referred to as the Upper Mississippi - Grand Rapids Watershed Collaboration. The "Upper Mississippi - Grand Rapids Comprehensive Watershed Management Plan Implementation Committee" and are partnering together in this Agreement as an exercise of joint powers under Minn. Stat. Section 471.59.
2. **Recitals:** All recitals set forth above are hereby incorporated into this Agreement.
3. **Term:** This Agreement is effective upon signature of all Parties in consideration of the Board of Water and Soil Resources (BWSR) Participation Requirements for participation in Watershed Based Implementation Funding; and will remain in effect until cancelled according to the provisions of this Agreement, unless earlier terminated by law. This Agreement end date will run concurrent with the BWSR grant agreement end date of December 2034. Parties may revisit the grant agreement end date and make extensions to the term of the grant agreement if agreed upon by the Policy Committee (the structure, membership, and governing provisions of the Policy Committee are described in a later paragraph in this Agreement).
4. **Adding Additional Parties:** A qualifying Party within the Upper Mississippi - Grand Rapids Watershed that is responsible for water planning and resource management according to Minnesota State Statutes desiring to become a member of this Agreement shall indicate its intent by adoption of a governing board resolution. The Resolution shall be delivered to the existing Policy Committee, and upon receipt by the Policy Committee, the qualifying Party shall become a member of the Policy Committee. The qualifying Party agrees to abide by the terms and conditions of this Agreement, including but not limited to the bylaws, policies and procedures adopted by the Policy Committee.
5. **Withdrawal of Parties:** A Party desiring to leave this Agreement shall indicate its intent in writing to the Policy Committee in the form of an official board resolution. Notice must be made at least 30 days in advance of leaving the Agreement.
6. **General Provisions:**
 - a. **Compliance with Laws/Standards:** The Parties agree to abide by all federal, state, and local laws; statutes, ordinances, rules, and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Agreement is responsible. All Parties to this Agreement will be given the option to opt out within 30 days after new federal, state or local laws, statutes, ordinances, rules, and regulations are adopted and become effective, which increase or decrease the responsibilities of the Parties pertaining to this Agreement.

- b. **Indemnification:** Each Party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other Party, its officers, employees, or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statute Chapter 466, and other applicable laws govern the liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees and agents, pursuant to this Agreement, are intended to be and shall be construed as a "cooperative activity". 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 § 471.59, subd. 1a(a). For purposes of Minnesota Statutes § 471.59, subd. 1a(a) it is the intent of each Party that this Agreement does not create any liability or exposure of one Party for the acts or omissions of any other Party.

The Parties acknowledge that MLBO is not subject to the protections or provisions of Minnesota Statutes referenced within this subsection a. above but rather MLBO employees may be protected from personal liability under the Federal Torts Claims Act (28 U.S.C. Part VI, Chapter 171 and 28 U.S.C. Section 1346) and indemnification provisions under MLBO statutes.

- c. **Records Retention and Data Practices:** The Parties agree that records created pursuant to the terms of this Agreement will be retained in a manner that meets their respective entity's records retention schedules that have been reviewed and approved by the State in accordance with Minnesota Statutes §138.17. The Parties further agree that records prepared or maintained in furtherance of the Agreement shall be subject to the Minnesota Government Data Practices Act. At the time this Agreement expires, all records will be turned over to Itasca Soil and Water Conservation District for continued retention.
- d. **Timeliness:** The Parties agree to perform obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.
- e. **Termination:** The Parties anticipate that this Agreement will remain in full force and effect through the term of the grant agreement with BWSR, unless otherwise terminated in accordance with law or other provisions of this Agreement. The Parties acknowledge their respective and applicable obligations, if any, under Minnesota Statute §471.59, Subd. 5 after the purpose of the Agreement has been completed.
- f. **Extension:** The Parties may extend the termination date of this Agreement for the purposes of implementation of the plan beyond the BWSR grant planning phase identified in Section 2 as agreed upon unanimously by the Parties to this Agreement.
- g. **Amendment of Memorandum of Agreement:** This MOA may be amended by recommendation of the Technical Advisory Committee and approval of the amendment(s) by the Policy Committee with final Approval by the Aitkin, Carlton, Cass, Itasca, and St. Louis County Boards of Commissioners, and MLBO Department of Natural Resources Commissioner, and Aitkin, Carlton, Cass, Itasca Soil and Water Conservation District Supervisors.

7. Administration:

- a. **Establishment of a Policy Committee and Advisory Committee for Implementation of**

the Upper Mississippi - Grand Rapids Comprehensive Water Management Plan: The Parties hereto agree to designate one representative, who must be an elected or appointed member of their governing board, to a Policy Committee for implementation of the Upper Mississippi – Grand Rapids Comprehensive Water Management Plan. The Policy Committee will meet as needed to implement and decide on the content of the work plan.

i. Each representative shall have one vote and shall have the authority to act on behalf of their Board mentioned items, grant agreement(s) and amendment(s), interim report review and approval, payments under the grant, professional contracts, and voting on the recommended work plan.

ii. The Policy Committee member will serve as a liaison to their respective boards. Each governing board may choose one alternate to serve on the Policy Committee as needed in the absence of the designated member.

iii. An Advisory Committee will be established to provide technical support on the plan content and Implementation to the Policy Committee, including identification of priorities. The Advisory Committee will comprise the Steering Committee, local partners, governing units within the watershed, the state's main water agencies, and/or plan review agencies. The Advisory Committee will meet as needed.

iv. A Steering Committee will be established consisting of local staff, county staff, Tribal staff, and SWCD staff for the purposes of logistical and day-to-day decision-making in the implementation process. The Steering Committee will meet as needed.

8. **Fiscal Agent:** Itasca Soil and Water Conservation District will act as the fiscal agent for the purposes of this Agreement and agrees to:
 - a. Accept all responsibilities associated with implementing the BWSR grant agreement for carrying out the comprehensive watershed-based implementation plan and sign the grant agreement on behalf of the Parties listed within.
 - b. Perform financial transactions as part of the grant agreement and contract implementation.
 - c. Pursuant to Minn. Stat. Section 471.59, Subd. 3, strict accountability of all funds and report of all receipts and disbursements and annually provide a full and complete audit report.
 - d. Responsible for fiscal records retention consistent with the agent's records retention schedule.

9. **Grant Administration:** Itasca Soil and Water Conservation District will act as the grant administrator for the purposes of this Agreement and agrees to provide the following services:
 - a. Accept all day-to-day responsibilities associated with implementing the BWSR grant agreement for watershed-based implementation grant funds.
 - b. Provide the Policy Committee with the records necessary to describe the financial condition of the BWSR grant agreement.

- c. Be the Day-to-Day Contact for the Upper Mississippi - Grand Rapids Comprehensive Water Management Implementation Plan.
 - d. Responsible for the BWSR reporting requirements (eLink).
 - e. Assist the Chair of the Policy Committee with providing an agenda for upcoming meetings.
 - f. Notify all committees of upcoming meetings through email and/or phone calls.
 - g. May assign any of the foregoing services to another Party who shall perform the services it accepts.
10. **Note Taker:** Aitkin Soil and Water Conservation District agrees to provide the following services for this Agreement and agrees to:
- a. Provide a note-taker for all Policy, Advisory, and Steering Committee meetings. Prepare and distribute those notes to the appropriate committees.
 - b. In the event of a vacancy in the above-listed roles, the Party responsible for the role will determine if there is adequate capacity within the organization to fulfill the listed role. If the partner agency determines they no longer have capacity and would like to relinquish their duties, they must inform the Steering Committee immediately. The Steering Committee will then reassign the service to another Party with the capacity to fulfill the grant agreement.
11. **Multiple Counterparts:** The Parties may sign multiple counterparts of this Agreement. Each signed counterpart shall be deemed an original, but all of them together represent the same Agreement.

12. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

Aitkin County
Andrew Carlstrom or successor
Environmental Services Director
307 2nd St. NW, Room 219
Aitkin, MN 56431
Telephone: 218-927-7342

Aitkin SWCD
Janet Smude or successor
District Manager
307 2nd St. NW, Room 216
Aitkin, MN 56431
Telephone: 218-927-7284

Carlton County
Michael Krick or successor
Environmental Services Coordinator
301 Walnut Ave. #103
Carlton, MN 55718
Telephone: 218-384-9176

Carlton SWCD
Alyssa Bloss or successor
District Manager
808 3rd St.
Carlton, MN 55718
Telephone: 218-384-3891

Cass County
Jeff Woodford or successor
Environmental Services Director
303 Minnesota Ave W.
Walker, MN
Telephone: 218-547-7399

Cass SWCD
Dana Gutzmann or successor
Conservation Manager
303 Minnesota Ave W.
Walker, MN
Telephone: 218-547-7246

Itasca County
Katie Benes or successor
Environmental Services Director
123 NE 4th St.
Grand Rapids, MN
Telephone: 218-327-2857

Itasca SWCD
Andy Arens or successor
District Manager
1895 W. US Hwy 2
Grand Rapids, MN
Telephone: 218-999-4435

Non-Removeable Mille Lacs Band of Ojibwe
Kelly Applegate or successor
Department of Natural Resources Commissioner
43408 Oodena Drive
Onamia, MN 56359
Telephone: 763-221-0320

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: Aitkin County

APPROVED:

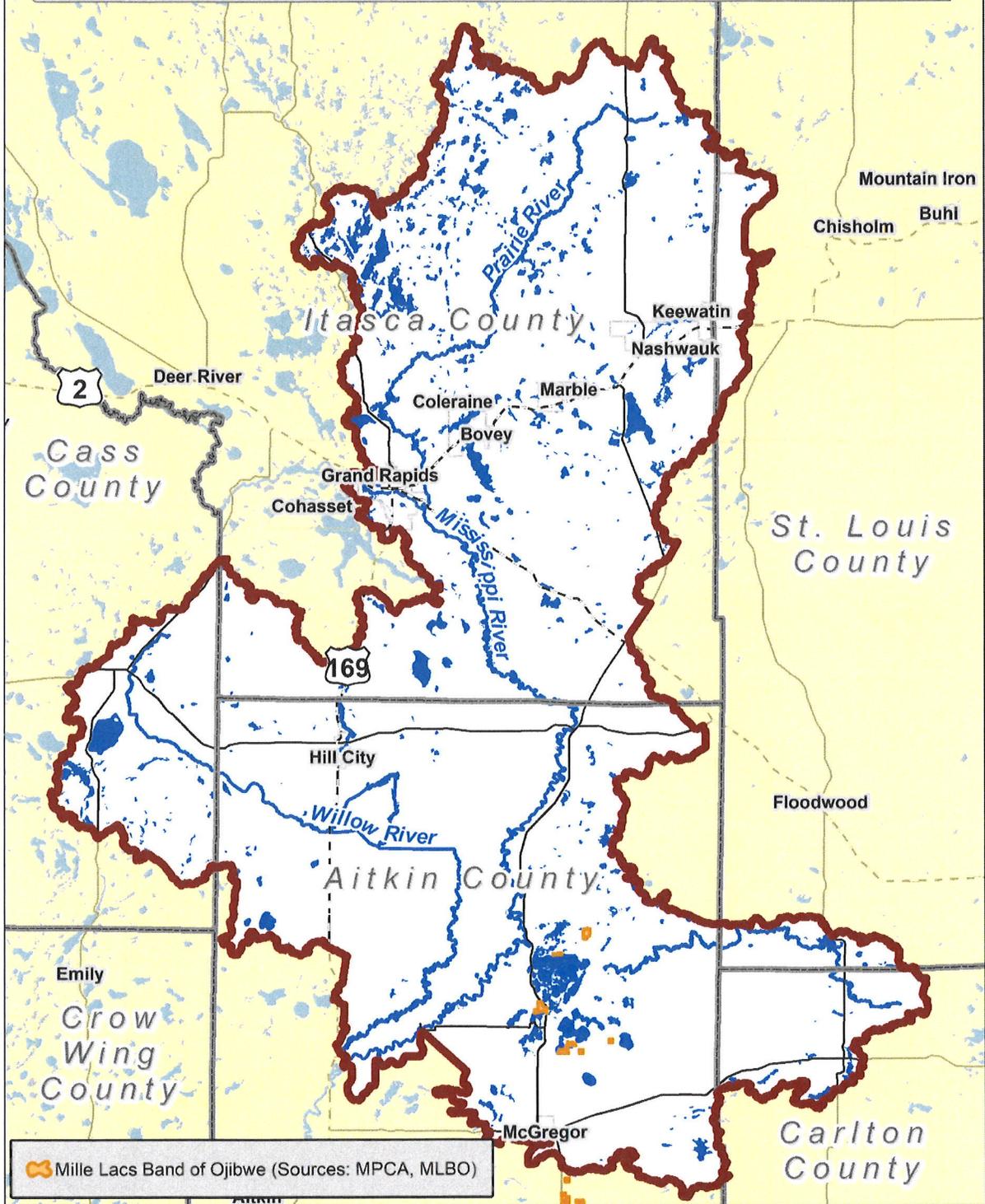
BY: _____
ITS: Board Chair Date

BY: _____
ITS: Environmental Services Director Date

APPROVED AS TO FORM

BY: _____
ITS: County Attorney Date

Upper Mississippi – Grand Rapids Watershed Planning Boundary





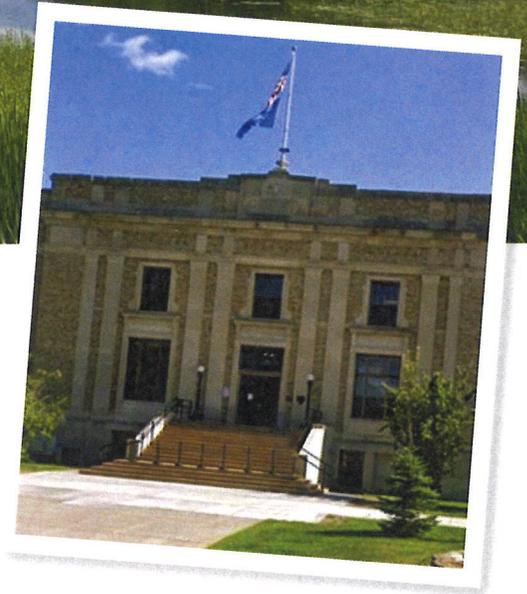
Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Discussion Item- Aitkin County Business Profile

<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: Mark Jeffers		Department: Economic Development
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 15 minutes
Summary of Issue: <p>Under the direction of the Board of Commissioners, the Economic Development department has developed the Aitkin County Business Profile. This document highlights key economic data serving as a strategic tool to attract new businesses in the county. Designed to showcase Aitkin County economic strengths and opportunities, the profile provides this information to prospective businesses considering investment or relocation to the region.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discuss Profile and offer feedback		
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>		



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

Aitkin County Vision
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

Business Success, Simplified.

We provide a single point of contact for new and current businesses, providing all resources available for their business success in Aitkin County. Talking to Mark Jeffers is your first step on your entrepreneurial journey.

