

Aitkin County Board of Commissioners Board Meeting Attendance Record

Date: June 24, 2025

Name	Please check the boxes that apply		
	Aitkin County Citizen	Aitkin County Employee	Company Representative – Please list
Jeanne Schram	✓		Aitkin Age
Tony Hansen		✓	Extensions
DS Thompson		✓	Land
Wendy Bregid		✓	Revitalization
Jeromy Benson	✓		Aitkin Turf
Aaron Cassman		✓	ESPZ
Bobbie Danielson		✓	HR
Sarah Pratt		✓	HHJ

Community Engagement & Economic Development	Goal	Start Date	Timeline	Progress	Status	Who
Foster Business Growth	Track # of new business with 10%+ goal annually	2025	Annual			Mark Jeffers
	Annual Tax Base growth on new development annually	2025	Annual			Mark Jeffers Kathleen Ryan
Develop Senior & Workforce Housing	Create tracking of new housing developments	2025	Completion by December 2025			Mark Jeffers
	Utilization of the Housing Trust Fund (50% expended by year 2)	2026	Completion by December 2026			Mark Jeffers
Optimize Land Use Ordinances	Review a minimum of three current ordinances for refinement per year	2025	Annual		In Progress	Andrew Carlstrom
Drive Growth while Preserving Natural Resources	Increase ATV annual visits	2025	Annual		In Progress	Dennis Thompson
	Completion of an economic impact study for Northwood ATV Trail System in 2025	2025	Completion by December 2025		In Progress	Dennis Thompson/ Mark Jeffers
Elevate Long Lake Conservation Center	10% increase of student participation in each year	2025	Annual			Dennis Thompson/Dave McMillan
	Increase revenue growth to maintain financial solvency	2025	Annual			Dennis Thompson/Dave McMillan
Explore Development of an EMS Taxing District	Present options to the Board of Commissioners on outcomes by December 2025	2025	Completion by December 2025			Administrator
Enhance Community Engagement & Responsiveness	Develop and pilot customer/community survey by December 2026	2026	Completion by December 2026			Sarah Pratt/Mark Jeffers
Empower Senior Engagement	Present investigation of senior volunteer network to the Aitkin County Board of Commissioners by December 2025	2025	Completion by December 2025			Administrator
Promote Community Identity	10% increase annually in viewers, followers and general social media engagement	2025	Annual			Mark Jeffers

Unified Approach to Effectiveness	Goal	Start Date	Timeline	Progress	Status	Who
Develop Strategic Dashboard	Development of the Dashboard in 2025	2025	Completion by December 2025		Complete	Mark Jeffers
	Quarterly updates to the Board of Commissioners on progress of County Initiatives	2025	Quarterly		In Progress	Mark Jeffers
Foster Interdepartmental Learning & Cohesion	Hold two annual County-wide events	2025	Annual		1 of 2 Complete	Wendie Bright/Department Heads
	Hold department-led information sessions quarterly	2025	Annual			Wendie Bright/Department Heads
Showcase County Value & Resources	Weekly podcast distribution throughout strategic plan timeline	2025	Annual		In Progress	Mark Jeffers
	Distribute the economic development newsletter throughout the strategic plan timeline	2025	Annual		In Progress	Mark Jeffers
	Quarterly submission of articles to local newspapers by departments	2025	Quarterly		In Progress	Administrator/Department Heads

