



ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: June 24, 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 489 4045**

Meeting Password: **7282**

9:00 a.m.

1) J. Mark Wedel, County Board Chair

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

9:00 a.m.

D) Citizens Public Comment- Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 option 8 no later than 2:30 P.M. on the Monday before the meeting.

2) Consent Agenda- All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.

- | | |
|--|--|
| A) Correspondence File-
June 10, 2025 - June 23, 2025 | N) Approve Manual Warrants/Voids/Corrections-
Manual Warrants 06.16.25 |
| B) Approve County Board Minutes-
June 10, 2025 | O) Approve-
Out of State Travel for Training - Jolene Quale |
| C) Approve Electronic Funds Transfers
EFT Report thru 06.16.25 | P) Approve-
Mille Lacs Energy Cooperative Utility Easement |
| D) Approve Auditor Vouchers-
Auditor Warrant - HHS 06.06.25 | Q) Approve Commissioner's Vouchers
Commissioner Warrants 06.20.25 |
| E) Adopt Resolution-
K-9 Donation - Aitkin Municipal Liquor Store | R) Approve Auditor Vouchers-
Auditor Warrants - R&B 06.20.25 |
| F) Approve Auditor Vouchers-
Auditor Warrant - HR 06.10.25 | S) Approve Auditor Vouchers-
May Tax Settlements 06.24.25 |
| G) Approve Auditor Vouchers-
Auditor Warrants 06.13.25 | T) Approve Auditor Vouchers-
Auditor Warrant - HHS 06.20.25 |
| H) Approve County Board Minutes-
Special Board Meeting - June 11, 2025 | |
| I) Approve Auditor Vouchers-
Auditor Warrant - HHS 06.13.25 | |
| J) Adopt Resolution-
LG220 Application for Exempt Permit - NWTF Aitkin Gobblers Chapter 08.24.25 | |
| K) Adopt Resolution-
LG220 Application for Exempt Permit - NWTF Aitkin Gobblers Chapter 08.09.25 | |
| L) Adopt Resolution-
Application for Temporary On Sale Liquor License - Isle Lion's Club | |
| M) Approve-
Board of Appeal and Equalization Minutes | |

9:05 a.m.

- 3) Julianna Langlois, 4-H Youth Development Educator and Tony Hansen, Regional Director
A) Aitkin County 4-H Program Update - Information Only

9:25 a.m.

- 4) Dennis Thompson – Land Commissioner
A) Adopt Resolution - Limited Use Permit with MN DOT for ATV Trail
B) Public Hearing - Pine Knoll Public Water Access at 9:30 a.m.
C) Approve Purchase of new dump trailer

9:40 a.m.

- 5) Mark Jeffers – Economic Development Coordinator
A) Award Business Development & Recreation Grants
B) Strategic Plan Update - Discussion Item
C) County/Administration Related Updates

10:00 a.m.

- 6) Andrew Carlstrom – Environmental Services Director
A) Public Hearing - Septic Ordinance Amendments at 10:00 a.m.
B) First Reading - Amendments to Septic Ordinance - Discussion Item
C) Approve Memorandum of Understanding with Crow Wing County

10:25 a.m.

- 7) Bobbie Danielson – Human Resources Director
A) Approve PT (29 hr/wk) to FT (40 hr/wk) Housekeeper at LLCC
B) Approve Temporary Remote Work Policy Addendum (for HHS Remodel)

10:35 a.m.

- 8) Board of Commissioners
A) Commissioner Committee Reports

ADJOURN



2B

AITKIN COUNTY BOARD OF COMMISSIONERS

June 10, 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 8:59 a.m.

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

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda.

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska

1.D Citizens Public Comment by:

Regina Fisher, Aitkin County Resident
Tyler Stevens, City of Princeton Resident
Kay Despard, Aitkin County Resident

2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Michael Kearney

A) Correspondence File-

May 27, 2025 - June 9, 2025

B) Approve County Board Minutes-

May 27, 2025

C) Approve Electronic Funds Transfers

Total \$7,360,690.99

D) Approve Auditor Vouchers-

School Advances 05.23.25

Townships	\$3,616,501.33					Total	\$3,616,501.33
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E) Approve Auditor Vouchers-

Auditor Warrant - HHS 05.23.25

HHS	\$96,257.75					Total	\$96,257.75
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F) Approve Manual Warrants/Voids/Corrections-

ELAN 05.08.25

HHS	\$1,037.06	General	\$3,252.57	Trust	\$358.56	LLCC	\$691.75
						Total	\$5,339.94

G) Approve-

JPA with Spalding Township

H) Approve Manual Warrants/Voids/Corrections-

ELAN 05.22.25

General	\$3,952.12	Forest	\$19.16	LLCC	\$219.90	HHS	\$874.71
						Total	\$5,065.89

I) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 05.23.25

General	\$953.42	State	\$2,774,447.51	Taxes	\$9,155.00	Parks	\$560.00
						Total	\$2,785,115.93

J) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 05.30.25

General	\$1,162.91	Trust	\$8,776.69	Taxes	\$4,945.22	LLCC	\$100.00
						Total	\$14,984.82

K) Approve Auditor Vouchers-

Auditor Warrant - HHS 05.30.25

General	\$30.10	HHS	\$7,777.52	Opioid	\$72.00	Total	\$7,879.62
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L) Adopt Resolution-

LG230 Off-Site Gambling - Tamarack Sno-Flyers

M) Approve-

Separation Agreement and Release of All Claims (Highway Dept.)

N) Adopt Resolution-

EDIAM IOwA Authorization

O) Approve-

Affidavit for Duplicate of Lost Warrant

P) Adopt Resolution-

Sentence to Serve Donation - Round Lake Cemetery Asso.

Q) Approve Commissioner's Vouchers

Commissioner Warrants 06.06.25

General	\$121,258.25	Reserves	\$737.41	R&B	\$58,174.64	HHS	\$428.92
State	\$6,124.50	Trust	\$12,424.49	Forest	\$21.71	LLCC	\$9,793.14
Parks	\$7,747.43	COVID	\$9,102.50			Total	\$225,812.99

R) Approve Auditor Vouchers-

Auditor Warrant - R&B 06.06.25

R&B	\$110,832.73					Total	\$110,832.73
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Regular Agenda

- 3A Richard Miehe – MCIT Risk Management

Informational Only

MCIT Report to Members - Information Only

RESULT: INFORMATIONAL ONLY**MOVER:****SECONDER:**

- 4A Dennis Thompson – Land Commissioner

Motion to:

Approve Purchase of Bobcat attachments

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

- 5A Andrew Carlstrom – Environmental Services Director

Motion to:

Approve Discretionary EAW - Elm Island Lake RV Park

RESULT: APPROVED (5 TO 0)**MOVER:** Commissioner Laurie Westerlund**SECONDER:** Commissioner Bret Sample**Resolution #** 20250610-072

- 6A Sarah Pratt – Health & Human Services Director
Discussion Item
Health & Human Services Annual Report - Discussion Item

RESULT: DISCUSSION ITEM
MOVER:
SECONDER:

- 7A Jim Bright – Facilities Coordinator
Motion to:
Adopt Resolution - Award contracts for HHS remodel

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Laurie Westerlund
Resolution # 20250610-073

- 7B Jim Bright – Facilities Coordinator
Motion to:
Adopt Resolution - Reroof of Judicial Center, Jail, HHS and Land Department

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Travis Leiviska
Resolution # 20250610-074

- 8A Mark Jeffers – Economic Development Coordinator
Motion to:
Award Business Development & Recreation Grants

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Bret Sample

- 9A Mark Jeffers
County/Administration related Updates

Future LLCC Foundation meeting, Reminders for upcoming events: County Administrator interviews tomorrow June 11th and District 1 Meeting on June 18th

- 10A Board of Commissioners
Commissioner Committee Reports

JET (NE MN Office Job Training), East Central Regional Library Board, Aitkin County CARE, Tri-County Community Health Services, Aitkin Airport, H&HS Advisory

Motion to Adjourn

Motion made at 10:20 a.m.

MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Travis Leiviska
Next Meeting: Tuesday, June 24, 2025

J. Mark Wedel, Board Chair
Aitkin County Board of Commissioner

John Welle
County Engineer



Board of County Commissioners Agenda Request



Requested Meeting Date: 6/24/2025

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) <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: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru 6/16/2025		
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 June 16, 2025 Board Meeting June 24, 2025

Abstract Number	Date	Amount	Reason
22312	6/6/2025	\$118,450.56	Commissioner Abstract
22314	6/6/2025	\$27,702.61	Auditor Abstract
22315	6/5/2025	\$4,923.09	Manual Abstract
22316	6/10/2025	\$2,470.46	Auditor Abstract
22317	6/10/2025	\$37,053.00	Auditor Abstract
22320	6/13/2025	\$6,728.63	Auditor Abstract
22321	6/13/2025	\$942,314.29	Payroll Abstract
22322	6/13/2025	\$68,087.50	Auditor Abstract
22323	6/16/2025	\$9,992.87	Payroll Abstract
22324	6/16/2025	\$88,792.68	Manual Abstract

\$0

Voids/No ACH

22313

22318

22319

\$1,306,515.69

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

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
14590	ACKLEY/ISAAC	287.79	3 Transactions
89856	Aitkin Co Agricultural Society	125.00	1 Transactions
86308	Aitkin Public Schools	10,990.57	2 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	53.56	1 Transactions
9177	BAYLISS/KELLI	185.00	1 Transactions
11141	Bobenmoyer/Glen	185.00	1 Transactions
9593	Boser/Alissa	2,098.34	8 Transactions
10142	Campbell/Leigh	185.00	1 Transactions
9853	Chamberlin/Richard & Berdine	1,452.35	1 Transactions
9085	Climate Makers Inc	827.45	3 Transactions
14337	COLBY/HANNAH	154.06	1 Transactions
13545	Contegrity Group, Inc.	26,232.95	6 Transactions
10319	Cross/Idere	2,278.80	2 Transactions
10855	Culligan Soft Water	146.10	3 Transactions
11051	Department of Human Services	75.25	2 Transactions
9682	DREWES/VICKI	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
10539	Henderson/Amy	161.00	1 Transactions
10605	Herrick/Richard	269.03	2 Transactions
10515	Kliber/Kurt	185.00	1 Transactions
10641	Lewis/Evan	740.00	4 Transactions
9804	MAYER/PAT	174.00	1 Transactions
90318	McKesson Medical	301.35	1 Transactions
9182	MCPMAHON/ANNE K	185.00	1 Transactions
10300	Monson/Vicki & Jared	1,043.77	1 Transactions
14877	NEMITZ/BILINDA	340.58	3 Transactions
9693	NEW FREEDOM INC	50.00	1 Transactions
13296	NORDQUIST/JOHN	185.00	1 Transactions
10401	Olson/Shelley	185.00	1 Transactions
12010	RADUENZ/ RODNEY	185.00	1 Transactions
9178	Ross/Amy	253.72	2 Transactions
9127	RUSCHMEIER/JEFF A	185.00	1 Transactions
10538	Schwagel/Mary	185.00	1 Transactions
10275	Seebeck/Robert & Patricia	3,073.96	2 Transactions

crs1

6/5/25

11:32AM

Health & Human Services

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 3

<u>Vendor</u>	<u>Name</u>			
<u>No.</u>		<u>Amount</u>		
9618	Seffl/Michelle	185.00	1 Transactions	
14811	Seguin/Cathy	185.00	1 Transactions	
13729	SIMS/MEGAN REBECCA	470.62	2 Transactions	
10115	Smith/Vanessa	1,521.90	1 Transactions	
10262	Stokes/Lesa & Eric	1,140.49	1 Transactions	
10349	Summit Funeral & Cremation	3,200.00	1 Transactions	
11728	Tuil/Jennifer	183.00	1 Transactions	
10601	Ukutegebe/Zachariah	185.00	1 Transactions	
3518	Voyageur Press Of McGregor, Inc	672.00	3 Transactions	
9621	Welshons Co	1,465.00	1 Transactions	
5128	Widseth Smith & Nolting Inc	9,614.00	3 Transactions	
Final Total		72,541.64	47 Vendors	81 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	61,551.07	Health & Human Services
25	10,990.57	Opioid Remediation Settlement
All Funds	72,541.64	Total

Approved by,

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



Board of County Commissioners Agenda Request

2E

Agenda Item #

Requested Meeting Date: 6/24/2025

Title of Item: K-9 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: The Aitkin Municipal Liquor Store has donated \$353.00 to the Aitkin County K-9 fund to use as needed for training or supplies as a Thank you for all their efforts.		
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 Please Explain:		

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

ADOPTED June 24, 2025

By Commissioner: xxx

20250624-xxx

Accept Donation – Aitkin Municipal Liquor Store

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

Aitkin Municipal Liquor Store	\$ 353.00
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

Aitkin Municipal Liquor Store	Aitkin County K-9 fund
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WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

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

WLB1
6/9/25

11:38AM

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



2F

Page 1

Print List in Order By:

1	1 - Fund (Page Break by Fund)
	2 - Department (Totals by Dept)
	3 - Vendor Number
	4 - Vendor Name

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Vendor No.	Name	Amount			
4812	JC32 Teamsters H&W Fund	37,053.00		4 Transactions	
1 Fund Total:		37,053.00	General Fund	1 Vendors	4 Transactions
Final Total:		37,053.00	1 Vendors	4 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	37,053.00	General Fund
All Funds	37,053.00	Total

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

WLB1
6/11/25 1:57PM

Aitkin County

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



2G

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Vendor		<u>Amount</u>			
<u>No.</u>	<u>Name</u>				
13624	Quadient Leasing USA, Inc	717.51	1 Transactions		
1 Fund Total:		717.51	General Fund	1 Vendors	1 Transactions

Aitkin County



Vendor No.	Name	Amount			
10316	CASPER CONSTRUCTION	15,623.48	1 Transactions		
9641	S & R REINFORCING, INC.	6,011.12	1 Transactions		
3 Fund Total:		21,634.60	Road & Bridge	2 Vendors	2 Transactions
Final Total:		22,352.11	3 Vendors	3 Transactions	



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	717.51	General Fund	
	3	21,634.60	Road & Bridge	
All Funds		22,352.11	Total	Approved by,
			
			



2H

AITKIN COUNTY BOARD OF COMMISSIONERS

June 11, 2025

9:45 a.m.

Government Center Board Room

Special Meeting Minutes

1.A CALL TO ORDER

Chair Wedel called the meeting to order at 9:52 a.m.

Attendee Name	Title	Status
J. Mark Wedel	District #1	Present
Laurie Westerlund	District #2	Present
Travis Leiviska	District #3	Present
Bret Sample	District #4	Present
Michael Kearney	District #5	Present
Bobbie Danielson	Human Resources Director	Present

1.B PLEDGE OF ALLEGIANCE

Bobbie Danielson, Human Resources Director

2.A Interview Instructions to the Panel

County Board of Commissioners

3.A Interview Finalists

Panel Discussion

4.A Motion to authorize the HR Director to extend a conditional job offer to David Minke at a salary of \$155,000, with flexibility to negotiate within the approved Grade 21 pay range, not to exceed the top of the scale. The motion carried.

MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Travis Leiviska

Motion to Adjourn

Motion made at 12:50 p.m.