Aitkin County's Economic Development Department is focused on the following:

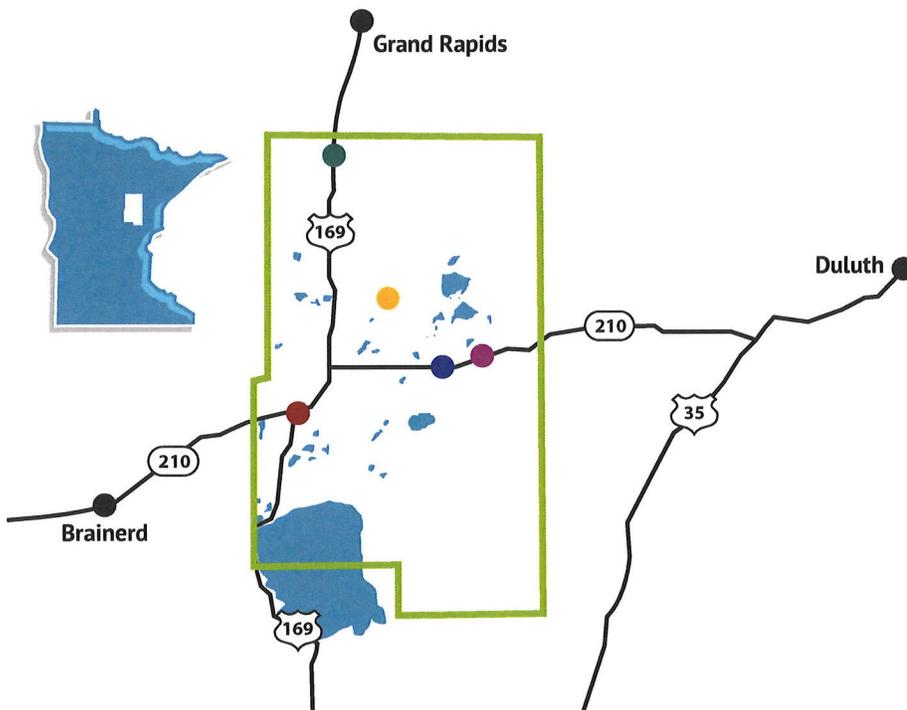
- 1 To Improve the quality of life in Aitkin County by highlighting our extensive outdoor recreational resources.
- 2 Improving broadband access to all Aitkin County residents and visitors in support of vibrant communities.
- 3 Attract businesses located outside of Aitkin County and to listen to the needs of the community that drive the economic engine.



Contact Mark Jeffers
Economic Development Coordinator
218-513-6188
mark.jeffers@co.aitkin.mn.us
307 2nd St NW, Rm 310
Aitkin, Minnesota 56431

Aitkin County: A Growing Gem in Northern Minnesota

Aitkin County, a strategic hub nestled between Brainerd, Grand Rapids, and Duluth, offers a unique blend of natural beauty and modern amenities. With a strong economic foundation in tourism, forest products, and agriculture, the county is experiencing significant growth.



● **Aitkin** is the largest city in Aitkin County and the county seat. It holds a rich history as a riverboat town on the Mississippi River. Aitkin is home to a robust arts and entertainment community.

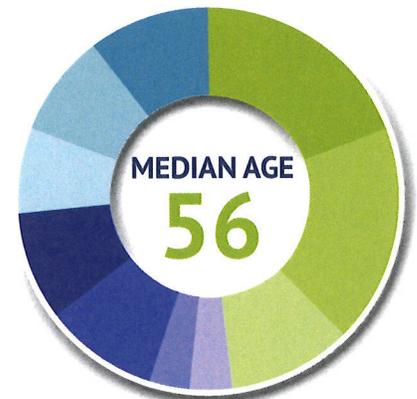
● **McGregor & Shamrock Township** are areas that have great recreational lakes and natural wonder resources.

● **Palisade** is the home of Berglund Campground and the Great River Road.

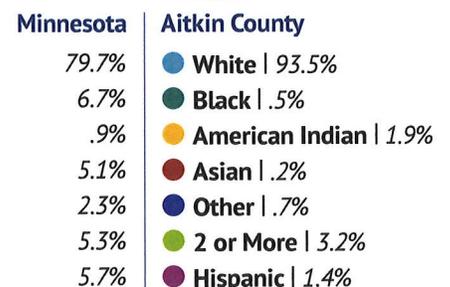
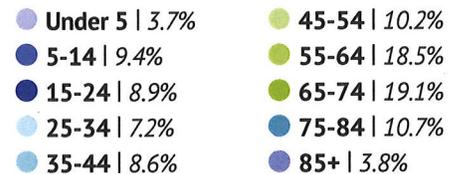
● **Hill City** has a rich history in the logging industry, which has influenced the town's development and character.

● **Tamarack** is known for its close-knit, rural community. It's a quiet town where local events and gatherings play an essential role in community life.

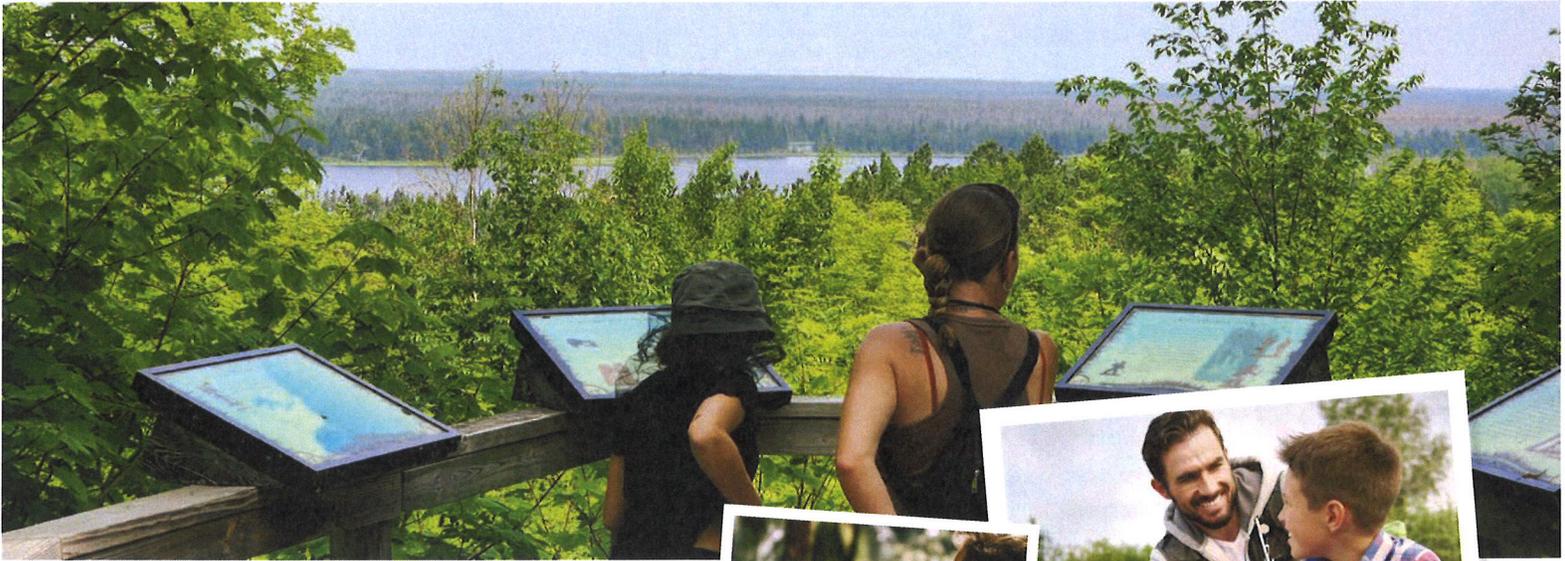
2023 POPULATION
16,102
14TH FASTEST GROWING MINNESOTA COUNTY
2020-2023 +2.6%



2023 POPULATION BY AGE GROUP



Sources: National Association of Counties, US Census Bureau: 2018-22 American Community Survey



Find the Perfect Balance of Work and Play

At the intersection of adventure and opportunity, you'll find Aitkin County. Our abundant outdoor recreational opportunities, from world-class fishing to miles of trails, attract top talent and foster a thriving workforce.