Talent Acquisition, Development & Well-being	Goal		Timeline	Progress	Status	Status
Showcase the Aitkin County Advantage	Completion of a recruiting video by December 2026	2025	Completion by December 2025			Bobbie Danielson
	Attend at least one regional career fair per year	2025	Annual		Complete	Bobbie Danielson
	Update Human Resources webpage by December 2025	2025	Completion by December 2025			Bobbie Danielson
Modernize Onboarding for Efficiency	Complete a GE Workout on the onboarding process	2025	Completion by December 2025		In Progress	Bobbie Danielson
Transform Review into Mentorship	Launch Career Coaching pilot in 2025	2025	Completion by December 2025		Complete	Bobbie Danielson
	5 or more departments in 2026	2026	Completion by December 2026			Bobbie Danielson
	8 or more departments in 2027	2027	Completion by December 2027			Bobbie Danielson
Empower Strength-Based Growth	100% leadership team participation in Gallup Strengthfinder training by December 2026	2026	Completion by December 2026			Bobbie Danielson
	Incrementally increase the number of employees who have completed Gallup Strengthfinder training	2026	Annual			Bobbie Danielson
	Include Gallup Strengthfinder training into the onboarding process for new employees	2026	Annual			Bobbie Danielson
Support Employee-Driven Process Innovation	Launch second group of GE Workout training in 2025, 3rd group in 2026	2025	Annual		Complete	Revitalization Core Team
	Respond to GE Workout requests within 5 days of submission	2025	Annual			Revitalization Core Team
	Increase annual savings identified in GE Workouts year over year	2025	Annual			Revitalization Core Team
Prioritize Leadership Development	Require Department Heads and Supervisors to attend a leadership training once every 3 years	2025	Annual			Bobbie Danielson
	Offer at least one half-day (or longer) onsite leadership and potential leaders training program annually	2025	Annual			Bobbie Danielson
	Complete survey of employees to determine if we are creating an innovative & supportive work culture	2025	Annual		In Progress	Bobbie Danielson



Board of County Commissioners Agenda Request

5D

Agenda Item #

Requested Meeting Date: 6/24/2025

Title of Item: 2024 State of MN Boat & Water Safety Grant Agreement

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Signatures and Resolution for 2024 State of Minnesota Annual County Board & Water Grant Agreement for grant amount of \$36,040.00 to supplement our Boat & Water budget.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Request Board Chair to sign agreement and return with signed resolution.		
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>		



**2024 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT CONTRACT AGREEMENT**

ENCUMBRANCE WORKSHEET

Contract#

244656

PO#

3-248885

State Accounting Information:

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2024	Source Type State	Vendor Number 0000197275-001
Total Amount \$36040	Project ID R29G70CBLA22	Billing Location R297000221	UEI CLK7L6F3AM63	

Accounting Distribution:

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A7CG002
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Grant Begin Date January 1, 2024	Grant End Date June 30, 2025
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Grantee Name and Address:
Aitkin County Sheriff's Office
218 1st St NW
Aitkin, MN 56431-1260

Payment Address:
(where DNR sends the check)
Aitkin Co. Treasurer
209 - 2nd St. NW, Rm. 203
Aitkin, MN 56431

**2024 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Aitkin County Sheriff's Office, 218 1st St NW, Aitkin, MN 56431-1260, (CLK7L6F3AM63) ("Grantee"). The payment address for this grant contract agreement is Aitkin Co. Treasurer, 209 - 2nd St. NW, Rm. 203, Aitkin, MN 56431.

Recitals

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. § 16B.98, Subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** January 1, 2024 or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subd. 5. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for 2024 grant expenditures incurred back to effective date. Per Minn.Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Pursuant to Minnesota Statute § 16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State and Single Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract.

The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

The grantee will comply with required grants management policies and procedures set forth through Minnesota Statutes Section 16B.97, subdivision 4 (a)(1), and 2CFR 200.

Reporting Requirements: The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:
 - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Thirty six thousand forty dollars.
 - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Thirty six thousand forty dollars.
 - (c) **Match:** *Grant funds cannot be used by the Grantee as match or for reimbursement for any other grant or program without written authorization from the State's Authorized Representative.*

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Submit **one** invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first in a form prescribed by the State within the dates previously noted in "Term of Grant Contract Agreement" in this contract.

4.3 **Contracting and Bidding Requirements**

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- (b) The grantee must not contract with vendors who are suspended or debarred in MN:
<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>
- (c) The grantee agrees if it subcontracts any portion of the project to another entity, the agreement with the subcontractor will contain all applicable provisions of the agreement with the state. The grantee also agrees to comply with 2 CFR 200.318-3321 and 2 CFR 200.323-326.

5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representative**

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Daniel Guida, Aitkin County Sheriff's Office, 218 1st St NW, Aitkin, MN 56431-1260. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Contract Agreement Complete**

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 **Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 **Audits (State and Single)**

Under Minn. Stat. §16B.98, subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the Commissioner of Administration, by the State granting agency and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

If the grantee expends \$750,000 or more of Federal awards in a fiscal year, they must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit and Administrative Awards Requirements for Federal Awards. This is \$750,000 in total Federal awards received from all sources. The grantee will forward a copy of the audit report to both the State's Authorized Representative and the State Auditor.