MOVER: Commissioner Travis Leiviska
SECONDER: Commissioner Laurie Westerlund

J. Mark Wedel, Board Chair
Aitkin County Board of Commissioner

John Welle
County Engineer

Save Report Options?: Y

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
9562	Advanced Business Methods, Inc.	1,638.74	7 Transactions
11701	Advocates For Family Peace	160.00	1 Transactions
86222	Aitkin Independent Age	4,938.00	2 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	54.00	1 Transactions
360	Arrowhead Econ Opp Agency	15,754.75	2 Transactions
361	Arrowhead EMS Association, Inc	120.00	1 Transactions
10286	Arrows Family Services	35.00	1 Transactions
248	Association of Mn Counties	150.00	3 Transactions
10110	AT&T Mobility (HHS)	2,500.09	18 Transactions
10152	Blunt/Patrick	67.27	6 Transactions
9593	Boser/Alissa	35.00	3 Transactions
9333	BRODHEAD/MICHELLE	60.48	6 Transactions
9483	Cahoon/Jeana	800.65	2 Transactions
10399	Cox/Lisa	132.43	1 Transactions
1333	Dell Marketing L.P.	16,813.30	4 Transactions
11051	Department of Human Services	8,120.55	13 Transactions
9846	Ehlke-Bejcek/Sara	64.19	6 Transactions
10580	Fossum/Jozee	260.16	4 Transactions
13830	HAMDORF/BREA	352.18	2 Transactions
12324	HOPE	25,000.00	2 Transactions
393	ISD 1 Aitkin-Treasurer	5,686.50	1 Transactions
9044	Jacobs/Lynne	1,134.79	5 Transactions
10526	Jarvela/Jennifer	94.72	2 Transactions
10297	Johnson/Jodie	51.03	6 Transactions
6110	Lakes & Pines CAC, Inc	7,210.63	1 Transactions
13920	LANE/TONI	177.64	1 Transactions
10435	LexisNexis Risk Solutions FL Inc.	180.00	1 Transactions
86969	MAFAS	40.00	1 Transactions
5910	Mille Lacs Band Family Services	8,511.67	7 Transactions
10571	Nexus Gerard Family Healing	15,569.13	1 Transactions
11894	NEXUS-KINDRED FAMILY HEALING - STAI	3,060.63	2 Transactions
3639	Northland Counseling Ctr Inc	4,598.00	1 Transactions
9958	Ostrowski/Emma	150.00	1 Transactions
9014	PAPER STORM	97.20	3 Transactions
9980	Person/Rebecca	75.00	2 Transactions
87514	Pine Manors Inc	800.00	1 Transactions

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
15333	R & J BROADCASTING INC	3,600.00	1 Transactions
4010	Rasley Oil Company	462.78	7 Transactions
10656	Riverwood McGregor Pharmacy	33.48	1 Transactions
13876	SCHOENROCK/ADAM	248.14	2 Transactions
10334	Setzer/Jack	150.00	1 Transactions
88859	Spee*Dee-St Cloud	104.73	1 Transactions
14390	TANGE, MSW/PHILIP B	652.50	2 Transactions
9567	THOMPSON/ANESSA	165.95	2 Transactions
9553	Vestis	67.33	3 Transactions
3518	Voyageur Press Of McGregor, Inc	2,580.00	2 Transactions
13084	WELLNESS IN THE WOODS	1,400.00	1 Transactions
9615	WEX BANK - HHS	257.39	2 Transactions
10664	WICSEC	535.00	1 Transactions
10440	Young/Griffin	498.37	3 Transactions
Final Total		135,249.40	50 Vendors
			150 Transactions

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	109,897.22	Health & Human Services	
	25	25,352.18	Opioid Remediation Settlement	
All Funds		135,249.40	Total	Approved by,
			
			



Board of County Commissioners Agenda Request

2J

Agenda Item #

Requested Meeting Date: June 24, 2025

Title of Item: LG220 Application for Exempt Permit - NWTF Aitkin Gobblers Chapter 08.24.25

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Event Date: August 24, 2025 Gambling Permit Application for NWTF Aitkin Gobblers Chapter - MN Chapter National Wild Turkey Federation. Raffle to be held at Wealthwood Rod & Gun Club 23573 420th PI Aitkin, MN 56431 - Wealthwood 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED June 24, 2025

By Commissioner: xxx

20250624-xxx

LG 220 Permit – NWTF Aitkin Gobblers Chapter

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – for the NWTF Aitkin Gobblers Chapter, at the following location: Wealthwood Rod and Gun Club: 23573 420th PI Aitkin, MN 56431 – Workman Township. (Note: Date of activity for Raffle – August 24, 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



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: June 24, 2025

Title of Item: LG220 Application for Exempt Permit - NWTF Aitkin Gobblers Chapter 08.09.25

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Event Date: August 9, 2025 Gambling Permit Application for NWTF Aitkin Gobblers Chapter - MN Chapter National Wild Turkey Federation. Raffle to be held at Wealthwood Rod & Gun Club 23573 420th PI Aitkin, MN 56431 - Wealthwood 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED June 24, 2025

By Commissioner: xxx

20250624-xxx

LG 220 Permit – NWTF Aitkin Gobblers Chapter 08.09.25

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – for the NWTF Aitkin Gobblers Chapter, at the following location: Wealthwood Rod and Gun Club: 23573 420th PI Aitkin, MN 56431 – 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, 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



Board of County Commissioners Agenda Request

2L

Agenda Item #

Requested Meeting Date: June 24, 2025

Title of Item: Application for Temporary On Sale Liquor License - Isle Lion's Club

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Isle Lion's Club Application for Temporary On Sale Liquor License for event dates of 08/30/2025 - 09/01/2025. Event will take place at 15489 180th Avenue Finlayson, MN 55735.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: To approve the Temporary On-Sale Liquor License for Isle Lion's Club for 08/30/2025 - 09/01/2025		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED June 24, 2025

By Commissioner: xxx

20250624-xxx

Temporary On Sale Liquor License - Isle Lion's Club

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners approves a Temporary **On-Sale Liquor License** for August 30, 2025 through September 1, 2025.

White Pine Logging and Threshing Show – 15489 180th Avenue Finlayson, MN 55735

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



2M

AITKIN COUNTY BOARD OF COMMISSIONERS

June 17, 2025

3:00 p.m.

Government Center Board Room

Aitkin County Board of Appeal and Equalization Minutes

1.A CALL TO ORDER

Chair Wedel called the meeting to order at 3:00 p.m.

Attendee Name	Title	Status
J. Mark Wedel	District #1	Present
Laurie Westerlund	District #2	Present
Travis Leiviska	District #3	Present
Bret Sample	District #4	Present
Michael Kearney	District #5	Present
Wendie Bright	Auditor's Office Representative	Present
Mike Dangers	County Assessor	Present
April Kellerman	Administrative Assistant	Present

Staff present: Assessor's Office staff - Ben Mowers, Gabby Rono, Erika Wagner, Kip Studaker, Lori Tibbetts, Shannon Parenteau; County Attorney - Jim Ratz; Economic Development Coordinator - Mark Jeffers

2.A OATH OF OFFICE

3.A INTRODUCTION AND GENERAL QUESTIONS

4.A RULES OF PROCEDURE

5.A Appeal 01 Ladd

Property ID# 19-0-044500

All voted to: No change as recommended by the Assessor.

RESULT: APPROVED (6 TO 0)
MOVER: Commissioner Travis Leiviska
SECONDER: Commissioner Laurie Westerlund

6.A Appeal 02 Rue

Property ID# 01-0-082200

All voted to: No change be made to the valuation of this property as recommended by assessor

RESULT: APPROVED (6 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Michael Kearney

7.A Appeal 03 Rau

Property ID# 17-0-010500

All voted to: Approve assessors recommendations as presented

RESULT: APPROVED (6 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska

8.A Appeal 04 Wilson

Property ID# 29-1-224300 and 29-1-224400

All voted to: No change as recommended by the Assessor.

RESULT: APPROVED (6 TO 0)
MOVER: Commissioner Travis Leiviska
SECONDER: Auditor's Office Representative Wendie Bright

9.A **Appeal 05 Froehle Peters**

Property ID# 11-0-009200

All voted to: Approve assessors recommendations as presented

RESULT: **APPROVED (6 TO 0)**

MOVER: Commissioner Michael Kearney

SECONDER: Commissioner Bret Sample

Property ID# 11-0-009500

All voted to: Approve assessors recommendations as presented

RESULT: **APPROVED (6 TO 0)**

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Travis Leiviska

10.A **Appeal 06 Johnson**

Property ID# 10-0-011400 and 10-0-011500

All voted to: Approve assessors recommendations as presented

RESULT: **APPROVED (6 TO 0)**

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Michael Kearney

Motion to Adjourn

Motion made at 3:52 p.m.

RESULT: **APPROVED (6 TO 0)**

MOVER: Auditor's Office Representative Wendie Bright

SECONDER: Commissioner Laurie Westerlund

J. Mark Wedel, Board Chair
Aitkin County Board of Commissioner

John Welle
County Engineer

WLB1
6/17/25

10:59AM

Aitkin County



2N

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 1

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N



Vendor	<u>Name</u>	<u>Amount</u>			
<u>No.</u>					
780	Bremer Bank	0.02	1 Transactions		
8410	Bremer Bank	853.23	6 Transactions		
1 Fund Total:		853.25	General Fund	2 Vendors	7 Transactions

Aitkin County



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

Vendor No.	Name	Amount			
780	Bremer Bank	87,414.33	2 Transactions		
9 Fund Total:		87,414.33	State	1 Vendors	2 Transactions

WLB1
6/17/25 10:59AM
19 Long Lake Conservation Cen

Aitkin County



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

Page 4

Vendor	<u>Name</u>	<u>Amount</u>			
	<u>No.</u>				
8410	Bremer Bank	475.10		2 Transactions	
19 Fund Total:		475.10	Long Lake Conservation Center	1 Vendors	2 Transactions

Aitkin County



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

Vendor No.	Name	Amount			
8410	Bremer Bank	50.00		1 Transactions	
21 Fund Total:		50.00	Parks	1 Vendors	1 Transactions
Final Total:		88,792.68	5 Vendors	12 Transactions	

Aitkin County



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

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	853.25	General Fund
9	87,414.33	State
19	475.10	Long Lake Conservation Center
21	50.00	Parks
All Funds	88,792.68	Total

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



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: 6/24/2025

Title of Item: Out of State Travel for Training - Jolene Quale

<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: Sheriff Daniel Guida		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Daniel Guida		Estimated Time Needed:
Summary of Issue: The Sheriff's Office is requesting County Board approval to send AIM VCET Administrative Assistant/Analyst Jolene Quale to Wisconsin for the Covert Video Surveillance Platform Design & Build class that is not offered locally. This course is for instruction on building pole cameras. The Mid-States Organized Crime Information Center (MOCIC) will be ceasing construction of cameras next year and this is their plan to train agencies on how to build their own cameras. Cost of the class covers training and you take the camera system back to the agency with you. AIM VCET will be covering the cost of training and travel. The training is October 7 - 10, 2025 at the Greenfield Wisconsin Police Department at 5300 W Layton Avenue, Greenfield, WI.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: I recommend sending Jolene Quale to the MOCIC training at the Greenfield Wisconsin Police 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? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



COVERT VIDEO SURVEILLANCE PLATFORM DESIGN & BUILD

POST APPROVED - 32 hours

Greenfield Wisconsin Police Department
5300 W Layton Avenue, Greenfield, WI

October 7th-10th, 2025

8am - 5pm

Cost \$2,128

This cost includes the (PASE) Practical Applications of Surveillance Equipment class (16 hours). Each student will receive a surveillance toolkit valued at \$150 which they will use in the class and take back to their agencies to construct cameras in the future and maintain the surveillance equipment of their departments.

Topics covered:

- Basic Electricity
- Lan, WAN, and WiFi
- Batteries and what you need to know
- Photo/Video - Sound and Radio Frequencies
- GPS
- Nighttime Operations
- Planning Technical Operations

The third and fourth day the student will learn to construct, operate, and troubleshoot the pole camera.

The system:

- UNV 25x zoom, PTZ IP camera with its advanced AI capabilities
- Recording to a UNV NVR running on a Linux platform
- 2TB SATA SSD Surveillance grade hard drive
- Automatic powered ventilation system
- Remote controlled on/off capabilities
- 80 to 277VAC power
- Pelican V600 Vault case
- Pepwave BR1 mini LTE CAT 7 modem.



**Payment must be received
before start of class.**

Students must arrive to class with a laptop and SIM cards configured with unrestricted STATIC IP addresses.

Click [here](#) for online registration

Questions/Registration: equipment@mocic.riss.net



Board of County Commissioners Agenda Request

2P

Agenda Item #

Requested Meeting Date: July 8, 2025

Title of Item: Mille Lacs Energy Cooperative Utility Easement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>Mille Lacs Energy Cooperative is requesting an easement to install an underground primary cable along an existing snowmobile trail to provide services to a customer at 28010 Fox Lane (Section 18 of T48N, R24W)</p> <p>Cost of the easement is \$2,046.00 (\$2,000/acre minimum plus a recording fee of \$46). The applicant has paid the \$400 application fee, which will be credited to the assessment if the easement is approved.</p> <p>Aitkin County Surveyor has reviewed the easement and has no objections.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve utility easement for Mille Lacs Energy Cooperative.		
Financial Impact: <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>		



REQUEST FOR ACCESS ACROSS AITKIN COUNTY MANAGED LAND

February 2025

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

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

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

2. Applicant Information (please print or type)

NAME _____ COMPANY Mille Lacs Energy Cooperative
ADDRESS 23483 US Hwy 169 CITY, STATE, ZIP Aitkin, MN 56431
PHONE 218-927-2191 E-MAIL mfinlayson@mlccmn.com

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

Tax Parcel Number: 14-0-029700 Acreage: 34

Location of Parcel: Legal Description: (NW SW) Lot 4

Section: 18 Township: 48 Range: 24

Do you have any other access into this property? ☐ Yes ☒ No

Will the proposed easement route cross property other than Aitkin County managed lands? Yes
Tax Parcel Number 14-0-029502

4. Please write a brief note on why you are requesting an Easement: _____

Mille Lacs Energy Cooperative is proposing
to install underground primary cable utilizing
snowmobile trail and existing driveway for
property owner listed under item #3.

5. Signature of Application or Authorized Rep.

[Signature]

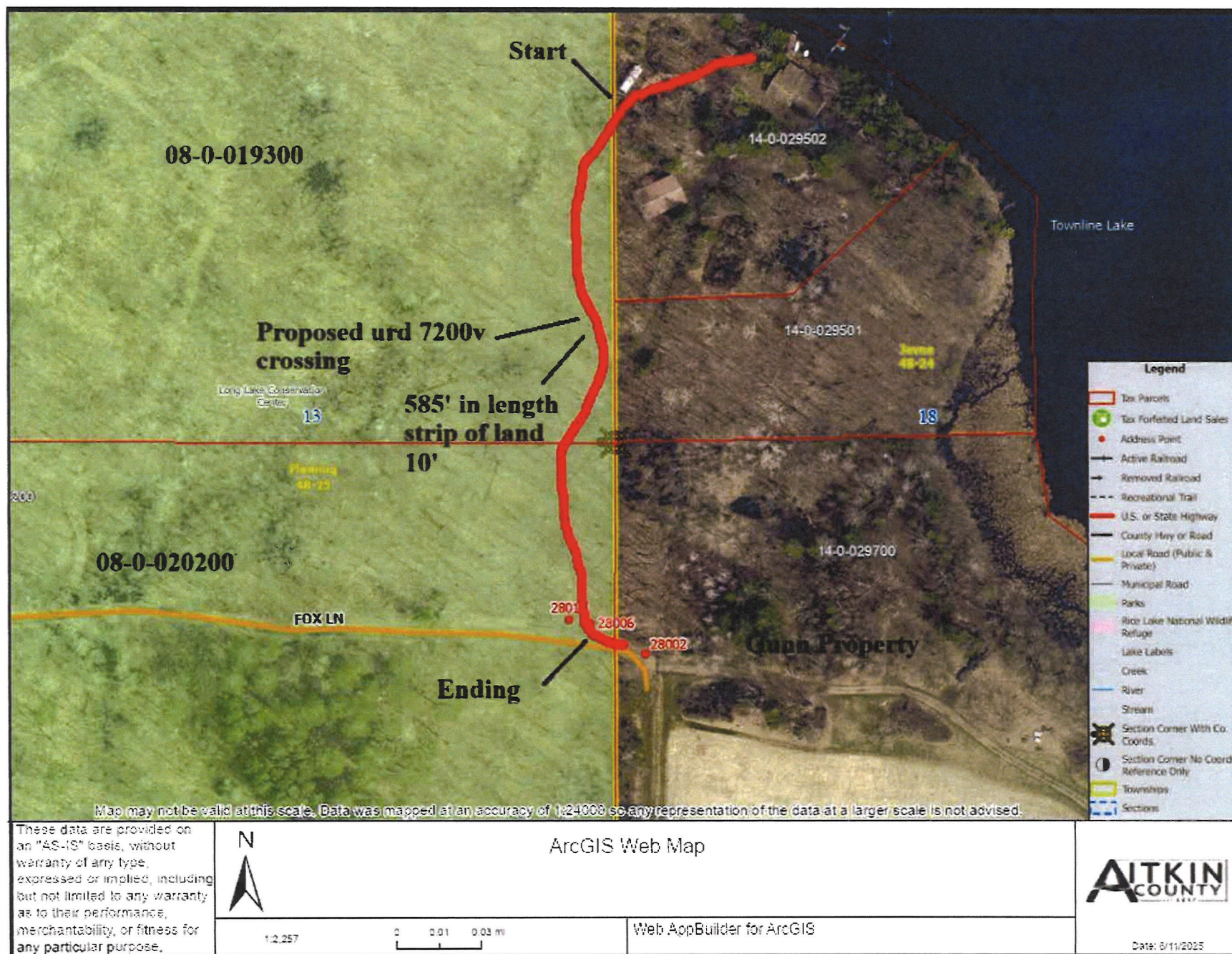
6-11-25

Date

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

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

Anthony Anderson, Engineering
and Energy Services Manager



GUNN EASEMENT

Page 2 of 2
By and Between
Initials _____

T48UNKNOWN, R25UNKNOWN, Section 14: Northwest

located in the Southeast Quarter of
Section 13, Township 48, Range 25.