Live Music, Arts & Entertainment

A place with a robust arts community - with visual arts, performances and culinary delights taking center stage. Theaters, galleries, festivals. Authentic Minnesota artwork and handcrafted goods.



River Trails

Home to more Mississippi River miles than the entire state of Kentucky, and more miles than any other county in Minnesota. You'll find over 100 miles of river trails and paddling routes, including a section of the Mississippi River State Water Trail.



ATV / Snowmobile Trails

Access to more than 660 miles of snowmobile trails and 230 miles of ATV trails that traverse Aitkin County's wilderness, across varying types of terrain.



Hunting

Aitkin County boasts over a 1/2 million acres of public land, with 225,000 acres of county public land and 330,000 of State of Minnesota public land. It is a prime area in the state for hunting whitetail deer and bear.



Fishing

Trophy fish on nearly 400 lakes, including Minnesota's second largest, Lake Mille Lacs.



Cycle. Hike. Camp. Ski.

Parks and Recreation areas across the county offer a variety of trails and campgrounds year-round.

Meet the Aitkin County Consumer

To effectively navigate the local market, it's crucial to have a deep understanding of the community you serve. This section provides essential demographic insights, including household income levels, health indicators, and educational attainment. By analyzing these statistics, businesses can make informed decisions about resource allocation, marketing strategies, and product offerings to better meet the needs of their target audience.



93.8%

White Population
45.5% Ages 25-64

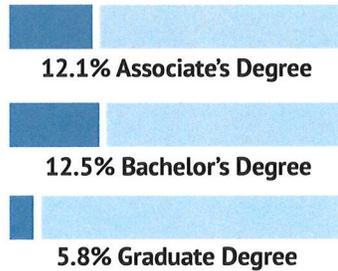
Under 5		3.7%
5-14		9.4%
15-24		8.9%
25-64		44.5%
65-74		19.1%
75-84		10.7%
85+		3.8%

The negative natural population rate of change for Aitkin County indicates deaths outnumbering births and can lead to population decline in the community. The county's net migration rate is positive which indicates an inflow of people, or that **more people are moving into the county than leaving.**



24.9%

Attend College



A county needs working-age residents to support current and prospective companies, and **counties with sufficient working-age residents tend to have training and educational opportunities** for young workers to develop their skills.



92.9%

Insured Rate

The share of residents in Aitkin County with no health insurance is 7.1 percent, 1.2 percentage points below the national level.

A healthy population contributes to a more productive workforce, and the health consequences of poverty are severe. People living in poverty, especially children, are at a higher risk for mental illness, chronic disease, higher mortality and a lower life expectancy.



\$56,406

Median Household Income



National Median Household Income

The median household income for Aitkin County stands at \$56,406, which falls below the national median by 24.9 percent.

The county has an average household income of \$71,757 among its 6,797 households.

Under 10k		5.1%
10-24k		16.7%
25-49k		22.7%
50-99k		32.7%
100-199k		19.5%
200k+		3.4%

Sources: National Association of Counties, US Census Bureau 2021/22,, US Dept. of Health & Human Services.



Building a Healthier Tomorrow

Aitkin County is committed to fostering a thriving community where health and well-being are prioritized. Healthcare providers, educational institutions, and emergency services play a vital role in building a healthier tomorrow for all residents.



Healthcare

Riverwood Healthcare Center is a leading provider of healthcare in Aitkin County with the following:

- Over 500 team members
- Surgery wing
- 24/7 emergency care,
- Cardiology
- Oncology
- Stroke care

Riverwood is committed to providing high-quality, accessible healthcare for the entire community.



Schools

Aitkin County public schools include high schools and elementary schools within three school districts:



Aitkin High School
ISD #1



McGregor
ISD #4



HillCity
ISD #2

Each offers smaller class sizes and a variety of opportunities for athletics and activities.

Central Lakes College (CLC) is the area college of choice for seekers of success. This comprehensive community and technical college serves 5,500 students per year.



Emergency Services

Public safety is a top priority in Aitkin County, thanks to the tireless efforts of our dedicated first responders.

Police Departments

Aitkin County's public safety is maintained by a collaborative effort. The **Aitkin County Sheriff's Office** serves as the primary law enforcement agency for the county, providing patrol, investigations, and a wide range of law enforcement services. Within the county, the **Aitkin Police Department** ensures the safety of city residents, while the **Hill City Police Department** (operating part-time) contributes to local law enforcement efforts in its jurisdiction.

Fire Departments

Aitkin County's fire protection is provided by a network of dedicated volunteer departments, including the **Aitkin, Hill City, McGregor, Palisade, Tamarack, and Jacobson Fire Departments**. Each department provides fire and rescue services for its respective community, while also assisting neighboring departments when needed.

Emergency Medical Services

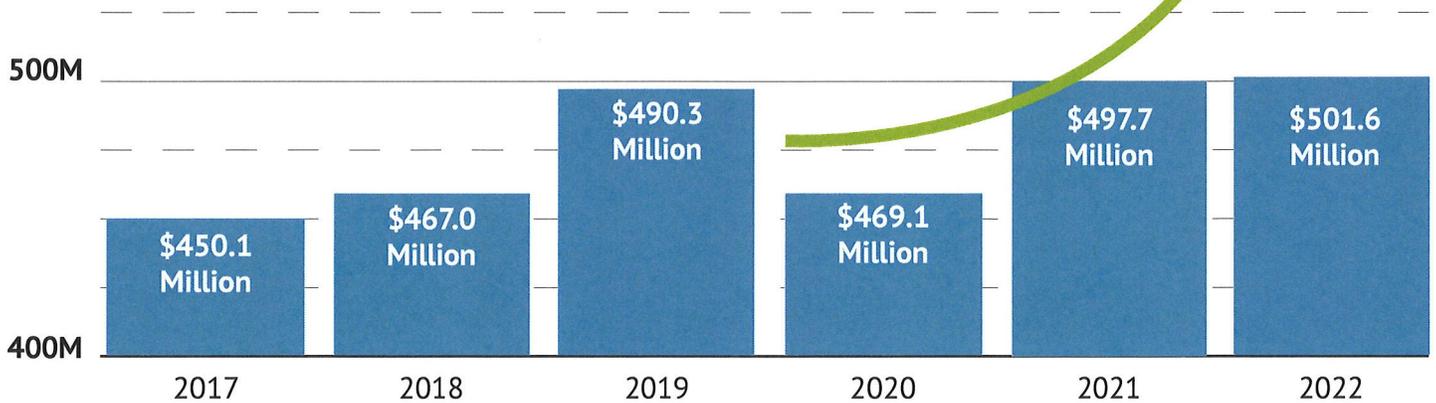
Aitkin County's emergency medical services are provided by a network of dedicated providers, including the **Aitkin, McGregor, and Hill City Ambulance Services**. Each service provides EMS and medical transport within their respective service areas.

Economic Growth & Low Tax Rates

Gross Domestic Product (GDP), also known as economic output is widely used to measure economic health, reflecting the total value of goods and services produced by an economy over a given period. Aitkin County boasts one of the lowest tax rates in the state, which can be a significant advantage for businesses considering relocation or expansion.

