



Board of County Commissioners Agenda Request

6C

Agenda Item #

Requested Meeting Date: June 24, 2025

Title of Item: Approve Memorandum of Understanding with Crow Wing County

<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: <p>Currently, Crow Wing County Land Services does not have a certified Advanced Septic System Designer/Inspector. Aitkin County Zoning Officer Jody Grund received his certification in 2024. Assisting on an "as-needed" basis and with compensation to Aitkin County, Environmental Services is willing to assist Crow Wing County with the consultation, review, and inspection of advanced septic systems.</p> <p>A draft Memorandum of Understanding (MOU) is attached for your review. The County Attorney has reviewed the proposed MOU.</p>		
Alternatives, Options, Effects on Others/Comments: Motion not to approve the MOU between Aitkin County and Crow Wing County.		
Recommended Action/Motion: Motion to Approve the MOU between Aitkin County and Crow Wing County.		
Financial Impact: <div><div>Is there a cost associated with this request? What is the total cost, with tax and shipping? \$ Is this budgeted?</div><div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div><div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div></div> <div>Please Explain: Anticipate a modest revenue with 3-5 inspections annually.</div>		

**MEMORANDUM OF AGREEMENT
BETWEEN
AITKIN COUNTY THROUGH ITS ENVIRONMENTAL SERVICES DEPARTMENT
AND
CROW WING COUNTY THROUGH ITS LAND SERVICES DEPARTMENT
FOR
ADVANCED SEPTIC SYSTEM DESIGN REVIEW AND INSPECTION**

WHEREAS, in accordance with Minnesota Rules 7083, advanced septic systems must be reviewed, approved, and inspected by properly certified advanced designers and inspectors, and

WHEREAS, due to the increase in mid and large-sized septic systems being designed, reviewed, and installed within Crow Wing County, there is a shortage of certified advanced designers and inspectors, and

WHEREAS, currently Crow Wing County Land Services does not have a certified Advanced Septic System Designer/Inspector to review and approve advanced systems for the County, and

WHEREAS, Crow Wing County Land Services, an official agency of said county, has requested assistance in the design, review, and inspection of advanced septic systems from Aitkin County Environmental Services, and

WHEREAS, Aitkin County Environmental Services, hereinafter Aitkin County, is empowered by the Aitkin County Board of Commissioners to offer design, review, and inspection services of advanced septic systems for Crow Wing County, upon their request,

THEREFORE IT IS AGREED THAT,

1. Aitkin County shall be available for consultation on inquiries related to advanced septic system design, review, and inspection.
2. Aitkin County shall provide advanced system design review services.
3. Aitkin County shall provide advanced system inspection services.

Consideration and Terms of Payment:

A. Consideration of all services performed, and goods supplied pursuant to this agreement shall be paid by Crow Wing County Land Services to Aitkin County Environmental Services as follows:

1. The employee services rate at \$100.00 per hour for review or inspection services. If inspection services are required, hours will be calculated from the time of departure from Aitkin, Minnesota until return to Aitkin, Minnesota.
2. Reimbursement for mileage will be at the employee rate as set by the Aitkin County Board of Commissioners. This amount shall not exceed the maximum allowed by the IRS. Aitkin County shall be reimbursed for mileage costs by Crow Wing County.
3. Aitkin County Environmental Services shall be reimbursed for reasonable cost of any materials used.
4. Aitkin County Environmental Services shall be reimbursed for the cost of any tests performed.

Terms of Agreement:

This agreement shall commence on the 24th day of June 2025 and shall run continuously until either party notifies the other in writing of intent to cancel with at least sixty (60) days notice.

Aitkin County Environmental Services Director

Date

Chair, Aitkin County Board of Commissioners

Date

Crow Wing County Land Services Director

Date

Chair, Crow Wing County Board of Commissioners

Date