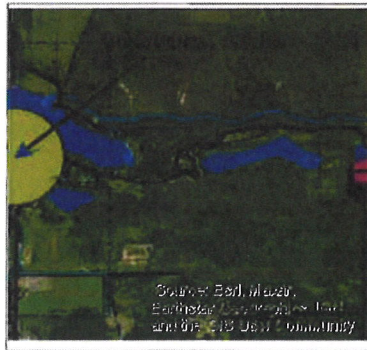


GUNN EASEMENT

Page 1 of 2
By and Between
Initials _____

T48UNKNOWN, R25UNKNOWN, Section 14: Northwest

Bearing and distances are approximated based
on GPS data gathered and projected into
NAD_1983_StatePlane_Minnesota_Central_FIPS_2202_Feet



A strip of land 5.00 Feet on either side of a line with a POINT OF BEGINNING in the Northeast Quarter of Section 13, Township 48, Range 25 which lies S87°41'12.920"E a distance of 10431 Feet from Long MN001 monument located at 46°38'50.986"N, 93°29'4.470"W in the Northwest Quarter of Section 14, Township 48, Range 25; thence S29°21'28.607"W a distance of 32 Feet; thence S23°11'58.958"W a distance of 13 Feet; thence S1°47'22.842"W a distance of 56 Feet; thence S6°42'37.009"W a distance of 30 Feet; thence S8°58'21.350"W a distance of 33 Feet; thence S22°37'11.975"E a distance of 45 Feet; thence S8°31'50.566"E a distance of 35 Feet; thence S0°0'0.000"E a distance of 42 Feet; thence S12°31'43.135"W a distance of 64 Feet; thence S31°19'44.370"W a distance of 47 Feet; thence S16°15'36.799"E a distance of 43 Feet; thence S15°56'43.867"E a distance of 63 Feet; thence S8°44'46.522"E a distance of 46 Feet; thence S51°20'24.690"E a distance of 33 Feet to the POINT OF TERMINATION

WLB1
6/17/25

1:48PM

Aitkin County



2Q

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

1 General Fund

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor No.	Name	Amount	
9152	ACI Payments Inc	45.00	1 Transactions
89856	Aitkin Co Agricultural Society	125.00	1 Transactions
86222	Aitkin Independent Age	583.92	13 Transactions
170	Aitkin Motor Company	67.65	1 Transactions
9561	Amazon Business	1,539.28	11 Transactions
14005	American Tower Corporation	413.20	1 Transactions
10645	Angie's Acres, LLC	360.00	1 Transactions
14563	Anoka County Corrections	11,625.00	1 Transactions
9926	AT&T (VCET)	400.00	1 Transactions
10452	AT&T Mobility	617.12	6 Transactions
15239	AT&T Mobility (P&Z)	274.33	2 Transactions
9203	AT&T Mobility (Sheriff's)	2,988.82	6 Transactions
86467	Auto Value Aitkin	38.48	1 Transactions
14578	AutoSmith Service Group, LLC	10,692.63	2 Transactions
13725	Beartooth Hardware Inc	370.38	2 Transactions
552	Betley/Terry J	209.00	2 Transactions
7053	Bill's Sportsman's Service	48.99	1 Transactions
15151	Breitbarth/Chaplain Steve	366.80	1 Transactions
10118	Bristow/Jane	191.50	2 Transactions

1 General Fund

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor No.	Name	Amount	
15194	Burton/Kimberly	273.48	1 Transactions
783	Canon Financial Services, Inc	528.84	2 Transactions
10520	Charter Communications Holding (Sheriff)	208.58	1 Transactions
15142	Christensen/Charles	195.00	2 Transactions
5893	CTC - 446126	155.00	1 Transactions
10855	Culligan Soft Water	55.00	1 Transactions
88880	Datacomm Computers & Networks Inc	1,954.00	2 Transactions
10653	Davis/Chris D.	800.00	1 Transactions
9212	Dominion Voting Systems Inc.	456.00	1 Transactions
1430	Dotzler Power Equipment	101.87	2 Transactions
3392	Exsted/Debra	36.13	2 Transactions
6049	Farm Island Repair & Marine	676.26	1 Transactions
10654	Farrington Towing	560.00	1 Transactions
1775	Galls LLC	265.62	2 Transactions
4173	Grams/Lori	349.99	1 Transactions
15362	GuidePoint Pharmacy #114 Aitkin	2,291.77	2 Transactions
7525	Hometown Bldg Supply	137.28	1 Transactions
2340	Hyytinen Hardware Hank	125.13	4 Transactions
1798	Jacques Art Center	1,961.00	1 Transactions
11990	Lange/David	233.40	2 Transactions

1 General Fund

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor No.	Name	Amount	
12048	McDowell Agency, Inc./The	367.30	1 Transactions
10215	Minnesota Chiefs of Police Assn	137.00	1 Transactions
13724	Minnesota Continuing Legal Education	99.00	1 Transactions
11997	Minnesota Monitoring, Inc	977.25	1 Transactions
3195	MNCCC LOCKBOX	180.00	1 Transactions
10506	Neumann/Gregory J	239.03	2 Transactions
3336	Office Of MN. IT Services	1,338.65	1 Transactions
9908	Office of the Secretary of State	120.00	1 Transactions
3789	Pan-O-Gold Baking Company	118.20	2 Transactions
3810	Paulbeck's County Market	87.88	1 Transactions
9808	Performance Foodservice	3,433.66	2 Transactions
13722	Quadient (Treasurer)	3,775.90	2 Transactions
3987	Ramsey County Medical Examiner	1,711.00	1 Transactions
8454	Ramsey County Sheriff	180.00	2 Transactions
4010	Rasley Oil Company	892.06	8 Transactions
10636	Ratwik, Roszak & Maloney, P.A.	3,082.00	1 Transactions
9151	River Valley Forensic Services PA	2,050.00	1 Transactions
10289	Roger's Two Way Radio, Inc.	55.00	1 Transactions
10663	Rosallini's	214.72	1 Transactions
89796	Ryan/Kathleen	117.27	1 Transactions

Aitkin County



1 General Fund

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

Vendor No.	Name	Amount			
10661	Ryan/Melana	36.78	1	Transactions	
91202	Sheriff Scott County	95.00	1	Transactions	
4681	Streichers	59.21	1	Transactions	
11949	Swanson/Sondra	95.45	1	Transactions	
9691	The Master's Touch, LLC	1,025.74	1	Transactions	
86235	The Office Shop Inc	245.85	7	Transactions	
13934	The Tire Barn	232.61	3	Transactions	
5173	Thomson Reuters-West Publishing	2,176.33	2	Transactions	
10930	Tidholm Productions	564.16	3	Transactions	
8612	Veenker/Thomas H	195.70	2	Transactions	
14558	Verizon Wireless-VCET	150.00	1	Transactions	
11507	Waste Management of Minnesota, Inc	19,753.21	1	Transactions	
9933	WEX BANK - Veteran Services	262.06	1	Transactions	
1 Fund Total:		86,389.47	General Fund	72 Vendors	144 Transactions

3 Road & Bridge

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor No.	Name	Amount	
10420	AITKIN BACKWOODS FARM SUPPLY LLC	160.00	1 Transactions
50	Aitkin Body Shop, Inc	1,203.42	1 Transactions
86222	Aitkin Independent Age	40.50	1 Transactions
9561	Amazon Business	398.87	2 Transactions
7916	AT&T Mobility (R&B)	38.23	1 Transactions
13725	Beartooth Hardware Inc	38.99	1 Transactions
10662	CARR/MICHELLE & JAMES	20,695.00	3 Transactions
14887	Cintas Corporation	22.48	2 Transactions
2763	Countryside Sanitation, LLC	193.05	2 Transactions
10855	Culligan Soft Water	55.00	1 Transactions
8694	Department of Transportation	235.30	1 Transactions
1430	Dotzler Power Equipment	7,998.00	2 Transactions
8622	Frontier Communications Holdings LLC	525.60	3 Transactions
1754	Garrison Disposal Company, Inc	140.28	1 Transactions
1818	Glen's Sign Design	280.00	1 Transactions
2089	Heartland Tire Inc	653.06	3 Transactions
2340	Hyytinen Hardware Hank	182.99	6 Transactions
10295	Knife River Corporation	502,806.94	40 Transactions
91187	Lake Country Power	382.46	5 Transactions

3 Road & Bridge

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount	
15300	MCGREGOR ACE HARDWARE	26.78	1 Transactions
12927	Midwest Machinery Co.	20,932.11	9 Transactions
10129	MINDRUM/DOMINIC	27.74	1 Transactions
9692	Minnesota Energy Resources Corporation	162.41	1 Transactions
8436	Northland Parts	69.97	3 Transactions
10720	Nuss Truck Group Inc	3,811.85	3 Transactions
10412	O'Reilly Auto Parts	28.52	1 Transactions
15211	Quality Disposal Systems Inc	77.22	1 Transactions
4070	Riley Auto Supply	1,230.93	12 Transactions
14812	SCI Broadband/Savage Communications	155.83	1 Transactions
13622	TrueNorth Steel Inc	28,150.44	7 Transactions
6097	Verizon Wireless	508.96	1 Transactions
9642	WEX BANK - Highway Dept	3,621.13	21 Transactions
5128	Widseth Smith & Nolting Inc	4,032.50	1 Transactions

3 Fund Total:	598,886.56	Road & Bridge	33 Vendors	140 Transactions
----------------------	-------------------	--------------------------	-------------------	-------------------------

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount			
1091	Commissioner Of Revenue	2,147.44	1 Transactions		
4580	Mn Dept Of Finance	506.27	2 Transactions		
9 Fund Total:		2,653.71	State	2 Vendors	3 Transactions

WLB1
6/17/25 1:48PM
10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

Vendor No.	Name	Amount			
170	Aitkin Motor Company	226.58	3 Transactions		
195	Aitkin Tire Shop	370.00	3 Transactions		
13725	Beartooth Hardware Inc	10.60	1 Transactions		
919	Carlson/Bernard Agnar	1,070.96	1 Transactions		
5893	CTC - 446126	350.00	1 Transactions		
10855	Culligan Soft Water	97.40	1 Transactions		
1333	Dell Marketing L.P.	2,867.07	1 Transactions		
14455	Dependable Demolition	1,900.00	1 Transactions		
10500	Fredrickson/Kyle	15.00	1 Transactions		
1754	Garrison Disposal Company, Inc	110.30	1 Transactions		
4010	Rasley Oil Company	607.17	4 Transactions		
4070	Riley Auto Supply	156.61	2 Transactions		
5791	Sappi	1,505.08	1 Transactions		
5173	Thomson Reuters-West Publishing	3,009.83	2 Transactions		
12788	Timmer Implement of Aitkin	233.28	1 Transactions		
10180	WEX Bank - Land Dept	2,267.81	1 Transactions		
10 Fund Total:		14,797.69	Trust	16 Vendors	25 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount			
50	Aitkin Body Shop, Inc	6,495.50	1 Transactions		
170	Aitkin Motor Company	10.00-	1 Transactions		
12820	Jade Equipment Co. Ltd.	361.53	1 Transactions		
12788	Timmer Implement of Aitkin	40.80	1 Transactions		
11 Fund Total:		6,887.83	Forest Development	4 Vendors	4 Transactions

Vendor No.	Name	Amount			
9561	Amazon Business	856.86	4 Transactions		
13725	Beartooth Hardware Inc	58.47	1 Transactions		
2763	Countryside Sanitation, LLC	157.95	1 Transactions		
3810	Paulbeck's County Market	123.88	3 Transactions		
9617	Timber Lakes Septic Service, Inc.	4,584.00	1 Transactions		
4968	Upper Lakes Foods, Inc	1,655.72	2 Transactions		
19 Fund Total:		7,436.88	Long Lake Conservation Center	6 Vendors	12 Transactions

Vendor No.	Name	Amount		
188	Aitkin Sno-Drifters Snowmobile	1,490.76	1 Transactions	
9561	Amazon Business	77.90	2 Transactions	
13725	Beartooth Hardware Inc	208.11	8 Transactions	
2763	Countryside Sanitation, LLC	844.74	1 Transactions	
1430	Dotzler Power Equipment	86.89	2 Transactions	
1805	Giese Sno-Cruisers Trail Assn.	783.76	1 Transactions	
2060	Haypoint Jackpine Savages	2,474.50	1 Transactions	
3024	Kingsley/Russell Lee	4,200.00	1 Transactions	
3160	Mille Lacs Energy Coop-Albert Lea	129.06	1 Transactions	
3780	Palisade Supersledders Inc.	1,525.10	1 Transactions	
15211	Quality Disposal Systems Inc	221.36	1 Transactions	
4800	Tamarack Sno-Flyers	3,128.98	1 Transactions	
9617	Timber Lakes Septic Service, Inc.	400.00	2 Transactions	
11507	Waste Management of Minnesota, Inc	401.99	2 Transactions	
10339	White Pine Riders	531.82	1 Transactions	
13627	Wruck Sewer and Portable Rental	910.00	7 Transactions	
21 Fund Total:		17,414.97	Parks	16 Vendors 33 Transactions
Final Total:		734,467.11	149 Vendors	361 Transactions

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	86,389.47	General Fund
3	598,886.56	Road & Bridge
9	2,653.71	State
10	14,797.69	Trust
11	6,887.83	Forest Development
19	7,436.88	Long Lake Conservation Center
21	17,414.97	Parks
All Funds	734,467.11	Total

Approved by,

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

WLB1
6/18/25

9:33AM

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



2R

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Vendor	<u>Name</u>	<u>Amount</u>			
9326	Dehn Oil Company	16,923.80	1	Transactions	
10516	TNT Construction Group, LLC	108,341.66	1	Transactions	
3 Fund Total:		125,265.46	Road & Bridge	2 Vendors	2 Transactions
Final Total:		125,265.46	2 Vendors	2 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	125,265.46	Road & Bridge
All Funds	125,265.46	Total

Approved by,

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

WLB1
6/18/25

10:44AM

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



2S

Page 1

Print List in Order By:

	1	1 - Fund (Page Break by Fund)
		2 - Department (Totals by Dept)
		3 - Vendor Number
		4 - Vendor Name

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List:

S D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

WLB1

6/18/25

10:44AM

12 Townships/Cities/ARDC/Amt

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 2

Vendor No.	Name	Amount	
1010	City Of Aitkin	1,293,807.12	1 Transactions
173	City Of Hill City	186,726.42	1 Transactions
1025	City Of McGrath-Treasurer	9,806.42	1 Transactions
175	City Of McGregor	188,080.40	1 Transactions
176	City Of Palisade	72,296.83	1 Transactions
178	City Of Tamarack	25,915.97	1 Transactions
393	ISD 1 Aitkin-Treasurer	84,151.95	3 Transactions
1985	ISD 182 Crosby-Treasurer	70.06	1 Transactions
392	ISD 2 Hill City-Treasurer	23,337.20	2 Transactions
1983	ISD 2165 Hinckley Finlayson-Treasurer	10,126.07	1 Transactions
1979	ISD 2580 East Central-Treasurer	2,472.46	1 Transactions
395	ISD 4 McGregor-Treasurer	58,161.59	2 Transactions
1982	ISD 473 Isle-Treasurer	12,846.06	2 Transactions
1981	ISD 577 Willow River-Treasurer	2,013.24	1 Transactions
394	ISD 698 Floodwood-Treasurer	614.02	1 Transactions
1984	ISD 95 Cromwell-Wright-Treasurer	11.59	1 Transactions
13110	Lake Minnewawa Lake Improvement District	20,311.26	1 Transactions
7000	Town Of Aitkin Treasurer	142,945.75	1 Transactions
7001	Town Of Ball Bluff Treasurer	84,092.48	1 Transactions

WLB1

6/18/25

10:44AM

12 Townships/Cities/ARDC/Amt

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 3

Vendor No.	Name	Amount	
7002	Town Of Balsam Treasurer	4,611.28	1 Transactions
7003	Town Of Beaver Treasurer	32,681.06	1 Transactions
7004	Town Of Clark Treasurer	31,145.75	1 Transactions
7005	Town Of Cornish Treasurer	13,563.18	1 Transactions
7006	Town Of Farm Island Treasurer	254,587.18	1 Transactions
7007	Town Of Fleming Treasurer	110,631.11	1 Transactions
7008	Town Of Glen Treasurer	67,624.22	1 Transactions
7009	Town Of Haugen Treasurer	34,336.40	1 Transactions
7010	Town Of Hazelton Treasurer	173,921.05	1 Transactions
4879	Town Of Hill Lake Clerk-Treas	94,154.22	1 Transactions
7011	Town Of Idun Treasurer	50,922.09	1 Transactions
7012	Town Of Jevne Treasurer	67,374.14	1 Transactions
7013	Town Of Kimberly Treasurer	101,064.87	1 Transactions
7014	Town Of Lakeside Treasurer	281,762.38	1 Transactions
7015	Town Of Lee Treasurer	21,270.55	1 Transactions
7016	Town Of Libby Treasurer	14,603.68	1 Transactions
7017	Town Of Logan Treasurer	47,135.77	1 Transactions
7018	Town Of Macville Treasurer	125,556.88	1 Transactions
7019	Town Of Malmo Treasurer	54,510.60	1 Transactions
7020	Town Of McGregor - Treasurer	13,861.28	1 Transactions

Vendor	Name		Amount	
<u>No.</u>				
7021	Town Of Millward Treasurer		9,740.38	1 Transactions
7022	Town Of Morrison Treasurer		39,250.01	1 Transactions
7023	Town Of Nordland Treasurer		191,566.89	1 Transactions
7024	Town Of Pliny Treasurer		11,025.04	1 Transactions
7025	Town Of Rice River Treasurer		39,129.99	1 Transactions
7026	Town Of Salo Treasurer		22,982.94	1 Transactions
7027	Town Of Seavey Treasurer		20,437.22	1 Transactions
7028	Town Of Shamrock Treasurer		617,545.25	1 Transactions
7029	Town Of Spalding Treasurer		34,449.02	1 Transactions
7030	Town Of Spencer Treasurer		76,542.34	1 Transactions
7031	Town Of Turner Treasurer		60,697.70	1 Transactions
7032	Town Of Verdon Treasurer		34,171.29	1 Transactions
7033	Town Of Wagner Treasurer		93,305.36	1 Transactions
7034	Town Of Waukenabo Treasurer		74,648.88	1 Transactions
7035	Town Of Wealthwood Treasurer		42,472.83	1 Transactions
7036	Town Of White Pine Treasurer		2,321.85	1 Transactions
7037	Town Of Williams Treasurer		26,047.19	1 Transactions
7038	Town Of Workman - Treasurer		75,492.89	1 Transactions

12 Fund Total:	5,284,931.65	Townships/Cities/ARDC/Ambulan	57 Vendors	62 Transactions
Final Total:	5,284,931.65	57 Vendors	62 Transactions	



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	12	5,284,931.65	Townships/Cities/ARDC/Ambulan	
	All Funds	5,284,931.65	Total	Approved by,
			
			