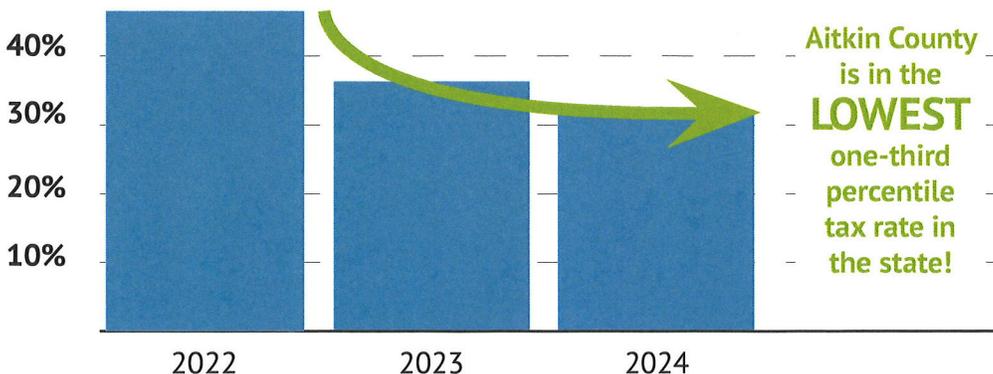
6.9%
GDP Increase
From 2020 to 2022

Gross Domestic Product by the Year



2022 Industry GDP

Aitkin County's GDP is primarily driven by Education & Healthcare, Government and Retail Trade, which together account for a significant portion of the county's economic output.



Aitkin County is in the **LOWEST** one-third percentile tax rate in the state!

Tax Rates

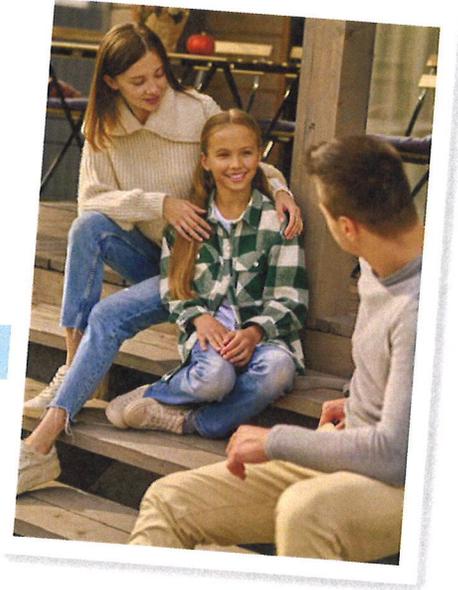
Factors like a favorable tax environment, such as Aitkin County's position in the lowest one-third percentile tax rate in the state, can contribute to a business-friendly climate that can positively impact economic growth and, consequently, the local GDP.

Sources: National Association of Counties, US Bureau of Economic Analysis

Cost of Living & Economic Snapshot

Key economic indicators, including median household income, cost of living comparisons, and an analysis of the local housing market provides valuable context for individuals and businesses considering relocating to or investing in Aitkin County.

\$56,406
Aitkin County Median Household Income



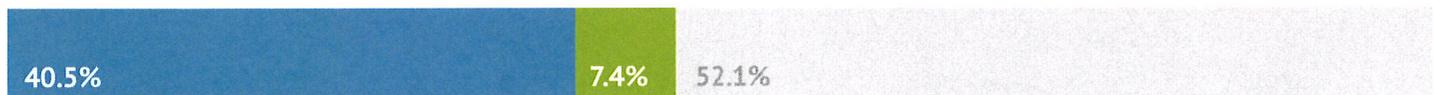
Basic Cost of Living Estimates, 2023

	Yearly Cost	Hourly Wage	Monthly Costs						
			Child Care	Food	Healthcare	Housing	Transportation	Other	Taxes
Single Adult									
Aitkin Co.	\$30,258	\$14.55	NA	\$409	\$161	\$663	\$707	\$256	\$326
State of MN	\$34,704	\$16.88	NA	\$419	\$160	\$1,021	\$572	\$345	\$375
Family									
Aitkin Co.	\$62,337	\$19.98	\$405	\$932	\$576	\$875	\$1,323	\$432	\$652
State of MN	\$67,320	\$21.58	\$544	\$955	\$574	\$1,285	\$977	\$536	\$739

Family consists of the average 2 Adults (1 working FT, 1 PT), 1 Child

Housing Unit Statistics, 2018-2022

Aitkin County 14,197 housing units



United States 141M housing units



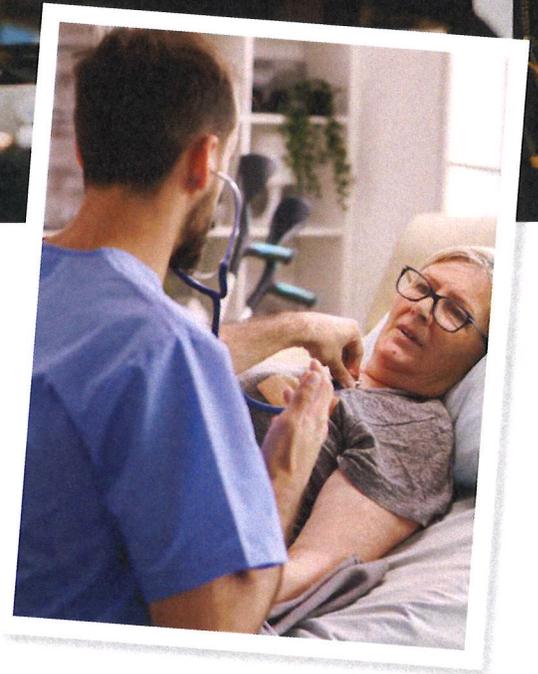
■ Owner-Occupied Units
 ■ Renter-Occupied Units
 ■ Seasonal / Second Home

Sources: DEED Cost of Living, US Census Bureau



Business Landscape

Aitkin County boasts a diverse workforce across a range of industries, including healthcare, retail trade and manufacturing. Understanding the local labor market is crucial for businesses seeking to recruit and retain talent, and this information will provide valuable insights for both employers and job seekers.



Major Employers



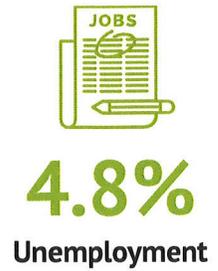
Sources: Aitkin Co. Industry Employment Statistics, 2023

Let's talk business. Call 218-513-6188 to learn how Aitkin County Economic Development can help.

NaturallyBetterHere.com

Employment Rate

Labor force trends in Aitkin County in 2023 showed of 7,514 civilians, 95.2% were either employed or actively seeking employment.

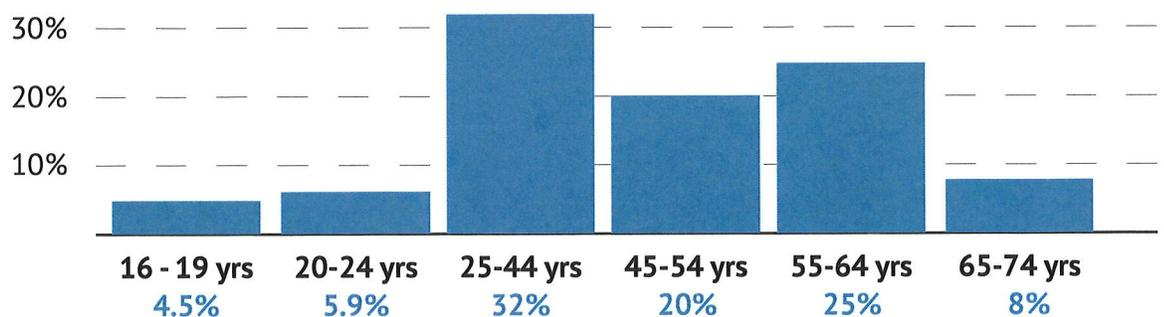


Top Industries 2023

Industry	# of Jobs	% of Total Jobs	Average Annual Wage
1. Healthcare & Social Assistance	763	17.8%	\$16,395
2. Retail Trade	610	14.2%	\$31,529
3. Accommodation & Food Services	561	13.1%	\$18,999
4. Educational Services	447	10.4%	\$10,205
5. Manufacturing	397	9.3%	\$56,693
6. Public Administration	364	8.5%	\$51,284
7. Construction	249	5.8%	\$51,721
8. Other Services	149	3.5%	\$23,105
9. Wholesale Trade	124	2.9%	\$53,547
10. Admin. Support & Waste Mgmt.	104	2.4%	\$21,,956
11. Professional & Tech Services	97	2.3%	\$36,527
12. Finance & Insurance	98	2.3%	\$53,279
13. Arts, Entertainment & Recreation	61	1.4%	\$31,723
14. Mining	48	1.1%	\$37,000
15. Agriculture, Forestry, Fish & Hunt	24	0.6%	\$44,022
16. Real Estate & Rental/Leasing	19	0.4%	\$27,623
17. Information	13	0.3%	\$69,811
TOTAL	4,285	100%	\$46,272

Workforce by Age

Employment in Aitkin County has shown year-over-year growth in employment between 2022 and 2023. The highest age of the active workforce is 25-44 years.