10 Government Data Practices and Intellectual Property

10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 **Termination by the State.** (a) The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

(b) **Termination by The Commissioner of Administration.** The Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:

(a) It does not obtain funding from the Minnesota Legislature.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

17 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

18 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area.

The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.

20 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

- (a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).
- (b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.
- (c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- _____ A. State Boat Grant Contract Agreement
- _____ B. Exhibit A
- _____ C. Exhibit B
- _____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15.

Pamela D.

Digitally signed by Pamela
D. Brisson

Signed: **Brisson**

Date: 2024.03.08 15:00:50
-06'00'

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

SWIFT Contract # 244656

Purchase Order # 3-248885

2. GRANTEE:

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

By: _____

Title: _____

Date: _____

Distribution:

- 1. DNR - OMBS
- 2. Grantee
- 3. State's Authorized Representative

By: _____

Title: _____

Date: _____

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

ADOPTED June 24, 2025

By Commissioner: xxx

20250624-xxx

2024 State of Minnesota Annual County Boat & Water Safety Grant Agreement

BE IT RESOLVED, that the Aitkin County Board of Commissioners approve the Fiscal Years 2024 State of Minnesota Annual County Boat & Water Safety Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff's Office, County Board Chair and County Administrator to sign the agreement in the amount of \$36,040.00 for the term of January 1, 2024 through June 30, 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, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 24th day of June 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of June 2025

John Welle
County Engineer

Addendum to Remote/Alternative Work Site Policy – HHS Remodel – FINAL 6/23/2025

Effective Dates: During the HHS Remodel Project Only

Background

During the Health & Human Services Department remodel, eligible staff may be permitted to work remotely up to five (5) days per week, subject to supervisory approval and departmental coverage needs. *(Employees were given the option to work from home or from a temporary office location.)*

This addendum clarifies:

- How the County will define an employee's FLSA regular work site for travel time purposes;
- How mileage reimbursement will be handled during this temporary period; and
- How county-owned office furniture and equipment may be used while working remotely.

1. Remote Work Schedule

HHS staff (probationary and non-probationary) are permitted to work remotely up to five (5) days per week during the remodel project, subject to supervisory approval and departmental coverage needs. This flexibility is temporary and may be adjusted based on operational requirements.

2. Temporary Authorization for Office Furniture and Equipment Removal

Employees may be authorized by their supervisor to temporarily take home county-owned office furniture and equipment (e.g. monitors, chairs, filing cabinets) that would not normally be permitted under the existing policy. Supervisors are responsible for ensuring:

- All such items are documented on the Aitkin County Remote Equipment Inventory form.
- Items are checked out at the start of the remodel and checked back in at its conclusion.
- Employees remain responsible for the condition and timely return of all equipment, in accordance with the main policy.

3. Mileage Reimbursement and Travel Time During Remote Work**A. FLSA Regular Work Site Designation**

Aitkin County Government Center

B. Travel Time Compensation

Travel during assigned work hours is paid work time.

C. Mileage Reimbursement

Travel between an employee's home and the work site is considered ordinary commuting and is not compensable.

Business Travel Reimbursement:

When an employee travels to a location that is not their regular work site, mileage may be reimbursed in accordance with County travel policy.

- Reimbursement will be calculated from the lesser of two distances:
 - from the employee's home or
 - from their designated work site
- to the business destination.

Use of Personal Vehicles:

When it is not practical to travel to the work site to retrieve a County vehicle—due to distance or vehicle unavailability—employees may use their personal vehicles. In such cases:

- Mileage will be reimbursed at the full IRS mileage rate, without the usual 10¢ per mile deduction.
- The “lesser of two distances” rule still applies.

4. Sunset Clause

These exceptions are temporary and shall remain in effect only during the duration of the HHS remodel project. Upon project completion, all applicable provisions of the standard Remote/Alternative Work Site Policy and Mileage Reimbursement Policy shall resume in full force unless otherwise amended by formal action.