Print List in Order By:

4

- 1 - Fund (Page Break by Fund)
- 2 - Department (Totals by Dept)
- 3 - Vendor Number
- 4 - Vendor Name

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List:

S	D - Detailed Audit List
	S - Condensed Audit List

Save Report Options?: Y

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
10646	180 Degrees Inc	8,000.00	1 Transactions
88284	Aitkin Co Recorder	65.00	1 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	217.92	4 Transactions
783	Canon Financial Services, Inc	757.03	9 Transactions
10372	Collins/Jasmine	1,000.00	1 Transactions
13545	Contegrity Group, Inc.	3,750.00	3 Transactions
10855	Culligan Soft Water	146.10	3 Transactions
10342	DHS-Anoka Metro Rtc	1,000.00	1 Transactions
10188	DHS-Moose Lake RTC	1,201.70	2 Transactions
9220	Dhs-Msop	20,794.90	8 Transactions
89965	DHS-ST PETER-SEE LIST	7,039.40	2 Transactions
10652	Gilb/Zachary	534.45	9 Transactions
10672	Harvey Anderson Funeral Home	1,800.00	1 Transactions
10605	Herrick/Richard	245.36	1 Transactions
11072	Lutheran Social Service MN Guardianship	1,377.60	4 Transactions
90365	Math/Sara	296.06	1 Transactions
14877	NEMITZ/BILINDA	340.58	3 Transactions
10667	Northern Restaurant Equipment	6,625.50	2 Transactions
10394	Resource Training & Solutions	2,000.00	8 Transactions
10671	Selander Coaching and Consulting	1,156.07	2 Transactions
10650	Shirts Plus	1,354.00	1 Transactions
10530	The Therapist PLC	1,135.00	6 Transactions
Final Total		60,836.67	22 Vendors 73 Transactions



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	60,836.67	Health & Human Services	
	All Funds	60,836.67	Total	Approved by,
			
			



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: June 24

Title of Item: Aitkin County 4-H Program Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Information Only
Submitted by: Tony Hansen, Extension Regional Director		Department: Extension
Presenter (Name and Title): Julianna Langlois, 4-H Youth Development Educator, Tony Hansen, Regional Director		Estimated Time Needed: 20 Minutes
Summary of Issue: Sharing an update on the Aitkin County 4-H program.		
Alternatives, Options, Effects on Others/Comments: N/A		
Recommended Action/Motion: N/A		
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>		



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Driven to DiscoverSM

Aitkin County 4-H Program Update 2025

Julianna Langlois, Extension Educator, 4-H Youth Development
Tony Hansen, Regional Director, NE Region



Jenna Claypool

Regional Extension Educator,
Volunteer Systems



David Foley

Regional Extension Educator,
Animal Science



Cassie Girling

Regional Extension Educator,
Civic Engagement & Leadership



Lori Hall

Regional Extension Educator,
Operations



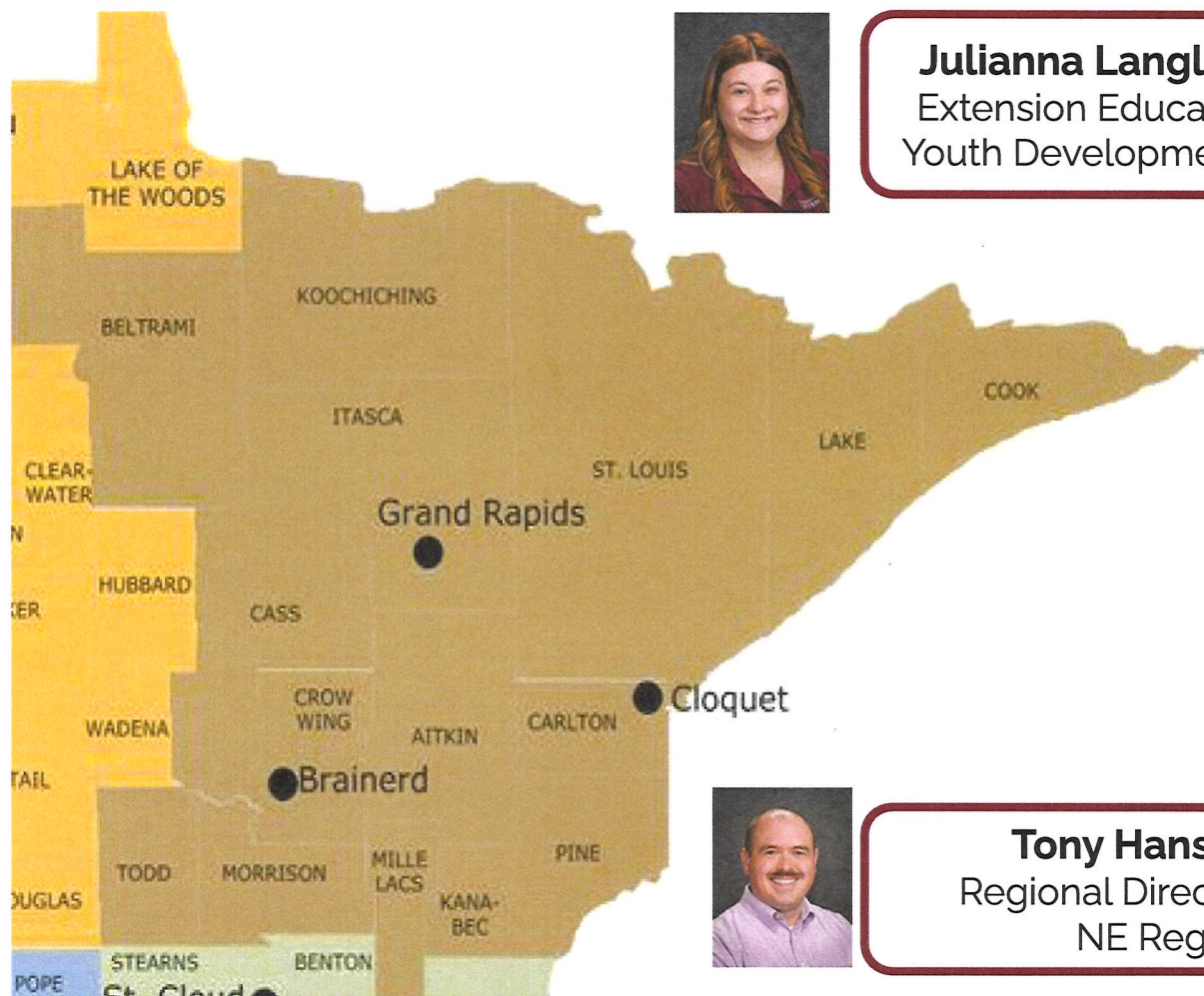
Jan Derdowski

NE Program Leader, Youth
Development



Julianna Langlois

Extension Educator,
Youth Development



Tony Hansen

Regional Director
NE Region



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Positive youth development in 4-H:

- builds skills in young people so they are able to learn and lead in a global society
- educates adults to work effectively with youth
- partners with communities to create supportive social environments that help youth thrive



4-H is thriving in our community and across Minnesota

191 youth in Aitkin County

52 adult volunteers in
Aitkin County

41,580 youth across MN

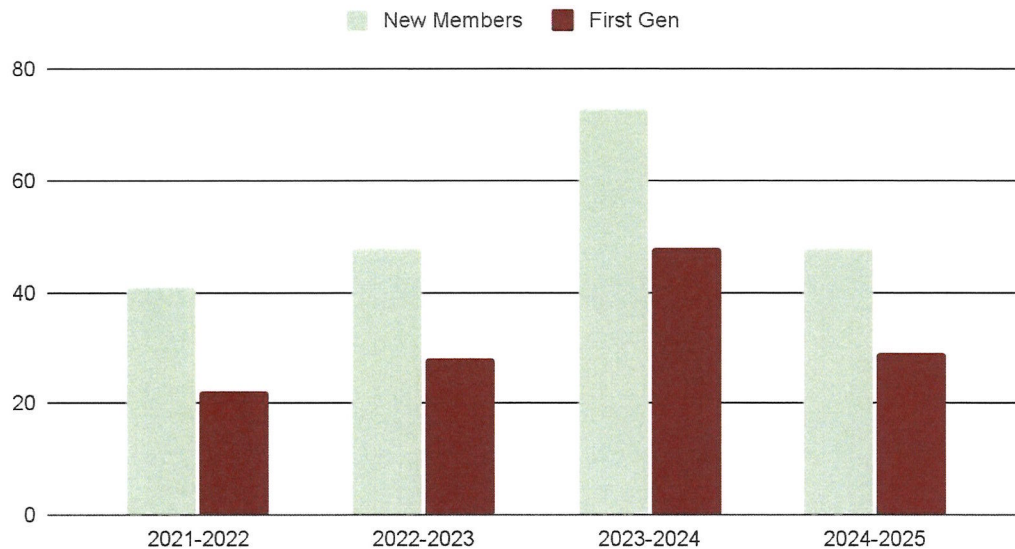


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Reaching new audiences

Aitkin 4-H Youth Enrollment



2021-2022

- 41 new members

2022-2023

- 48 new members

2023-2024

- 73 new members

2024-2025

- 48 new members



Learning Before the Showcase

Project Bowl

- 4 adult volunteers
- 8 youth

Fruit Sale

- 53 families

Spring Fling

- 20 volunteers
- 22 youth

AYC Partnership

- 15 youth

LQA&E

- certified 12 youth

Project Practices

- Horse, Dog, Shooting Sports, Rabbit Agility

Cloverbud Project Club

- 8 youth

Regional & State Youth Leadership Events

BLU

- 2 youth

YELLO

- 2 youth



What is participating in these learning activities
and events like for the youth?

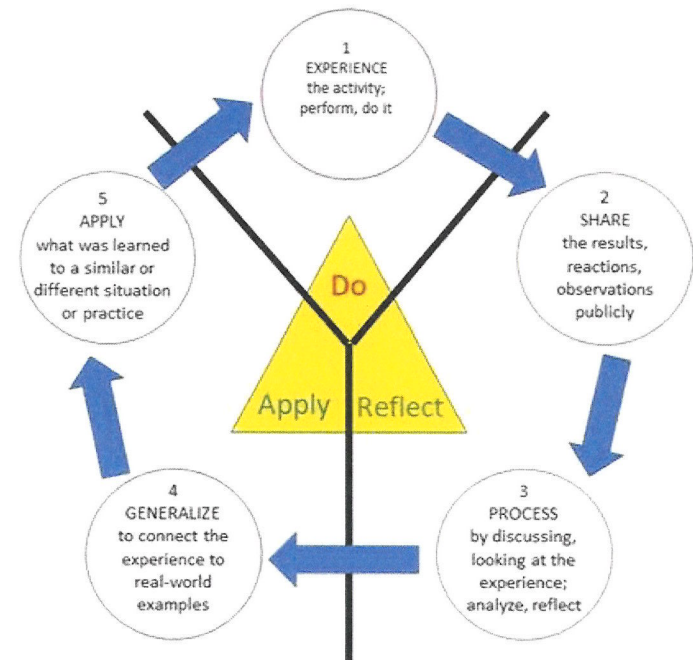
Ask our youth!



Why do we offer showcases?

Do, reflect, apply

- Skill building
- Communication skills
- Continued learning



Aitkin County Showcases - Local Events

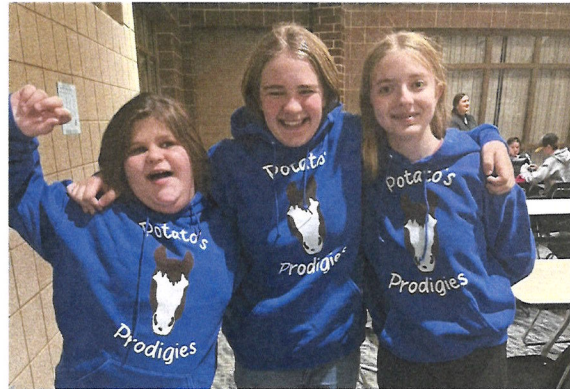
Aitkin County Fair

- 132 youth with entries



Aitkin County Dog Show

- 10 youth in training



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How can you support Aitkin 4-H Showcases?



Judge Costume Class Showcase!

Thursday, July 10th
6:30 p.m.
Livestock Arena
All Species!



Grab Ice Cream at the Malt Wagon!

Open Wednesday through
Saturday served by 4-H
members!



Attend the 4-H Blue Ribbon Auction!

Friday, July 11th
6:00 p.m.
Livestock Arena
Bring Bidders!



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Program Highlights - Aitkin County 4-H

Overview

In 4-H, youth engage in a learn-by-doing model that teaches youth essential, transferable skills that they'll use throughout their lives, such as problem solving, decision making, coping, communicating, and responding to the needs of others. 4-H supports youth in kindergarten through one year past high school. Youth meet regularly to learn through hands-on projects, perform community service, and develop leadership skills. **In the current 2024-2025 program year, Aitkin County 4-H actively serves 191 youth.**



4-H Partnership Programs

The 4-H program this spring created a partnership with the newly opened Aitkin Youth Center to reach teens in the community and provide quality out-of-school time programming. This partnership allowed Aitkin 4-H to connect with teens in grades 6 through 12. **The partnership lasted for 3 months and 4-H connected with 15 youth in grades 6 through 9.** By connecting with youth through strategic programming by allowing youth to voice and choose programming topics, 4-H partnerships provided means for teens to experience program opportunities and one participant from the partnership enrolled in the Aitkin 4-H program.



4-H Spring Fling Project Exploration Day

Aitkin 4-H Spring Fling Project Exploration Day is a one day event that brings in volunteer teachers that help youth explore different project areas in 4-H. Teachers offer different, 45 minute classes in an effort to introduce topics and opportunities to youth that they might not explore on their own. In the past, previous classes have included flower gardening, baking, making posters, trapping, STEM, performing arts, beekeeping, cake decorating, and woodworking. Youth explore about 4-5 classes in groups with peers similar in age with a break for lunch in the middle of the day. This year, 22 youth and 22 volunteers and teachers gathered at Long Lake Conservation Center in early April to explore photography, upcycled clothing, small livestock, wildlife biology, and archery.



4-H Community & Project Specific Clubs

4-H clubs are a great way to get connected to 4-H. Groups of youth meet regularly to work on 4-H projects, perform community service, develop leadership skills and learn to work together. Guided by caring adult volunteers, In Aitkin County there are **7 clubs** that serve **182 youth**.



4-H Cloverbud Project Club

Aitkin County 4-H Cloverbud Project Club provides learning opportunities for youth in grades K-2 to explore project areas, meet new friends, and showcase their learning. On the second Saturday of the month between November and April, Cloverbuds (youth in grades K-2) gathered at the Courthouse and met virtually with other youth through the Northeast Region. Between the meetings offered for Cloverbud Club, **8 youth in Aitkin 4-H participated.** This program is a great entry point to Aitkin 4-H for younger 4-H'ers. Many families have continued their 4-H experience year-round by joining other 4-H programs and getting more involved with opportunities offered county-wide.



4-H Youth Leadership Programs

The 4-H Building Leadership and Understanding (BLU) program is an exciting and fun leadership adventure that brings together youth from across Minnesota. Hosted by the Minnesota 4-H State Ambassadors, each retreat uses a youth-teaching-youth model to teach a leadership topic, participate in team-building activities, and meet other youth from their region. **This year, we had 2 youth attend BLU in February at Deep Portage.**

The Minnesota 4-H State Ambassadors additionally host Youth Exploring Leadership and Learning Opportunities (YELLO). YELLO is a 4-H leadership conference for youth in grade 7+ that prepares youth to learn and lead in their communities. The statewide leadership conference includes educational workshops, group networking experiences, inspiring messages from nationally-recognized speakers, field trips, and opportunities to contribute to the local community through service projects. **This year, we had 2 youth attend YELLO in June at University of Minnesota Morris.**

Conclusion

Through these 4-H experiences, Aitkin County 4-H is able to provide opportunities for youth to practice skills, meet new friends, and showcase their learning. These experiences are valued by participants, families, partners, and the community and will continue to provide quality programming for Aitkin County youth.





Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: June 24, 2025

Title of Item: Limited Use Permit with MN DOT for ATV Trail

<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: 5 Minutes
Summary of Issue: <p>The Mille Lacs Connector ATV trail will be crossing State Highway 65 in White Pine Township. In order to construct the trail in the right of away, a Limited Use Permit (LUP) is needed from MN DOT. The attached resolution authorizes Aitkin County to apply for that permit.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution for execution of a Limited Use Permit with the Commissioner of Transportation, State of Minnesota.		
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>		

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

ADOPTED June 24, 2025

By Commissioner: xxx

20250624-xxx

**Execution of a Limited Use Permit Between Aitkin County and the Commissioner of Transportation,
State of Minnesota**

WHEREAS, Aitkin County will be the administrator of the Mille Lacs Connector ATV trail, and

WHEREAS, part of the Mille Lacs Connector ATV will run the right of way west of State Highway 65 and cross to the east of State Highway 65 (Sections 20, 28, & 29 of T45N, R23W).

NOW THEREFORE BE IT RESOLVED, that Aitkin County, as trail sponsor, has the responsibility for the maintenance and repair of the trail for those portions of State Highway 65 as depicted on the attached map and authorizes execution of a Limited Use Permit between Aitkin County and the Commissioner of Transportation, State of Minnesota.

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



APPLICATION FOR ACCESS (DRIVEWAY) PERMIT

Document Management System # _____
 District _____ Permit # _____
 C.S. _____ T.H. _____
 R.P. _____
 (THIS SECTION FOR MnDOT OFFICE USE ONLY.)