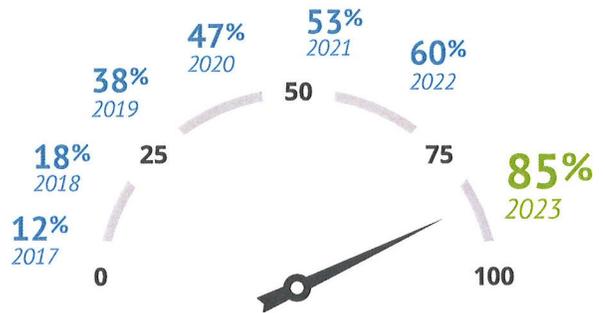




Broadband Services

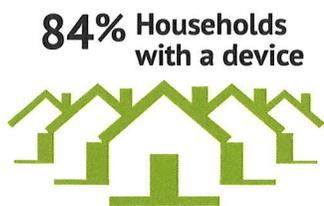
Reliable and high-speed internet access is crucial for businesses of all sizes in today's digital age. Aitkin County continues to improve broadband access in speed available to the businesses and residents.

% of Households Served to State Speed Standards
Rounded to the nearest percent



Households with Device Access

Rounded to the nearest percent



95.5% Statewide



83.2% Statewide



90.1% Statewide



65.8% Statewide

Area Providers Include



Sources: MN DEED

Let's talk business. Call 218-513-6188 to learn how Aitkin County Economic Development can help.

NaturallyBetterHere.com

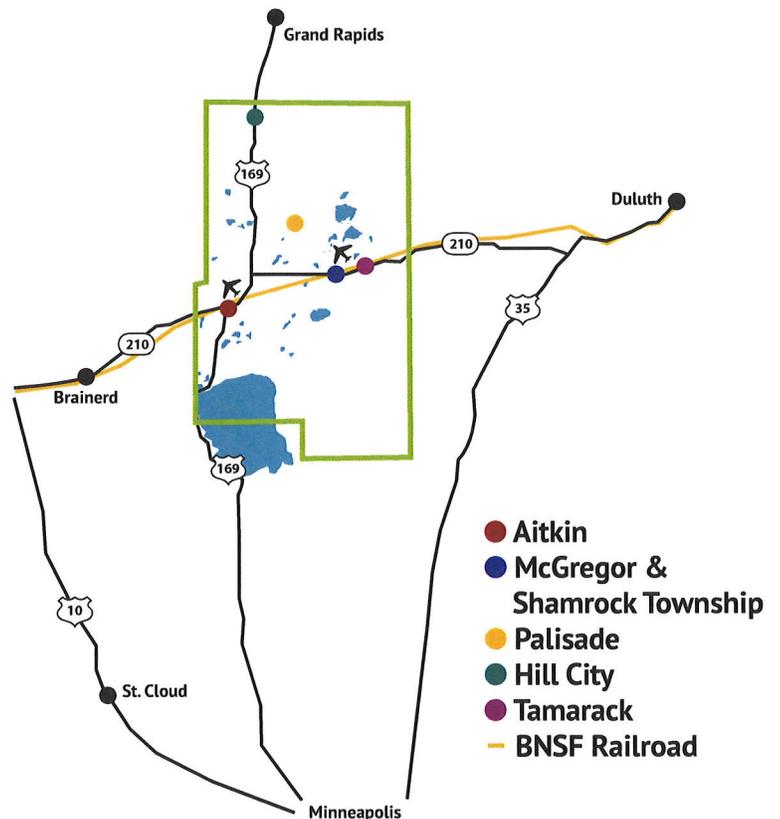


Transportation

Aitkin County offers a range of transportation options for goods and services, connecting residents and businesses to regional and national markets. Located between major urban centers like Brainerd, Duluth, St. Cloud, and Minneapolis, the county provides convenient access to **major highways**, **two local airports** and the major **BNSF railroad line**.



BNSF Railway is one of North America's leading freight transportation companies, operating a rail network of 32,500 route miles in 28 states and three Canadian provinces. BNSF is one of the top transporters of the products and materials that help feed, clothe, supply and power communities throughout America and the world.



Mileage from Aitkin

- Aitkin to Duluth: 70 Miles
- Aitkin to Minneapolis: 120 Miles
- Aitkin to St Cloud: 85 Miles
- Aitkin to Brainerd Lakes: 30 Miles



Board of County Commissioners Agenda Request

8A

Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Mississippi River Public Water Access Cooperative Agreement

<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: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner		Estimated Time Needed: 10 Minutes
Summary of Issue: <p>The Aitkin County Land Department has been looking at developing a carry-in public water access on the Mississippi River in the Riverside Point area (Section 16, Twp 47, Rge 27). The land involved is county tax-forfeited land. Construction of a new carry-in public water access on the Mississippi River is of high priority under the state public water access program. After consulting with MN DNR Division of Parks and Trails Area Supervisor, it was determined that DNR would make available up to \$10,000 to cover the cost of the project. To receive this funding, Aitkin County would need to enter into a Cooperative Agreement with the State of Minnesota. The Agreement has reviewed by the County Attorney.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution to enter into a cooperative agreement with the State of Minnesota and to accept funding for the carry-in public water access project.		
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> \$ 10,000.00 <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> It is estimated that funding from the DNR will cover the entire cost of the project. County will provide in-kind assistance.		

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

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

ADOPTED February 25, 2025

By Commissioner: xxx

20250225-xxx

Cooperative Agreement with State of Minnesota Resolution

WHEREAS, the Aitkin County Board of Commissioners supports the Mississippi River carry-in public water access project.

WHEREAS, the project is a high priority project for MN DNR under the public water access program and MN DNR will provide up to \$10,000 in funding for the project.

THEREFORE, BE IT RESOLVED, that Aitkin County agrees to accept the funding and may enter into a Cooperative Agreement with the State of Minnesota, and

BE IT FURTHER RESOLVED, that the Aitkin County Land Commissioner is hereby authorized to execute such agreements as are necessary to implement the project on behalf of Aitkin County.

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

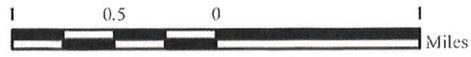
I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 25th day of February 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 25th day of February 2025

Jessica Seibert
County Administrator



AITKIN T47N-R27W

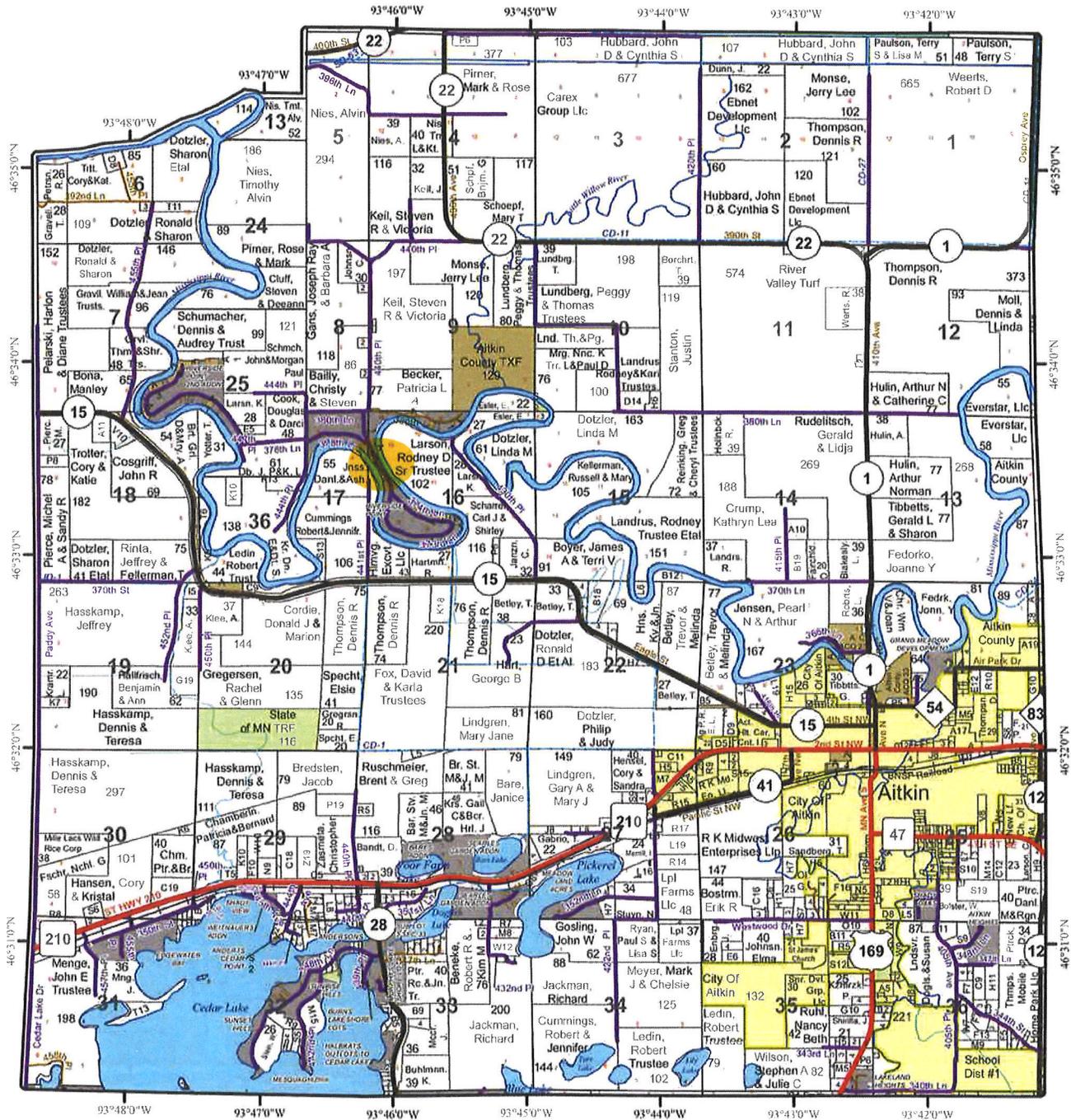


Acres shown are approximate.

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See (UNORGANIZED T48N-R27W) Page 38



See (SPENCER T47N-R26W) Page 33

See (FARM ISLAND T46N-R27W) Page 26



"A History of Serving Clients Since 1933"
— Henry Brucker & Andrew Kalis

- Wills & Trusts
- Corporate
- Probate
- Commercial
- Elder Law
- Family Law
- Real Estate
- Collection
- General Practice

201 MN Ave. N., Aitkin

ATTORNEYS

218-927-2136

Map



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Pine Knoll		
1:62,500	0 300 600 900 FT	COUNTY OF AITKIN





Board of County Commissioners Agenda Request

8B
Agenda Item #

Requested Meeting Date: February 25, 2025

Title of Item: Spogy Moth Treatment in Aitkin County

<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 type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Kimberly Thielen Cremers, Plant Pest Regulatory & Mitigation Section Manager		Estimated Time Needed: 20 Minutes
Summary of Issue: Kimberly from the Minnesota Department of Agriculture will be giving a presentation on a treatment for spongy moth that will be in Aitkin County this summer. Spongy moth is an introduced invasive species that defoliates mainly hardwoods species.		
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 type="checkbox"/> No <i>Please Explain:</i>		

Spongy Moth Management Is Proposed In Your Area

The Minnesota Department of Agriculture (MDA) in collaboration with federal partners has identified areas in your districts that need to be managed to slow the spread of spongy moth in Minnesota.

What is spongy moth?

Spongy moth (*Lymantria dispar*) is an invasive insect that is a significant threat to the economy, environment, and human health. Spongy moth has caused billions of dollars in property damage and defoliated millions of acres of forested land. Spongy moth caterpillars can feed on over 300 tree species, including some of Minnesota’s most common trees.

How is spongy moth managed?

There are two types of management strategies used in Minnesota, both are by applying an organic product via low flying aircrafts to the tree canopies. The two products used are Btk and Mating Disruption. Applications generally happen early in the mornings, with planes often flying in the area for several hours.

Btk

Bt is a naturally occurring soil bacteria. When formulated into Btk it kills spongy moth caterpillars. Used widely in agriculture, Btk is one of the most frequently used pest control tools in the world. Btk has a proven safety record with people, pets, birds, fish, livestock, and other insects such as bees; and has been registered with the Environmental Protection Agency (EPA) for use in the U.S.

Mating Disruption (MD)

Mating Disruption halts the spongy moth mating process by saturating an area with female pheromones which prevent adult males from finding adult females to mate. The MDA utilizes a Mating Disruption product called SPLAT GM-O (Specialized Pheromone and Lure Application Technology Gypsy Moth-Organic). SPLAT GM-O is harmless to humans and animals. All the ingredients in SPLAT GM-O are listed by the EPA as safe.

How many acres in my district are proposed for management? What product will be used?

The MDA is proposing to manage spongy moth on 85,438 acres in 32 geographical areas in Aitkin, Carlton, Itasca, Pine, and St. Louis counties.

Management options to be utilized:

- *Btk (Table 1) and*
- *Mating Disruption (Table 2)*

*See Appendix 1 for a map of locations and treatment specifics by area. An interactive map of management activities is also available online at www.mda.state.mn.us/spongymothmanagement

Table 1. 2025 northeast Minnesota proposed Btk spongy moth management.

County	Area Name	Proposed Management	Acres
CARLTON	BERTHIAUME	BTK	137
CARLTON	EAGLE LANE	BTK	122
CARLTON	GILLOGLY RD	BTK	172
CARLTON	KEOCHER RD BTK	BTK	195
CARLTON	MAHTOWA REST AREA	BTK	181
ITASCA	GRAND RAPIDS	BTK	340
ST. LOUIS	MEANDER LAKE	BTK	171
ST. LOUIS	WILSON RD	BTK	148
TOTAL			1,466

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

How do community members and I stay informed?

With high visibility aerial management of Mating Disruption/Btk, communication with the public is key to success. The MDA uses several methods to inform residents of spongy moth management and how it affects them.

- **Public Meetings/Open Houses**

The MDA hosts several virtual or in-person public meetings, typically in the month of March to inform citizens about the proposed project.

- **Postcards**

The most significant communication tool the MDA uses are postcards. All residents with addresses within a management area receive at least one outlining what spongy moth is, the MDA's management proposal, and ways to learn more about the program.