ATTACH A SKETCH OF THE PROPOSED WORK AREA AND RELATION TO TRUNK HIGHWAY.
 SUBMIT TO DISTRICT OFFICE OF MINNESOTA DEPARTMENT OF TRANSPORTATION.

APPLICANT Aitkin County	TELEPHONE 218-927-7364	ADDRESS (Street, City, State, Zip) 307 Second St NW, Aitkin, MN 56431
PROPERTY OWNER Aitkin County	TELEPHONE	ADDRESS (Street, City, State, Zip)

LOCATION OF PROPOSED WORK (City/Township) (County) (Distance) (N-S-E-W) SPECIFIC ROAD INTERSECTION OR LANDMARK
 Highway 65 in White Pine Twp Aitkin 0.64 Miles North of 230 Street

WILL THIS ACCESS BE WITHIN TRIBAL LANDS? ☐ Yes ☒ No IF YES, WHICH ONE?

PURPOSE OF DRIVEWAY <input type="checkbox"/> Temporary <input type="checkbox"/> Field Entrance <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Proposed Public Street <input type="checkbox"/> Commercial (Specify Type)	REQUESTED ENTRANCE WIDTH 12' Feet	PROPERTY IS IN <input type="checkbox"/> Platted Area <input checked="" type="checkbox"/> Unplatted Area	ZONING FOR PROPERTY IS
---	-----------------------------------	--	------------------------

IS BUILDING TO BE CONSTRUCTED <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Specify Type)	WILL BUILDING BE <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	NUMBER OF PRESENT DRIVEWAYS TO PROPERTY
---	---	---

EXACT LOCATION OF PRESENT DRIVEWAY(S) The existing intersection of MN-65 and E White Pine Trl; east side of MN-65	EXACT LOCATION OF PROPOSED DRIVEWAY(S) Proposed entrance will be for a designated ATV trail; situated directly across from E White Pine Trl to create 4-way intersection
--	---

LEGAL DESCRIPTION OF PROPERTY
 N1/2 of Section 29

WORK TO START ON OR AFTER October 2025	DATE WORK TO BE COMPLETED BY May 2026
---	--

APPLICANT'S ACCEPTANCE, WAIVER AND INDEMNIFICATION

The undersigned applicant hereby agrees to comply with applicable statutes, rules, and all the standard conditions and special provisions of this permit. The applicant understands and agrees that no work in connection with this application will be started until the application has been approved and the permit issued.

The applicant also understands that this permit may also be subject to the approval of local road authorities having joint supervision over said street or highway, and may be subject to applicant's compliance with the rules and regulations of the Minnesota Environmental Quality Board and/or any other affected governmental agencies.

The applicant is aware of circumstances or hazards that may arise while performing the work associated with this application that could result in injury, loss, damage or death, and the applicant assumes the risk of such circumstances, dangers or hazards, whether reasonably foreseeable or not.

The undersigned applicant expressly agrees that except for negligent acts of the State, its agents and employees, the applicant or his/her agents or contractor shall assume all liability for, and save the State, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the work to be done in connection with this application and permit.

NAME AND TITLE Dennis Thompson, Land Commissioner	EMAIL ADDRESS dennis.thompson@aitkincountymn.gov
DATE June 13, 2025	SIGNATURE

DO NOT WRITE BELOW THIS LINE

PERMIT NOT VALID UNLESS BEARING SIGNATURE AND NUMBER

AUTHORIZATION OF PERMIT

In consideration of the applicant's agreement to comply in all respects with the applicable laws and the conditions of the Commissioner of Transportation pertaining to this permit, permission is hereby granted for the work to be performed as described in the above application, said work to be performed in accordance with the following standard conditions and special provisions:

SEE ATTACHED STANDARD CONDITIONS AND SPECIAL PROVISIONS

_____ Date All Work To Be Completed By	_____ Authorized MnDOT Signature	_____ Date of Authorized Signature
--	----------------------------------	------------------------------------

DISTRIBUTION Original to Area Maintenance Engineer Applicant Subarea Supervisor Roadway Regulations Supervisor	DEPOSIT REQUIREMENTS <input type="checkbox"/> No Deposit Required <input type="checkbox"/> Deposit Required in the Amount of \$ _____ Date Deposit Received _____ Deposit to be returned upon satisfactory completion of all work	DEPOSIT TYPE Cashier's Check # _____ Certified Check # _____ Money Order # _____ Bond # _____
--	---	---

DATE WORK COMPLETED (The date when the work is completed must be reported to the MnDOT District Permits Office)

STATUTE AND RULES

Minn. Stat. §160.18 ACCESS TO ROADS; APPROACHES.

Subdivision 1. Culvert on existing highway. Except when the easement of access has been acquired, a road authority, as to a highway already established and constructed may grant by permit a suitable approach to the highway. The requesting abutting property owner shall pay for the cost and installation of any required culverts unless a road authority, other than the commissioner, adopts by resolution a policy for the furnishing of a culvert to an abutting owner when a culvert is necessary for suitable approach to a road. The policy may include provisions for the payment of all or part of the costs of furnishing the culvert by the abutting landowner.

Subd. 2. Approaches to new highway. Except when the easement of access has been acquired, the road authorities in laying out and constructing a new highway or in relocating or reconstructing an old highway shall construct suitable approaches thereto within the limits of the right-of-way where the approaches are reasonably necessary and practicable, so as to provide abutting owners a reasonable means of access to such highway.

Subd. 3. Access for particular uses. The owner or occupant of property abutting upon a public highway, having a right of direct private access thereto, may provide such other or additional means of ingress from and egress to the highway as will facilitate the efficient use of the property for a particular lawful purpose, subject to reasonable regulation by and permit from the road authority as is necessary to prevent interference with the construction, maintenance and safe use of the highway and its appurtenances and the public use thereof.

Minn. Rules part 8810.4100 DEFINITIONS OF DISTRICT AND STREET CLASSIFICATIONS.

Subpart 1. Scope. In the absence of an established classification by local authorities, the definitions in subparts 2 to 5 shall govern.

Subp. 2. Major Street. "Major street" means any road that has an average annual daily traffic volume of 1,500 vehicles or greater.

Subp. 3. Minor Street. "Minor street" means any road that has an average annual daily traffic volume less than 1,500 vehicles.

Subp. 4. Rural district. "Rural district" means all other locations not meeting the urban district definition.

Subp. 5. Urban district. "Urban district" means those properties contiguous to the trunk highway system of the state of Minnesota, including any street, that are built up with structures devoted to business, industry, or dwelling houses where such structures are situated at intervals of less than 100 feet for a distance of one-quarter of a mile or more.

8810.4300 PURPOSE AND SCOPE.

Subpart 1. Purpose. The purpose of parts 8810.4100 to 8810.5600 is to establish certain optimum design specifications for driveways providing a means of ingress to and egress from private property located along and adjacent to the right-of-way of the trunk highway system of the state of Minnesota.

Subp. 2. Scope. The scope of parts 8810.4100 to 8810.5600 is confined within the framework of and intended to be consistent with Minnesota Statutes 1965, section 160.18, subdivision 3.

8810.4400 DRIVEWAY PERMITS.

Authorization to construct or alter a driveway shall consist of a permit duly signed by the district engineer of the Minnesota Department of Transportation having responsibility for the maintenance and construction of the trunk highway in question. No driveway shall be constructed from or to a trunk highway until such permit has been obtained and supplemented by those permits that may be required by local governing authorities.

The commissioner of transportation may require the applicant, or their contractor, to furnish a deposit in the form of a cashier's check, certified check, a surety bond on corporate undertaking, in favor of the state of Minnesota, commissioner of transportation for any expense incurred by the state in the repairing of damage to any portion of the trunk highway right-of-way caused by work performed under a work permit or a permit for construction, including any out of the ordinary engineering supervision and inspection expense provided by the state. In those instances wherein a deposit is required, the amount of the deposit shall be specified in the special provisions of the permit. If a check is furnished, any moneys remaining over and above such expense shall be returned to the applicant.

8810.5200 CHANGES IN USE.

In the event of a change in land use or major change in the traffic pattern of the existing facility, existing driveways are not automatically perpetuated and new driveway access applications shall be submitted.

8810.5300 REVOKING ACCESS.

If the terms of the permit are violated, or if the commissioner of transportation determines that continuance of a driveway access is particularly hazardous, the commissioner may under the authority vested by law revoke the access.

8810.5400 PROHIBITED USES.

No part of the right-of-way of a trunk highway or of a street over which a trunk highway is routed may be used for servicing of vehicles or the conduct of private business.

8810.5600 VARIANCES.

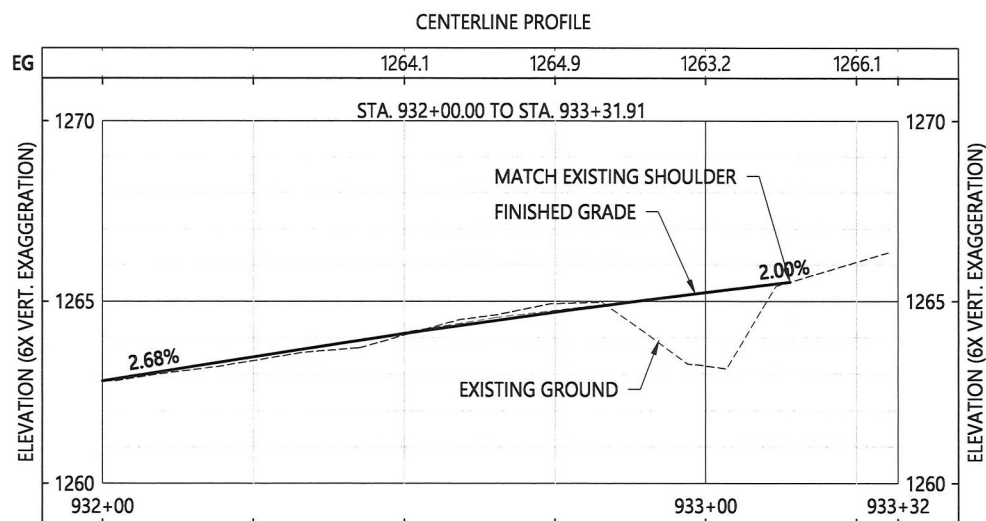
A variance from the standards set forth in parts 8810.4100 to 8810.5500 may be allowed by the commissioner when the variance will facilitate the safe, efficient use of the property for a lawful purpose and will not interfere with the construction, maintenance, or safe and efficient use of the highway and its appurtenances by the public.

ACCESS PERMIT GENERAL INFORMATION

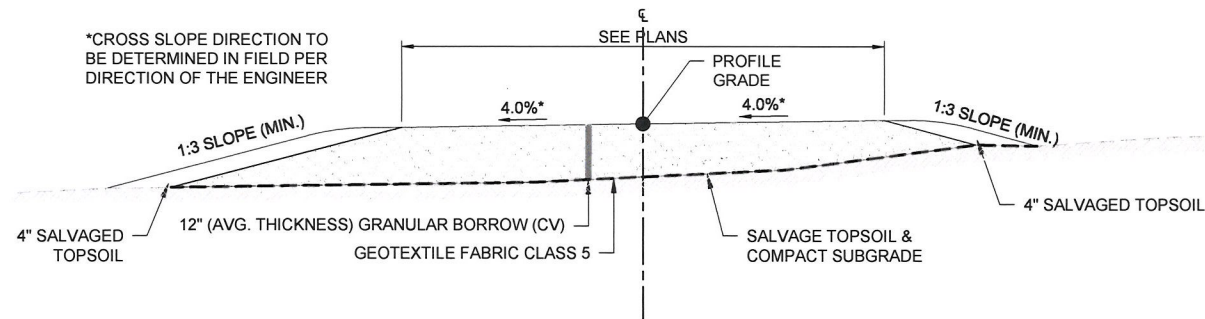
To minimize site plan changes, a plat review shall be approved by the Minnesota Department of Transportation in accordance with Chapter 505 of the Minnesota Statutes and Minnesota Rule 8810.4100 – 8810.5600 prior to the issuance of any access permit. By this means, construction and maintenance plans for the portion of the trunk highway under consideration may suggest alternate or improved methods or standards of construction or reconstruction to the property owner and/or lessee.

CONDITIONS OF ACCESS PERMIT

1. This permit is subject to compliance with Minnesota Statutes §160.18, Minnesota Rules parts 8810.4100 through 8810.5600 and each of these conditions.
2. No work under this application shall be started until application has been approved and the permit issued.
3. Any permanent signs or permanent traffic barriers (including crash cushions) installed on the State Highway system must be deemed crashworthy under the American Association of State Highway and Transportation Officials (AASHTO) "Manual for Assessing Safety Hardware, 2016 (MASH-16)". Where work on or near the traveled roadway is necessary, proper traffic signs, channelizing devices, warning lights, and barricades shall be erected to protect traffic, employees, and pedestrians. All temporary traffic control devices and methods shall conform to the Minnesota Field Manual on Temporary Traffic Control Zone Layouts, Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), Minnesota Standard Signs and Markings Manual, and the appropriate provisions of Standard Specification 1710. All temporary traffic control devices shall be deemed crashworthy under the American Association of State Highway and Transportation Officials (AASHTO) "Manual for Assessing Safety Hardware, 2016 (MASH-16)" with exceptions as noted under MnDOT Technical Memorandum No. 19-03-T-01 Crashworthy Requirements for Temporary Traffic Control Devices. (See memo at: <http://dotapp7.dot.state.mn.us/edms/download?docId=2434220>)
4. Unless adequately protected by a traffic barrier, there shall be no work within the clear zone, nor shall pipe materials, equipment or other objects be stored within the clear zone. If temporary traffic barrier is used, it will be placed according to the "MnDOT Temporary Barrier Guidance Manual" (December 2018). (See website at: www.dot.state.mn.us/trafficeng/workzone/doc/Temporary%20Barrier%20Guidance%20Manual%20181129.pdf) Any temporary traffic barrier (including crash cushions) must be deemed crashworthy under MASH-16.
5. Any person acting as a Flagger for permitted work shall have attended a training session taught by a MnDOT Qualified Flagger Trainer within the twelve months immediately preceding the start date of all flagging activity. A Flagger shall receive a Flagger Qualification Card, signed by a MnDOT Qualified Flagger Trainer, upon successful completion of this training. During all flagging activity, a Flagger must carry a signed Flagger Qualification Card on that Flagger's person and be in possession of a current Minnesota Flagging Handbook. The Minnesota Flagging Handbook is available from MnDOT Qualified Flagger Trainers or from a MnDOT District Office.
6. No foreign material such as dirt, gravel, or bituminous material shall be deposited or left on the road during the construction of driveway or installation of drainage facilities.
7. Upon completion of work, the permit holder must restore the trunk highway to its original condition or a condition satisfactory to Minnesota Department of Transportation, and the roadside shall be cleaned to its original status.
8. After driveway construction is completed the permittee shall notify the Area Maintenance Engineer or his authorized representative that the work has been completed and is ready for final inspection and approval by the Minnesota Department of Transportation.
9. No changes or alterations in entrances may be made at any time without prior written permission from the Minnesota Department of Transportation.
10. Driveways shall be so constructed as to slope down away from the shoulder line of the trunk highway according to the most recent MnDOT Standard Plate No. 9000.
11. A security deposit may be required to insure proper restoration of highway surfaces and to cover payment for any damage to highways or State property. Additionally, any expense incurred by the Minnesota Department of Transportation above the posted deposit will be assessed against the applicant. In the event construction has not been started by the "WORK TO BE COMPLETED BY" date, this permit becomes null and void and the deposit will be refunded.



© 2025 WIDSETH - FILE: W:\PROJECTS\AITKIN COUNTY-30168\2020-1098\1\CAD\1\000 PHASE 1 - WEST\IC EX 2020-1098-MINOT.DWG - PLOTTED BY: JEREMY SCHWARZE, June 11, 2025



TYPICAL SECTION - NEW TRAIL CONSTRUCTION



Board of County Commissioners Agenda Request

4B

Agenda Item #

Requested Meeting Date: June 24, 2025

Title of Item: Public hearing on Pine Knoll public water access

<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 checked="" 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: 5 Minutes
Summary of Issue: At the May 27, 2025 County Board meeting, the date and time for a public meeting was set for June 24, 2025 at 9:30 a.m. I have included the comments and responses received to date. Attached is the notice of the public hearing.		
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>		



EAST CENTRAL MINNESOTA

-Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully. If changes are needed, please contact us prior to deadline at
Cambridge (763) 691-6000 or email at publicnotice@apgecm.com

Ad Proof

Not Actual Size

AITKIN COUNTY

NOTICE FOR
PUBLIC HEARING

FOR PROPOSED PUBLIC
WATER ACCESS ON
MISSISSIPPI RIVER

A public hearing has been scheduled for June 24, 2025 at 9:30 a.m. in the Government Center Board Meeting Room to gather comments regarding the construction of a public water access on the Mississippi River in the Riverside Point Plat in section 16 of Aitkin Township (Lots 38-41). Comments can be submitted to the Land Department at acld@aitkincountymn.gov or 502 Minnesota Avenue N, Aitkin, MN. 56431 (218) 927-7364.

Published in the
Aitkin Independent Age
June 11, 18, 2025
1473609

Date: 05/28/25

Account #: 482641

Customer: AITKIN COUNTY LAND DEPT.