- **Text/Email Alerts**

For the most up-to-date information on spongy moth management activities the public can sign up to receive text messages and emails that provide specific information on management timings in their area. The public can subscribe by visiting www.mda.state.mn.us/spongymothmanagement

- **Press Releases**

The MDA also issues press releases to advertise public meetings and announce upcoming treatments.

- **Listserv**

To keep local government informed on MDA activities, all relevant local government leaders are added to a local leader listserv. This listserv is an opportunity for local leaders to learn more about spongy moth activities, receive updates, and see what the MDA will be sharing with residents. If you would like to be added to our listserv, please let us know.

- **Cooperation**

We work closely with local government communication staff to help publicize spongy moth management activities on their websites and social media before and during treatments.

Table 2. 2025 northeast Minnesota proposed Mating Disruption spongy moth management.

County	Area Name	Proposed Management	Acres
AITKIN	BALSMA	MD	643
CARLTON	BARNUM	MD	10,120
CARLTON	EAGLE LAKE	MD	8,821
CARLTON	FDL STATE FOREST	MD	3,692
CARLTON	KETTLE RIVER	MD	5,381
CARLTON	KOECHER RD MD	MD	342
CARLTON	MAHTOWA	MD	9,045
CARLTON	MOOSE HORN RIVER	MD	326
CARLTON	MOOSE LAKE TWP	MD	6,599
CARLTON	OLESIAK RD	MD	902
CARLTON	OTTER CREEK	MD	1,503
CARLTON	SPIRIT LAKE RD	MD	836
ITASCA	CROPLESS LAKE	MD	1,472
ITASCA	SISEEBAKWET	MD	319
ITASCA	TANK LAKE	MD	730
PINE	NEMADJI FOREST	MD	4,608
ST. LOUIS	ALLAVUS RD	MD	1,977
ST. LOUIS	BROOKSTON	MD	13,146
ST. LOUIS	CHISHOLM	MD	2,118
ST. LOUIS	CULVER	MD	1,579
ST. LOUIS	HIB TAC	MD	1,382
ST. LOUIS	NEW INDEPENDENCE	MD	2,085
ST. LOUIS	PRAIRIE LAKE	MD	5,884
ST. LOUIS	TOIVOLA	MD	462
TOTAL			83,972

More Information

www.mda.state.mn.us/spongymoth

Key Contacts

Kimberly Thielen Cremers

Plant Pest Regulatory & Mitigation Section Manager
651-201-6329 (O), 651-248-5485 (C)
Kimberly.TCremers@state.mn.us

Matt Gallo

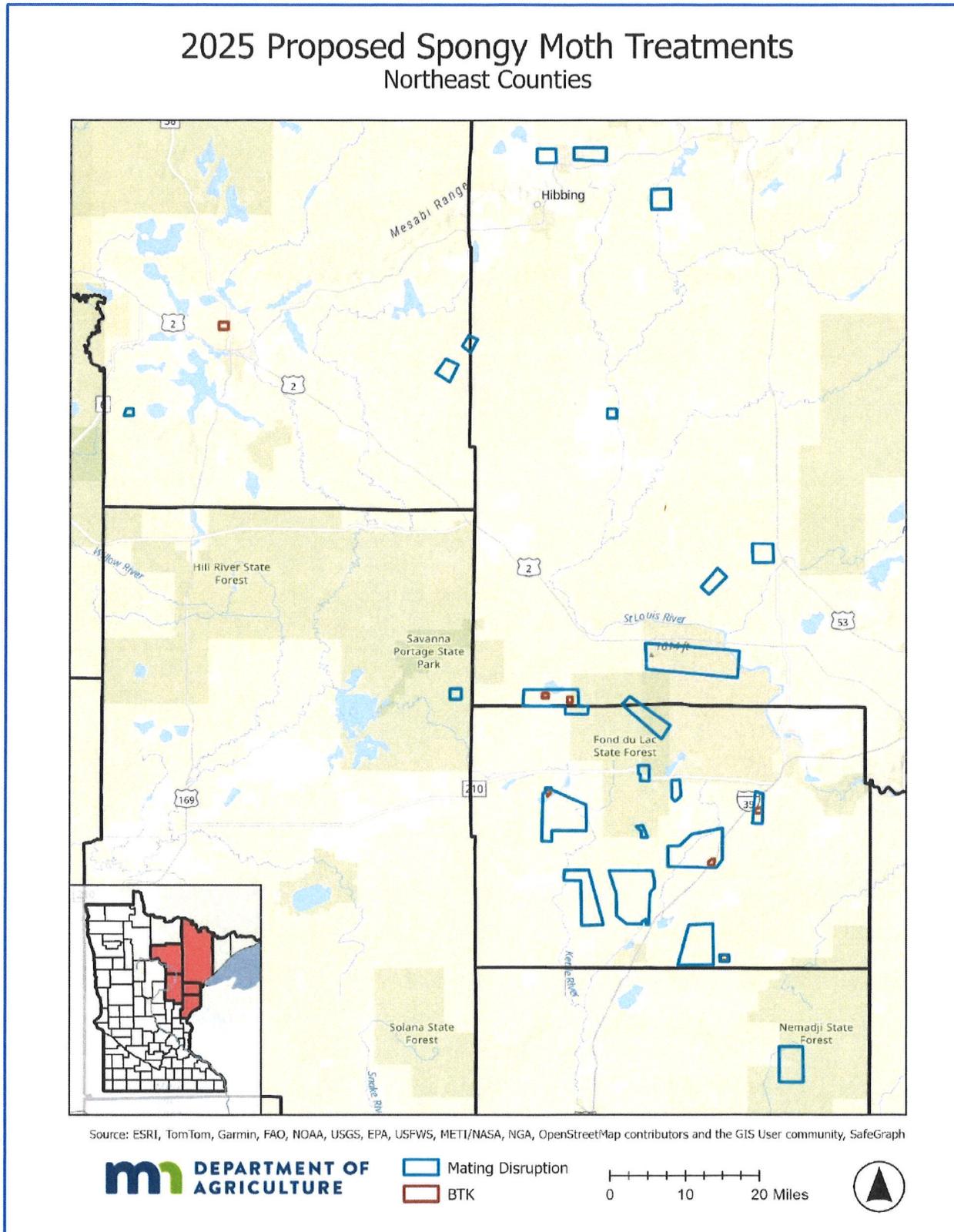
Spongy Moth Treatment Coordinator
507-384-1129 (C)
Matthew.Gallo@state.mn.us

Appendix 1

Proposed Activity

Number of management areas: 32

Figure 1. 2025 proposed spongy moth management areas in northeast Minnesota.





Board of County Commissioners Agenda Request

9A
Agenda Item #

Requested Meeting Date: February 25, 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) <input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
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.



Aitkin County Board of Commissioners Committee Reports Forms



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)	Monthly	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	Sample
Mille Lacs Fisheries Input Group	8-10x yr		Westerlund
Mille Lacs Watershed	10x year	3rd Monday	Leiviska, Alt. Westerlund
Mississippi Grand Rapids 1W1P			Kearney
Mississippi Headwaters Board	Monthly	4th Friday	Kearney Alt. Sample
MN Rural Counties	8x year	Varies	Westerlund, Alt. Leiviska
Natural Resources Advisory Committee	8-10x yr	2nd Monday	Kearney and Sample
NE MN Office Job Training	As called		Leiviska
Northeast MN ATP	Quarterly	2nd Wednesday	Kearney (Leiviska, Alt.) and
Northeast MN Emergency Communications Board (ECB)	5-6x yr	4th Thursday	Leiviska (Sheriff Guida Alt.)
Northeast Waste Advisory Council	Quarterly	2nd Monday	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