Address: 502 MINNESOTA AVE. N
AITKIN

Telephone: (218) 927-7364
Fax:

Publications:

Aitkin Independent Age

Ad ID: 1473609

Copy Line: June 24 PH Pine Knoll

PO Number:

Start: 06/11/25

Stop: 06/18/2025

Total Cost: \$54.00

of Lines: 27

Total Depth: 3.0

of Inserts: 2

Ad Class: 150

Phone # (763) 691-6000

Email: publicnotice@apgecm.com

Rep No: MA700

Contract-Gross

Comment	Commenter	ACLD Response
Via e-mail: Signage must clearly indicate that this water access is for carry-in, non-powered watercraft only. Concrete or metal pillars should also be placed at the top of the ramps, to avoid anyone attempting to back a trailered motorboat down the ramp.	Jason and Erica Colvin	An informational kiosk will be installed that clearly outlines the allowed use of the access. There will also be signage at the access points. Also, due to the design of the accesses, it will be difficult to accommodate a vehicle and boat trailer.
Via e-mail: Garbage and recycling cans must be included, situated at least 50 feet from the property lines, and which will be maintained by Aitkin County or a contracted company. A vault toilet or porta-potty should also be included.	Jason and Erica Colvin	This will be done.
Via e-mail: An 8-foot-high wooden fence needs to be erected along the entire property line of Lot 41, to minimize light and noise intrusion into our property. A berm on the property line in addition to a fence would also be welcomed.	Jason and Erica Colvin	A privacy fence will be placed along the entire property line of both adjacent landowners.
Via e-mail: The parking area should be gravel rather than asphalt or concrete. This will match the surrounding roads, and gravel should allow rainwater to better soak in rather than add to potential runoff.	Jason and Erica Colvin	The parking area will have a gravel surface.
Via e-mail: If any artificial lighting is included on the site, it needs to be displayed only downwards to minimize light pollution and will ideally have motion detection and variable brightness	Jason and Erica Colvin	There will not be electricity to the access and no artificial lighting.



Board of County Commissioners Agenda Request



Requested Meeting Date: June 24, 2025

Title of Item: Purchase of new dump trailer

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner		Estimated Time Needed: 5 Minutes
Summary of Issue: <p>The Land Department budgeted the purchase of a new dump trailer in 2025. Bids were solicited from area trailer dealers. My recommendation is to accept the bid from Midsota Trailer Sales and Service. They were the only one that matched all of the specifications and offered a 5 year warranty.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve the purchase of a dump trailer from Midsota Trailer Sales and Service for \$14,866.81		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ 14,866.81</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p> <p>\$15,000 was budgeted for this purchase.</p>		

5/29/2025
Store: 1

Sales Order #4889

Ordered: 5/29/2025
Associate: czirbes
Page 1



Midsota Trailer Sales & Service

404 CR 50
Avon, MN 56310
(320) 356-2412

Bill To: Aitkin County Land Dept
Aitkin County Land Dept
502 Minnesota Ave N.
Aitkin, Mn 56431
218-927-7364

INSTRUCTIONS: LEADTIME ESTIMATE OF 6 WEEKS FROM TIME OF ORDER
DERATE GVWR TO 14,400#
Order Status: Open

Item Name	Item Description	Color	Size	Order	Sold	Due	Price	Ext Price Tax
82 x12 Versa Dump 15 4K BP	Standard Features Frame : 6" x 4" Steel Tube Crossmembers : 3" Steel Channel, 16" On-Center Tongue : 6" x 3" Steel Tube Integrated Step(s) : Side Steps Coupler : 2-5/16" Adjustable EZ Latch 4- Bolt Flat Plate Safety Chains : DOT Compliant Tongue Jack : 12K Drop Leg, Set-Back Top Rail : 3" x 2" Steel Tube Sides : 11-Gauge Formed Sides, 24" Tall Stabilizers : Zinc Plated, Rear Drop Leg Jacks Gate : Combo Barn Door Spreader Gate with Cambar Gate : Spring-Loaded Door Hold-Backs Ramp(s) : 4" x 72" Steel Ladder Style (Slide-In with Carrier) Fenders : Double Break Tread Plate Axle : (2) 7000 lb Drop Slipper Spring Brake Hubs : Easy Lube Breakaway : Battery, Switch, and Lanyard Tires : ST235/80R16E 10-PR Wheels : 16", 8-Hole Steel Mud Flaps : Yes Exterior Finish : Industrial Grade Polymer Finish Decking : 7-Gauge, One-Piece			1	0		\$13,750.00	\$13,750.00 1

5/29/2025
Store: 1

Sales Order #4889

Ordered: 5/29/2025
Associate: czirbes

Page 2

Item Name	Item Description	Color	Size	Order	Sold	Due	Price	Ext Price Tax
	Smooth							
	Steel							
	Tie Downs : (5) 5/8"							
	D-rings							
	Tie Downs : Stake Pockets							
	Exterior Storage : Pallet Fork							
	Carrier							
	Exterior Storage : A-Frame Steel							
	Lockable Toolbox							
	Exterior Storage : Spare Tire							
	Carrier							
	Tarp : Anti-Sail Kit with Integrated							
	TieDown							
	Tarp : 18' Mesh Tarp Kit (Installed)							
	Tarp : Tarp Brackets							
	Tarp : Integrated Tarp Mount and							
	Shroud							
	Connector Plug : Round 7-pin							
	Cold							
	Weather (-85)							
	Wiring : Midsota Exclusive							
	Indicator							
	Module							
	Wiring : No Exposed Wiring							
	Exterior Lights : Full LED, DOT							
	Compliant							
	Hydraulic Components : Power							
	Up,							
	Gravity Down (Scissor Lift Hoist)							
	Hydraulic Components : Push							
	Button							
	Control with 15' Lead							
	12V Electrical : 12 Volt DC 31							
	Battery							
	110V Electrical : On-Board							
	Charger 4							
	Amp (110V Plug In)							
	Misc : Greaseless Pivot Pins							
	(Neverlube)							
	Misc : Pallet Fork Holders							
	Warranty : Limited 5-Year							
	Warranty							

Title and License Fees	1	0	1	\$34.50	\$34.50
Transfer Fee	1	0	1	\$37.00	\$37.00
Documentation Fee	1	0	1	\$100.00	\$100.00
Total Qty Ordered: 4				0	4

Percent Unfilled: 100

Subtotal:\$13,921.50
Local 6.875 % Tax: + \$945.31
TOTAL:\$14,866.81
Deposit Balance: \$0.00
Balance Due:\$14,866.81

Thank you for your order!
All deposits are Non Refundable

Customer



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: June 24, 2025

Title of Item: Award Business Development & Recreation Grants

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only								
Submitted by: Mark Jeffers		Department: Economic Development								
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 min.								
Summary of Issue: <p>The Aitkin County Economic Development Committee has received and reviewed grant funding requests for the Business Development & Recreation Grant Program. Grant applications and grant award summary are included.</p> <p>The Committee was unanimous on the recommendation, with Commissioner Sample abstaining on the Forgotten Heroes Ranges & Retreat application. The Committee recommends and requests approval to award the following grants at this time:</p> <table style="width: 100%;"><tr><td>Downtown Aitkin Retail Committee</td><td style="text-align: right;">\$2,000</td></tr><tr><td>Sampaguita</td><td style="text-align: right;">\$2,000</td></tr><tr><td>CAPS</td><td style="text-align: right;">\$1,530</td></tr><tr><td>Forgotten Heroes Ranges & Retreat</td><td style="text-align: right;">\$2,000</td></tr></table> <p>The purpose of this grant fund is to leverage county funds, private funds, and volunteer efforts to enhance small business development activities in Aitkin County, with a focus on increasing sustained tourism and recreational events. Organizations may apply individually or submit a joint application. To demonstrate their commitment to the grant request, organizations must provide a 1:1 match of funds in good faith. The Aitkin County Board of Commissioners has approved this funding to be used directly for the benefit of the Aitkin County community through the Aitkin County Business Development & Recreation Grant.</p>			Downtown Aitkin Retail Committee	\$2,000	Sampaguita	\$2,000	CAPS	\$1,530	Forgotten Heroes Ranges & Retreat	\$2,000
Downtown Aitkin Retail Committee	\$2,000									
Sampaguita	\$2,000									
CAPS	\$1,530									
Forgotten Heroes Ranges & Retreat	\$2,000									
Alternatives, Options, Effects on Others/Comments: 										
Recommended Action/Motion: Economic Development requests approval of a motion to award the recommended grants.										
Financial Impact: <p><i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p>										

Business Development and Recreation Grant

#	Facility Name	Project Name	Contact Name	Email	City	Phone	\$ requested	\$ Awarded
1	Growth Innovations	multi-tenant signage	Tami Jacobs	tjacobs@growthiv.org	Aitkin	218.927.2172	\$ 1,025	\$ -
2	Clear Lake Gardens	Aitkin Farm Trail	Kelley Rajala	clearlakegardens@gmail.com	Aitkin	707.331.6850	\$ 2,000	\$ 2,000
3	Long Lake Foundation	Nature Rocks	Bob Marcum, Dave McMillan	rmarcum@lcfoundation.org	Aitkin	218.768.4653	\$ 2,000	\$ 2,000
4	Food as Medicine Festival	Riverwood/Clear Lake Gardens	Kelley Rajala	clearlakegardens@gmail.com	Aitkin	707.331.6850	\$ 500	\$ 500
5	Aitkin Area Chamber of Commerce	Riverboat Heritage Days	Stephanie Mollet	upnorth@aitkin.com	Aitkin	218.394.2202	\$ 2,000	\$ 2,000
6	Aitkin Area Chamber of Commerce	Paddle Your Glass Off	Stephanie Mollet	upnorth@aitkin.com	Aitkin	218.394.2202	\$ 2,000	\$ 2,000
7	Union Woodland Cemetery	cemetery beautification	Ramona Hooper	rh59750@frontier.net	McGregor	218.426.3344	\$ 2,000	\$ -
8	Shamrock Township	Shamrock Shindig	Candace Kral	townofshamrock@shamrocktwp.org	McGregor	218.426.3736	\$ 1,225	\$ -
9	Palisade Events Committee	2nd Annual ATV Ride	Dawn Quade	quadedawn@gmail.com	Palisade	320.232.5776	\$ 490	\$ 490
10	Green Owl Yarn & Gifts	Community Craft Fairs	Skye Fiedler	greenowlgallery@gmail.com	Aitkin	612.735.4222	\$ 2,000	\$ -
11	Jaques Art Center	Art for fun- fun for all	Pam Andell	info@jaquesart.com	Aitkin	218.927.2363	\$ 1,961	\$ 1,961
12	Petals of Peace	Awning Project	Arlene Selander	selandercoachingandconsulting@gmail.com	Aitkin	218.820.2813	\$ 2,000	\$ -
13	Tamarack Activities Club	Tamarack Pollinator Garden	Debra Drexler	ddrexler57@gmail.com	Tamarack	612.743.4329	\$ 812	\$ 812
14	Hill City Events Committee	Hill City 4th of July	Sue Kaslow	suekaslow@yahoo.com	Hill City	218.244.3422	\$ 2,000	\$ 2,000
15	Downtown Aitkin Retail Committee	downtown Aitkin Beautification project	Amanda Lowe	amc2987@cioua.com	Aitkin	218.330.6057	\$ 2,000	\$ 2,000
16	Sampaguita	Sampaguita Community Engagement	Richard Lupu	rmfuea3@gmail.com	Aitkin	763.370.5452	\$ 2,000	\$ 2,000
17	Committee for the Awareness & Prevention of Suicide	STAY: Walk, Run & Rally	Stacey Durgin Smith	stacey.durgin@stefanowich.com	Aitkin	218.927.7224	\$ 1,530	\$ 1,530
18	Forgotten Heroes Ranges & Retreat	Kids Day and Disabled Day on the Range	Brenda Evacevich	peggy3frontier@aol.com	McGregor	218.290.2558	\$ 2,000	\$ 2,000
19	Aitkin Eats	Clear Lake Gardens	Kelley Rajala	clearlakegardens@gmail.com	Aitkin	707-331-6850	\$ 1,350	\$ -
20								
21								
22								
23								
24								
25								
26								
							\$ 30,893	\$ 21,293



Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2025 - December 31, 2025

1. Grant requests should be submitted by EMAIL to:
mark.jeffers@co.aitkin.mn.us, subject line: BD&R2025 or
by mail to:
Mark Jeffers
Aitkin County Government Center
307 2nd Street NW, Room 316
Aitkin, MN 56431
2. Funding recommendations will be considered at the regularly scheduled monthly meeting of the Aitkin County Economic Development Committee. Application deadline is **May 31, 2025**.
3. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.
4. The purpose of this grant fund is to leverage county funds, private funds, and volunteer efforts to enhance small business development activities in Aitkin County, with a focus on increasing sustained tourism and recreational events. Organizations may apply individually or submit a joint application. To demonstrate their commitment to the grant request, organizations must provide a 1:1 match of funds in good faith. The Aitkin County Board of Commissioners has approved this funding to be used directly for the benefit of the Aitkin County community through the Aitkin County Business Development & Recreation Grant.

APPLICANT INFORMATION

PROGRAM INFORMATION

Project/Event Name: Downtown Aitkin Beautification Project

Date(s) of Project/Event: Spring / Summer 2025

Location of Project/Event: Downtown Aitkin

Organization/Community Name: Downtown Aitkin Retail Committee

Person in Charge of Project: Amanda Lowe

Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code): 223 MN Ave N, Aitkin, MN 56431

Contact Person's Phone #: 2183306057

Contact Person's Email: amac2869@icloud.com

Description/focus/purpose of your organization: See Attached

The Downtown Aitkin Retail Committee is dedicated to promoting tourism and driving traffic to our vibrant downtown area. Through strategic campaigns—including billboards, print materials, and radio advertising—we showcase all that the Aitkin area has to offer.

We also organize exciting community events like *Ladies Night Out*, designed to bring energy and visibility to local businesses and highlight the unique charm of our downtown. All retail business owners are encouraged to attend our monthly meetings and be part of the conversation and planning.

Our sole source of funding comes from the Gobbler Cards, which are sold annually by the high school football team. We design and produce these cards and collaborate with local businesses to create special promotions. This effort generates approximately \$4,000 each year, which is reinvested into marketing efforts such as advertising and promotional materials.

In addition to marketing, the committee is also responsible for enhancing the downtown atmosphere by maintaining the flags on the light poles and the seasonal flower pots that add beauty and character to our streets.

We are excited to host a **Farmer's Market and Live Music on The Terrace** on the first and third Thursday of each month. A portion of the funds we are requesting will go toward compensating the musicians, as well as covering advertising and promotional materials for the events.

Additionally, the project will help support the purchase of flowers for the downtown planters, enhancing the beauty and charm of our community.

Lastly, we aim to purchase new flags for the downtown light poles. These flags will help reinforce our brand and welcome both residents and visitors alike to the heart of Aitkin.

Due to the recent changes in the Farmer's Market location, downtown has experienced a noticeable decline in foot traffic on Saturdays. By introducing a second market on Thursdays, we aim to draw more visitors to the downtown area while also providing local farmers with additional opportunities to grow their businesses.

Hosting the market on The Terrace and offering free live music will help attract a broader audience and showcase all that our downtown has to offer. Additionally, the new flags and flower pots will enhance the visual appeal of the area, creating a more welcoming and vibrant atmosphere for residents and visitors alike.

This project is designed to foster long-term vitality and sustainability for the Aitkin community in several meaningful ways:

1. **Economic Growth:** By hosting an additional Farmer's Market and live music events downtown, we aim to boost foot traffic, which directly benefits local retailers, restaurants, and farmers. Increased visibility and customer engagement help sustain small businesses and support the local economy.
2. **Support for Local Agriculture:** Providing farmers with a second market opportunity allows them to sell more of their goods and build a stronger customer base. This contributes to the sustainability of local agriculture and encourages consumers to shop local.
3. **Community Engagement & Quality of Life:** These events create a fun, family-friendly atmosphere that draws residents together and attracts visitors. A lively and welcoming downtown builds community pride and enhances the overall quality of life.
4. **Beautification & Downtown Identity:** The investment in new flags and flower pots not only improves the visual appeal of downtown but also strengthens Aitkin's identity and branding through the "New Roads Lead to More Fun" campaign. A well-maintained and inviting downtown encourages repeat visits and continued growth.
5. **Sustainable Tourism:** By creating ongoing, seasonal attractions, this project encourages sustainable tourism. Visitors are more likely to return and support businesses year-round, helping Aitkin thrive beyond single events or peak seasons.

In short, this initiative strengthens community ties, supports local businesses and farmers, and enhances the long-term economic and cultural sustainability Aitkin.



FUNDING:

Amount requested from Aitkin County

\$ 2000.00

(Minimum \$100.00, maximum request is 2,000.00). The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.

Amount of your organization's match

\$ 2000.00

Total projected budget

\$

PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

See Attached

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

See Attached

Explain how your project will bring visitors to or provide a positive and sustainable economic impact on Aitkin County.

See Attached

List target audience: Ages 0 to end of life

How many people usually attend this project/event? The Market and Music is a new event that we believe will draw new people to the Farmer's Market and Terrace that are unable to attend the markets on Saturdays.

If awarded, how many incremental visitors do you hope to attract?



4. **PROJECT BUDGET:** in the space below, provide a budget for the entire event.

Category	Grant Funds	Applicant Funds	Total
TOTALS			

Contact Signature:

Name _____ Date: _____



16

Application for Aitkin County Business Development & Recreation Grant Program January 1, 2025 - December 31, 2025

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mark.jeffers@co.aitkin.mn.us , subject line: BD&R2025 or
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Aitkin, MN 56431

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APPLICANT INFORMATION

PROGRAM INFORMATION

Project/Event Name: Sampaguita Community Engagement

Date(s) of Project/Event: June 2025-May 2026

Location of Project/Event: **Organization/Community Name:** Sampaguita – Aitkin, MN

Person in Charge of Project:

Richard Lupu

Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):

Mailing Address: 204 Minnesota Ave N, Aitkin, MN 56431

Contact Person's Phone #: 763-370-5452

Contact Person's Email: rmlupu@gmail.com

Description/focus/purpose of your organization:

Sampaguita is a community-focused arts and retail space built around the idea of a "Third Place"—a welcoming environment outside of home and work where people can gather, connect, and feel a sense of belonging. Inspired by the work of Ray Oldenburg, we created Sampaguita as a space where people are free to *Just Be*—without pressure, expectations, or the need to buy or do anything.

At Sampaguita, community comes first. We host concerts, art shows, classes, puppet performances, and informal gatherings—all designed to encourage creativity, connection, and conversation. Our retail space is intentionally



integrated into the environment: everything from the furniture to the artwork is for sale, creating a living gallery where people can experience the arts in an immersive, relaxed setting.

More than a business, Sampaguita is an ever-evolving hub for the arts—a place where people can show up as they are, explore at their own pace, and feel truly welcome.

FUNDING:

Amount requested from Aitkin County \$ 2000.00

(Minimum \$100.00, maximum request is 2,000.00). The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.

Amount of your organization's match \$ 2000.00 +

Total projected budget \$ 4,000.00 +

PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

Between June 2025 and May 2026, Sampaguita will host 24–36 live performances, averaging 2–3 shows per month. These events will feature a diverse lineup of local musicians and performers from around the region, including Indigenous artists, immigrants, seniors, and Veterans.

Grant funds will be used to promote the events, pay performers, and cover essential production and operating expenses. Performances will take place in Sampaguita's listening room, a welcoming, community-centered space designed to foster connection, creativity, and cultural exchange. The goal is to offer accessible, high-quality programming that supports regional talent and strengthens community ties.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

Our goal is to strengthen community connection through inclusive, high-quality live performances that spotlight local and regional talent. By featuring musicians from diverse backgrounds—including Indigenous artists, immigrants, seniors, and Veterans—we aim to create a space where all community members feel seen, valued, and inspired.

The project will be carried out by hosting 2–3 performances per month between June 2025 and May 2026 in Sampaguita's listening room. These events will range from acoustic sets to experimental acts, providing a platform for both emerging and established musicians. All events will be open to the public, with a focus on accessibility and creating a welcoming environment for audiences of all ages.

Grant funds will be used in three key areas:

- **Artist Fees:** Ensuring compensation for all performers.
- **Promotion:** Covering costs for graphic design, printed materials, digital ads, and outreach to attract diverse audiences.
- **Operations and Hospitality:** Supporting expenses such as set up, cleaning supplies, green room supplies and tea/coffee/water for guests.

By supporting this project, the grant will help sustain a vital creative space while amplifying the voices and stories of those who live and work in our region.

Explain how your project will bring visitors to or provide a positive and sustainable economic impact on Aitkin



County.

- This project will bring consistent cultural programming to Aitkin County, drawing both residents and visitors to the area. By hosting 24–36 performances over the course of a year, we will create recurring opportunities for people to attend live events, shop local, and dine out—benefiting surrounding small businesses.
- Sampaguita’s unique blend of live music, retail, and community gathering attracts a broad audience from across the region, especially those seeking authentic, small-town experiences centered around art and culture. Visitors often make a day or weekend trip out of performances, generating additional foot traffic for restaurants, shops, gas stations, and lodging in the area.
- In addition, the project supports the local creative economy by hiring regional musicians and artists. We have the largest collection of Aitkin artists art hanging and for sale in Sampaguita. This not only keeps money circulating within the county but also helps position Aitkin as a vibrant, welcoming place for artists and audiences alike—laying the foundation for long-term cultural tourism and economic sustainability.

List target audience:

- Local residents of all ages seeking community events and cultural enrichment
- Regional visitors from surrounding towns and rural areas
- Music lovers interested in intimate, high-quality live performances
- Supporters of local and independent artists
- Seniors and retirees looking for accessible, welcoming social experiences
- Indigenous community members and cultural supporters
- Immigrants and multicultural audiences
- Artists, creatives, and musicians seeking connection and inspiration
- Tourists and weekend visitors exploring unique experiences in Aitkin County
- Families looking for inclusive, intergenerational events

How many people usually attend this project/event?

Approximately 1300-2000 annually

If awarded, how many incremental visitors do you hope to attract?

Each event has 20-60 participants

4. PROJECT BUDGET: in the space below, provide a budget for the entire event.

Category	Grant Funds	Applicant Funds	Total
Artist Fees	\$1600	\$3200	\$4800
Branded Materials (flyers and graphic design)	\$200	\$280	\$480
Hospitality supplies (water, cleaning supplies, etc)	\$200	\$200	\$400
TOTALS	\$2000	\$3680	\$5,680



Contact Signature: *[Handwritten Signature]* Name Date: 5/29/25



Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2025 - December 31, 2025

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APPLICANT INFORMATION

PROGRAM INFORMATION

Project/Event Name: STAY: Walk, Run, & Rally
Date(s) of Project/Event: 8/2/25
Location of Project/Event: Aitkin
Organization/Community Name: Committee for the Awareness & Prevention of Suicide
Person in Charge of Project: Stacey Durgin Smith

Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):

CAPS c/o Stacey Durgin Smith
 Aitkin County Health & Human Services
 204 1st Street NE
 Aitkin, MN 56431

Contact Person's Phone #: 218-927-7224
Contact Person's Email: stacey.durgin@aitkincountymn.gov

Description/focus/purpose of your organization:

Reduce stigma, increase access to resources, encourage help-seeking behaviors, and develop, implement or coordinate education regarding the risks and warning signs and responding to a mental health crisis.

**FUNDING:**

Amount requested from Aitkin County \$ 1,530.00
(Minimum \$100.00, maximum request is 2,000.00). The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.

Amount of your organization's match \$1,550.00

Total projected budget \$3,080.00

PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.**What do you hope to accomplish, how it will be done, and specifically how the grant funds will be used.**

The Committee for the Awareness and Prevention of Suicide will be conducting its 2nd Annual STAY: Walk, Run, & Rally. We will be kicking off Riverboat Days in support of the Aitkin Chamber of Commerce. We have re-routed our Color Walk & Run for Life to end downtown, to educate participants about the Petals of Peace drop-in and resource center, and to bring participants into downtown Aitkin, to Riverboat Days and the Ripplesippi music fest. Our resource vendors will be joining those who have responded to the Chamber's invitation, lined up in front of Petals of Peace, so that they can be identified by walkers and runners, and so that those who have come down for Riverboat Days will have the opportunity to learn about local resources that support mental health and/or support those having a mental health crisis. Additionally, our speakers will be presenting from The Terrace stage in downtown Aitkin, reaching more people and providing education.

Grant funds will be used to purchase t-shirts for walkers and runners and for volunteers. We do not want anyone to be limited and unable to participate, so there is no charge for participation in the walk/run. Therefore, we do not have automatic coverage of the cost of the shirts, colors, speakers, etc. We ask for participants to donate what they can.

Explain how your project will bring visitors to or provide a positive and sustainable economic impact on Aitkin County.

People attend suicide prevention walk/runs to show their support for the effort. Other people look for opportunities to participate in any kind of run. We had over 100 walkers/runners for the first event. Participants were from all over the county and outside of the county. These people will be pulled into downtown Aitkin, where they can join Riverboat Days festivities enjoy the Ripplesippi Music Fest, and support businesses in downtown Aitkin.

List target audience:

Our target audience is anyone who is suffering from a mental illness or enduring suicide ideation, their friends and family members, their providers, and anyone who touches their lives.

How many people usually attend this project/event?

During the first year, 180 people participated in this event, including walkers, runners, vendors, and volunteers.

If awarded, how many incremental visitors do you hope to attract?

We would like to see the number of persons reached through the event increase by 10% each year.



4. **PROJECT BUDGET:** in the space below, provide a budget for the entire event.

Category	Grant Funds	Applicant Funds	Total
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	Econ Grant Funds	CAPS Funds	Total Fuds
Advertising			
Posts		\$ 200.00	\$ 200.00
Advertising : Reg V+		\$ 600.00	\$ 600.00
Rally			
Music for Walk/Rally (Mike & Jan)		\$ 100.00	\$ 100.00
Speaker for Walk/Rally		\$ 300.00	\$ 250.00
Volunteer T-shirts		\$ 200.00	\$ 200.00
Vendor Fair-Misc		\$ 50.00	\$ 50.00
Walk/Run Supplies:			
Bibs	\$ 30.00		\$ 30.00
Goggles	\$ 300.00		\$ 300.00
Event T-shirts	\$ 1,000.00		\$ 1,000.00
Refreshments (bananas, granola bars, etc.)	\$ 200.00		\$ 200.00
Misc Supplies		\$ 100.00	\$ 100.00
TOTAL BUDGET	\$ 1,530.00	\$ 1,550.00	\$ 3,030.00

Contact Signature:

Name Stacey Durgin Smith Date: 5/29/25

18



Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2025 - December 31, 2025

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APPLICANT INFORMATION

PROGRAM INFORMATION

Project/Event Name: Kids Day & Disabled Day on the Range

Date(s) of Project/Event: Weekend of August 9, 2025

Location of Project/Event: Forgotten Heroes Ranges & Retreat, 23796 450th St, McGregor, MN

Organization/Community Name: Forgotten Heroes Ranges & Retreat

Person in Charge of Project: Brenda Evancevich, Vice President/Operations Director

Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):
PO Box 405, McGregor, MN 55760

Contact Person's Phone #: 218-290-2588

Contact Person's Email: bge5@frontiernet.net

Description/focus/purpose of your organization:

We are building an outdoor recreation area, Vet Center/Community Center for disabled veterans, law enforcement, first responders and any citizen who is disabled will be able to use for free. Able bodied citizens will also be allowed to use it for a free will donation of any kind.

**FUNDING:**

Amount requested from Aitkin County \$ 2,000.00
(Minimum \$100.00, maximum request is 2,000.00). The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.

Amount of your organization's match \$ 5,000.00

Total projected budget \$ 7,000.00

PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

We are having a weekend at Forgotten Heroes Ranges & Retreat (FHRR) this summer - Kids Day and Disabled Day on the Range. We will provide kids and disabled individuals an opportunity to experience the outdoor activities in a safe environment. There will be many activities and presentation from various agencies for all to participate in. This event is offered at NO Cost to all who attend.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

Our goal is to allow all who attend a relaxing, enjoyable and informative day to experience the outdoors and to showcase what FHRR and Aitkin County has to offer, not only to able-bodied individuals but disabled as well. One of our goals is to to coordinate with handicap industry corporations to partake at FHRR for a way to improve the disabled individual's quality of life. If awarded, the grant, funds will be used for advertisement and promotion and to help offset some of the expenses for the event, i.e. game rentals, handicap aids such as matting, etc.

Explain how your project will bring visitors to or provide a positive and sustainable economic impact on Aitkin County.

This event will bring handicap individuals and children from throughout the region and promote what Aitkin County has to offer. thus promoting Aitkin County's "Naturally Better" is for EVERYONE, not just those who are able-bodied. FHRR has already spent \$400,000 plus in local businesses. The US Air Force, who is building it, have also brought repeated business to local hotels, restaurants, gyms, gas stations, etc. Our events are attracting 200-300 people from outside the area at our fundraising events. People are starting to notice Aitkin County and are coming back to visit.

List target audience:

For this event, we are targeting kids of all ages, their parents and any individual who is disabled, no matter what their age.

How many people usually attend this project/event?

As this is our first event of either kind, we are unsure of this. However, we have already received a lot of interest at our other events which have been attended by 200-300 people and growing each time.

If awarded, how many incremental visitors do you hope to attract?

Our goal is to attract 1500 people or more. Each event is growing in numbers and is bringing attention to not only FHRR but to Aitkin County and what we have to offer for those who are able-bodied and more importantly, those who are disabled. Our goal is to make Aitkin County the destination for a population of citizens who have been overlooked by society, the disabled. When FHRR is completed, we will be the only place like this in the United States. Aitkin County will definitely be "Naturally Better"...for ALL.



4. **PROJECT BUDGET:** in the space below, provide a budget for the entire event.

Category	Grant Funds	Applicant Funds	Total
Snacks & Beverages (water, etc)	\$200.00	\$1,000.00	\$1,200.00
Advertising & Marketing	500.00	900.00	1,400.00
Activity Funds (Rentals of Games, etc)	400.00	1,000.00	1,400.00
Prizes/Awards	200.00	800.00	1,000.00
Site Prep/Event Rentals (tents, tables, etc)	700.00	1,300.00	2,000.00
TOTALS	\$2,000.00	\$5,000.00	\$7,000.00

Contact Signature: Brenda Evancevich

Name Brenda Evancevich Date: 5/30/2025



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

FORGOTTEN HEROES RANGES AND RETREAT
C/O BRET SAMPLE
23796 450TH STREET
MCGREGOR, MN 55760

Date:
02/28/2022
Employer ID number:
87-2167163
Person to contact:
Name: D. Trimble
ID number: 31309
Telephone: (877) 829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
August 12, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053642008201

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

PROGRAM INFORMATION**Project/Event Name:** Aitkin Eats**Date(s) of Project/Event:** June - December 2025**Location of Project/Event:** Aitkin County (County-wide)**Organization/Community Name:** Clear Lake Gardens**Person in Charge of Project:** Kelley Rajala**Organization Mailing Address:** 31213 292nd St. Aitkin, MN 56431**Contact Person's Phone #:** 707-331-6850**Contact Person's Email:** clearlakegardens@gmail.com**Description/focus/purpose of your organization:**

Clear Lake Gardens (CLG) is a small business in the Glen Township of Aitkin County. We operate a 2-person, 2-acre sustainable farm that grows vegetables, fruit, herbs and flowers. We sell our goods directly to the public at the Aitkin Farmer's Market and onsite Farmstand, as well as selling wholesale to local restaurants, institutions and retailers via the Aitkin Food Hub.

FUNDING: Amount requested from Aitkin County \$1,350

Amount of your organization's match \$1,400

Total projected budget \$2,750

Project Description:

Aitkin Eats is a marketing and public education program to help develop our local food system and build economic relationships between farms, restaurants and the public. Using art from local artists, we will develop a series of attractive postcards to highlight seasonal menu specials served at local restaurants, sourced from local farms. The postcards will be free to the restaurants to help promote their local, seasonal dishes to the public. We piloted the Aitkin Eats program in May developing the first three postcards for mixed greens, asparagus and herbs. The Beanery is the first eatery to launch the

initiative with mixed greens specials on their menu. The art was created by artist Rita Fortunato and printed by Tidholm Printing – fanning the economic multiplier effect. We have also incorporated Aitkin Eats into the Find Food Aitkin County website:

<https://findfoodaitkincounty.org/aitkin-eats/> Here you can see some of the farms and restaurants we expect to participate. This project is in collaboration with Aitkin Public Health, the Aitkin Food Hub and Farmer's Market.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

We hope to build stronger economic relationships between farms, restaurants and the public. This program aims to help farmers sell what's in season to the restaurants, encourage restaurants to create menu specials with those ingredients, and inspire the public to eat locally grown and produced food to support the restaurants and farmers. We know there is a lot of opportunity in Aitkin to grow the local food system and believe this marketing program can help catalyze these relationships for a healthier population in Aitkin County.

Grant funds will be used to pay for the artwork, design, and printing of the postcard series.

Explain how your project will bring visitors to or provide a positive and sustainable economic impact on Aitkin County

Our hope is to make Aitkin an even greater place to eat. Many people are looking for healthy food choices and this program can help our restaurants further their reputation as "farm to table" eateries. This program may draw visitors from Crow Wing and neighboring counties and entice Aitkin residents to travel to other parts of our county for local dining experiences.

As mentioned, the underlying goal of this project is to build and strengthen the economic relationships between farms, restaurants and the public. If awarded, all of the funds would be used to pay other Aitkin County businesses. We also like that this marketing program will be free to the participating restaurants.

List target audience:

People who like to dine out.

People who are seeking healthier food choices.

People who choose to spend their money locally.

How many people usually attend this project/event?

At this time we expect at least 6 farms and 7 restaurants to participate in the program. We hope these numbers grow as the project gains traction. We hope that 5% of diners choose the local menu special, and that that number will grow as well.

If awarded, how many incremental visitors do you hope to attract?

300 in 2025

PROJECT BUDGET:

Category	Grant Funds	Applicant Funds	Total
Artwork	450		
Design		250	
Printing	900		
Web Design		300	
Marketing & Outreach		600	

Partnership Coordination		250	
TOTAL	1350	1400	2,750

Contact Signature:

Name: Kelley Rajala, co-owner Clear Lake Gardens

Date: 5/31/25



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: June 24, 2025

Title of Item: Strategic Plan Update - Discussion Item

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 minutes
Summary of Issue: Mark Jeffers will present an update on the strategic plan.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: No action needed		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request



Requested Meeting Date: June 24, 2025

Title of Item: County/Administration related Updates

<input checked="checked" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="checked" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 minutes
Summary of Issue: County/Administration related updates presented to the Board.		
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="checked" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: June 24, 2025

Title of Item: Hold Public Hearing on Amendments to Septic Ordinance

<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 type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Andrew Carlstrom	Department: Environmental Services
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director	Estimated Time Needed: 10 Minutes
Summary of Issue: <p>On April 21, 2025 the Aitkin County Planning Commission approved the proposed amendments to the Subsurface Sewage Treatment System (SSTS) Ordinance. The Minnesota Pollution Control Agency (MPCA) has reviewed and approved the proposed amendments. A public notice was published in the Aitkin Age on June 4, 2025 of this Public Hearing today.</p> <p>In accordance with MN Statute 394 and Rule 11 of the Aitkin County Ordinances and Procedures of the Board of Commissioners Meeting Procedures and Rules of Business Board of Commissioners, two readings shall be conducted prior to the adoption of the amendment.</p> <p>Please see attached public notice, memorandum, proposed summary of changes, and proposed resolution.</p>	
Alternatives, Options, Effects on Others/Comments: Discussion Only	
Recommended Action/Motion: Discussion Only	
Financial Impact: <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>	

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA) ss
COUNTY OF Aitkin

I do solemnly swear that the notice, as per the proof, was published in the edition of the

Aitkin Independent Age

with the known office of issue being located in the county of:

Aitkin

with additional circulation in the counties of:

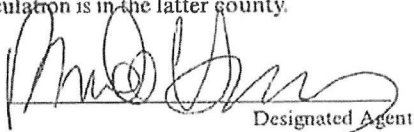
Aitkin

and has full knowledge of the facts stated below:

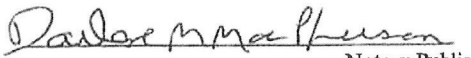
- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 06/04/2025 and the last insertion being on 06/04/2025.

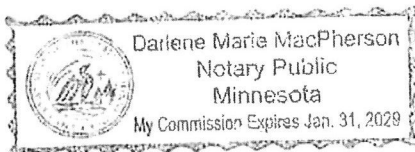
MORTGAGE FORECLOSURE NOTICES
Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By:


Designated Agent

Subscribed and sworn to or affirmed before me on 06/04/2025


Notary Public



Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:

\$999.99 per column inch

Ad ID 1473769

AITKIN COUNTY NOTICE OF HEARING

The Aitkin County Board will be holding a public hearing per MN Statute 394.26 on June 24, 2025 at 10AM on the adoption of amendments to the Aitkin County Sub-surface Sewage Treatment System (SSTS) Ordinance. The hearing will be conducted in the Aitkin County Board Room at the Government Center, 307 2nd Street NW, Aitkin, MN 56431.

A summary of the proposed changes are as follows: Section 1.1 - Statute 471.82 has been repealed. Section 4 - Definitions: added "Composting Toilet" definition and made minor amendments Type 1 through Type 5 systems in accordance with MPCA guidance. Section 5.65 Holding Tanks: moved to Section 6.4. Section 6.4 Holding Tanks: allowed for exceptions. Section 6.6 - SSTS for Recreational Vehicles (RV)/Fish Houses used as RV's: amend to allow holding tanks and in accordance with Section 6.4. Section 6.77 - Difference in Standard: amend setback to "outer limits of absorption area". Section 8.4 - SSTS Permit Applications: added Management Plans language. Section 8.9 - Operating Permit: amend requirement and exclude Type 3 systems with less than 12 inches soil. Section 10.14 - Administrative Fees: amend to "may" be charged after-the-fact fee.

A full text version can be found in its entirety online at: <https://www.co.aitkin.mn.us/> under News & Notices, at the Aitkin County Planning and Zoning Office and the Aitkin County Auditor's Office in the Aitkin County Government Center during regular business hours. Comments can be submitted in writing to the Aitkin County Planning and Zoning Office: 307 2nd St NW, Rm 219, Aitkin, MN 56431 or by e-mail to aitkinpz@co.aitkin.mn.us before 4:00pm on June 23, 2025. Please include a full name and complete mailing address with all correspondences.

Published in the
Aitkin Independent Age
June 4, 2025
1473769

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: June 24, 2025

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

RE: Proposed amendments to the 2014 Aitkin County Subsurface Sewage Treatment System Ordinance (SSTS) Ordinance

In accordance with the new Aitkin County Strategic Plan and in an effort to streamline, improve clarity, and update the current SSTS ordinance, Aitkin County Environmental Services staff has worked collaboratively with the Ordinance Committee and with the Minnesota Pollution Control Agency (MPCA) Program Coordinator, to propose modest amendments to the current SSTS ordinance. The Ordinance Committee met on February 11, 2025 to review and discuss the proposed changes. Staff met with the MPCA on April 15, 2025 to review proposed changes, and has made small revisions at the direction of the MPCA. The Planning Commission approved the proposed amendments on April 21, 2025 and the MPCA completed their final review on June 4, 2025.

A summary of the proposed changes are as follows: Section 1.1 - Statute 471.82 has been repealed. Section 4 - Definitions: added “Composting Toilet” definition and made minor amendments Type 1 through Type 5 systems in accordance with MPCA guidance. Section 5.65 - Holding Tanks: strikethrough language moved to Section 6.4. Section 6.4 - Holding Tanks: allowed for exceptions and re-organized. Section 6.6 - SSTS for Recreational Vehicles (RV)/Fish Houses used as RV’s: amend to allow holding tanks and in accordance with Section 6.4. Section 6.77 – Difference in Standards: streamline language per MPCA and amend setback to “outer limits of absorption area”. Section 8.9 – Operating Permit: amend requirement and exclude Type 3 systems with less than 12 inches soil. Section 10.14 – Administrative Fees: amend to “may” be charged after-the-fact fee.

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

Changes

Subsurface Sewage Treatment System Ordinance Aitkin County 6/24/25

Section 1.1 – Statute 471.82 (Repealed)

Section 4 Definitions

Composting Toilet: A Composting toilet is a self-contained unit (not connected to sewer or water) that has two principles of operation: liquid (urine) is evaporated, and solids (fecal matter) is biologically decomposed into compost.

Type I System (Standard): A SSTS that is designed according to Parts 7080.2200 to 7080.2240, ~~including but not limited to: These standard systems utilize trenches, beds, mounds, at-grades, chambers, dual fields or gray water systems. Type I Standard systems must be placed on natural and undisturbed soils. and installed in a manner that allows for at least thirty-six (36) inches of vertical separation between the bottom of the systems distribution media and periodically saturated soils or bedrock.~~

Type II System: A SSTS that is designed according to Parts 7080.2270 to 7080.2290 ~~including but not limited to: These systems are designed as holding tanks, privies, toilet waste treatment devices and septic systems installed in the flood plain.~~

Type III System: A SSTS that deviates from the requirements in Parts 7080.2210 to 7080.2240. These systems, ~~constructed according to 7080.2300 include, but are not limited to:~~ systems built on fill or disturbed soil, systems constructed on sites with less than twelve (12) inches of natural soil above the periodically saturated soil or bedrock, and reduced size systems with timed dosing. ~~These systems require operating permits.~~

Type IV System: A SSTS that is designed according to Part 7080.2350. These systems utilize registered treatment or pretreatment technologies in order to meet various treatment requirements that a standard system may not accomplish. ~~These systems require operating permits.~~

Type V System: A SSTS that is designed according to Part 7080.2400. ~~These systems are designed by a professional engineer and do not meet the prescriptive designs for Types I-IV. These systems require operating permits.~~

Section 5.6 Prohibitions

Section 5.65 Holding Tanks

Holding tanks are not allowed as a means of sewage treatment for new construction on lots created after January 21, 1992 within the shoreland district and January 10, 1995 outside the shoreland district. ~~Holding tanks may be allowed as replacements for existing failing septic systems, systems which pose an Imminent Threat to Public Health or Safety, and only when it can be conclusively shown that a standard/Type I (Classification I or II, MN Rules Chapter 7080.1860) SSTS cannot be feasibly installed.~~ (Comment - MOVED TO SECTION 6.4)

6.4 Holding Tanks

~~Holding tanks may be allowed as replacements for existing failing SSTS, SSTS which pose an Imminent Threat to Public Health or Safety, and only when it can be conclusively shown that a standard/Type I (Classification I or II as per MN Rules Chapter 7080.1860) SSTS cannot be feasibly installed as determined by the Department.~~

Holding tanks may be allowed for the following applications:

- A. For dwellings that are seasonal (used fewer than 180 days per calendar year) and water usage is not more than 150 gallons of water per day. Two Type I soil treatment areas must be identified on the Management Plan by the designer, when applicable, and preserved for future use by landowner.
- B. When it can be conclusively shown that a Type I (Classification I or II as per MN Rules Chapter 7080.1860) SSTS cannot be feasibly installed as determined by a licensed designer and approved the Department.

Holding Tanks installed after the date of the enactment of this current ordinance shall follow these conditions:

- A. The owner of a holding tank must install a water meter to continuously record indoor water usage. The Department may request water usage readings at any time.
- B. A Management Plan meeting the requirements of 7082.0600 Subp. 1 must be provided by the licensed designer.

6.6 SSTS for Recreational Vehicles (RV)/Fish Houses used as RV's

RV's, that have manufactured built in holding tanks for gray and black water, that are on a parcel of land without a principle dwelling unit for more than 60 days in a calendar year must comply with the following:

If there is running water from a well to the RV a standard/Type I or Type II (Holding Tank) SSTS must be installed. Where there is no running water from a well to the RV, at a minimum an outhouse/privy must be installed, or a toilet waste treatment device as in Section 5.66 of this Ordinance would be allowed. Holding tanks will be considered ~~only if a Type I (Classification I or II as per MN Rules Chapter 7080.1860) system can't be installed, as per Section 6.4.~~

6.7 Differences in Standards

- 6.7.7 Setback distances from mound septic systems to buildings, lakes, property lines, wells, ~~rivers, creeks, streams, road right-of-ways, five (5) feet beyond the upslope of the rockbed, and five (5) feet beyond the ends of the rockbed, and from the end of the downslope dike or from the outer limits of the absorption area as defined in this Section, whichever is greater.~~ ordinary high water level, etc., will be taken the outer limits of the absorption area.

8.4 SSTS Permit Applications (No Change)

SSTS construction permit applications shall be made on forms provided by the Department and signed by the applicant or an authorized agent. The application shall include but is not limited to the information and documents listed in items A through D below. Completed application shall be examined and approved or denied by the Department.

- A. Name, mailing address, telephone number, (and email address if available.)
- B. Property Identification Number, property address and legal description of property location.
- C. Site evaluations shall contain all the information in 2006 MN Rules Chapter 7080.0110. A minimum of two (2) soil observations per SSTS site shall be conducted. Two (2) SSTS sites shall be identified on each property, if the land area exists.
- D. Design Reports, operating permits if applicable, and any documents described in 2006 MN Rules Chapter 7080.0110-7080.0115. Design reports shall be made on forms required or approved by the Department.

8.9 Operating Permits

Operating Permits must be submitted on forms approved by the Department.

- A. An Operating Permit shall be required for the following SSTS:
 - 1. SSTS with high strength waste effluent standards that exceed MN Rule 7080.2150, Subp. 3(K).
 - 2. ~~SSTS serving three or more connections.~~
 - 3. Type III, (excluding Type III systems constructed on sites with less than twelve (12) inches of natural soil above the periodically saturated soil or bedrock), Type IV and Type V SSTS.
 - 4. SSTS that exceed a daily flow of 2,500 gallons per day.
 - 5. ~~MSTS designed under MN Rules Chapter 7081.~~

10.14 Administrative Fees

Any application for a permit that is made after the work has commenced and which requires a permit or is done in violation of a permit ~~shall~~ **may** be charged an “after-the-fact” administrative fee of five (5) times the original permit fee.

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

PROPOSED July 8, 2025

By Commissioner:

20250708-xxx

Aitkin County Subsurface Sewage Treatment System (SSTS) Ordinance Amendments

WHEREAS, the current SSTS Ordinance was drafted and adopted in 2014 and deemed in need of updating and revision by the Aitkin County Environmental Services staff; and

WHEREAS, Aitkin County is experiencing and is expected to experience the continued increase of state septic regulations and updates, the need for new septic systems, and replacement of non-compliant systems; and

WHEREAS, Aitkin County desires to amend the current ordinance in order to improve organization, understandability, and enforceability of the current SSTS Ordinance; and

NOW, THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners does hereby authorize the proposed amendments of the Aitkin County Subsurface Treatment System Ordinance.

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

FIVE MEMBERS PRESENT

All Members Voting

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 8th day of July 2025 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of December, 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request

6B

Agenda Item #

Requested Meeting Date: June 24, 2025

Title of Item: First Reading - Amendment to Septic Ordinance (Discussion Only)

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Andrew Carlstrom		Department: Environmental Services
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 10 Minutes
Summary of Issue: <p>On April 21, 2025 the Aitkin County Planning Commission approved the proposed amendments to the Subsurface Sewage Treatment System (SSTS) Ordinance. The Minnesota Pollution Control Agency (MPCA) has reviewed and approved the proposed amendments. A public notice was published in the Aitkin Age on June 4, 2025 of this Public Hearing today.</p> <p>In accordance with MN Statute 394 and Rule 11 of the Aitkin County Ordinances and Procedures of the Board of Commissioners Meeting Procedures and Rules of Business Board of Commissioners, two readings shall be conducted prior to the adoption of the amendment.</p> <p>Please see attached memorandum, proposed summary of changes, and the proposed resolution.</p>		
Alternatives, Options, Effects on Others/Comments: Discussion Only		
Recommended Action/Motion: Discussion Only		
Financial Impact: <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p>		

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

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: June 24, 2025

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

RE: Proposed amendments to the 2014 Aitkin County Subsurface Sewage Treatment System Ordinance (SSTS) Ordinance

In accordance with the new Aitkin County Strategic Plan and in an effort to streamline, improve clarity, and update the current SSTS ordinance, Aitkin County Environmental Services staff has worked collaboratively with the Ordinance Committee and with the Minnesota Pollution Control Agency (MPCA) Program Coordinator, to propose modest amendments to the current SSTS ordinance. The Ordinance Committee met on February 11, 2025 to review and discuss the proposed changes. Staff met with the MPCA on April 15, 2025 to review proposed changes, and has made small revisions at the direction of the MPCA. The Planning Commission approved the proposed amendments on April 21, 2025 and the MPCA completed their final review on June 4, 2025.

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

Changes

Subsurface Sewage Treatment System Ordinance Aitkin County 6/24/25

Section 1.1 – Statute 471.82 (Repealed)

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6.4 Holding Tanks

~~Holding tanks may be allowed as replacements for existing failing SSTS, SSTS which pose an Imminent Threat to Public Health or Safety, and only when it can be conclusively shown that a standard/Type I (Classification I or II as per MN Rules Chapter 7080.1860) SSTS cannot be feasibly installed as determined by the Department.~~

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If there is running water from a well to the RV a standard/Type I or Type II (Holding Tank) SSTS must be installed. Where there is no running water from a well to the RV, at a minimum an outhouse/privy must be installed, or a toilet waste treatment device as in Section 5.66 of this Ordinance would be allowed. Holding tanks will be considered ~~only if a Type I (Classification I or II as per MN Rules Chapter 7080.1860) system can't be installed as per Section 6.4.~~

6.7 Differences in Standards

- 6.7.7 Setback distances from mound septic systems to buildings, ~~lakes~~, property lines, wells, ~~rivers, creeks, streams~~, road right-of-ways, **ordinary high water level**, etc., will be taken from ~~five (5) feet beyond the upslope of the rockbed, and five (5) feet beyond the ends of the rockbed, and from the end of the downslope dike or from the outer limits of the absorption area as defined in this Section. whichever is greater.~~ **the outer limits of the absorption area.**

8.4 SSTS Permit Applications (No Change)

SSTS construction permit applications shall be made on forms provided by the Department and signed by the applicant or an authorized agent. The application shall include but is not limited to the information and documents listed in items A through D below. Completed application shall be examined and approved or denied by the Department.

- A. Name, mailing address, telephone number, (and email address if available.)
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 - 4. SSTS that exceed a daily flow of 2,500 gallons per day.
 - 5. ~~MSTS designed under MN Rules Chapter 7081.~~

10.14 Administrative Fees

Any application for a permit that is made after the work has commenced and which requires a permit or is done in violation of a permit ~~shall~~ **may** be charged an “after-the-fact” administrative fee of five (5) times the original permit fee.

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

PROPOSED July 8, 2025

By Commissioner:

20250708-xxx

Aitkin County Subsurface Sewage Treatment System (SSTS) Ordinance Amendments

WHEREAS, the current SSTS Ordinance was drafted and adopted in 2014 and deemed in need of updating and revision by the Aitkin County Environmental Services staff; and

WHEREAS, Aitkin County is experiencing and is expected to experience the continued increase of state septic regulations and updates, the need for new septic systems, and replacement of non-compliant systems; and

WHEREAS, Aitkin County desires to amend the current ordinance in order to improve organization, understandability, and enforceability of the current SSTS Ordinance; and

NOW, THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners does hereby authorize the proposed amendments of the Aitkin County Subsurface Treatment System Ordinance.

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

FIVE MEMBERS PRESENT

All Members Voting

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 8th day of July 2025 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of December, 2025

John Welle
County Engineer



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



Board of County Commissioners Agenda Request

7A

Agenda Item #

Requested Meeting Date: June 24, 2025

Title of Item: PT (29 hr/wk) to FT (40 hr/wk) Housekeeper at LLCC

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title): Bobbie Danielson, HR Director, and Dennis Thompson, Land Commissioner		Estimated Time Needed: 5 minutes
Summary of Issue: <p>The Personnel Committee met on 6/10/2025 and unanimously recommends modifying the part-time (29 hours/week) LLCC Custodian position to a full-time (40 hours/week, year round) Housekeeper position based on the joint recommendation of Dennis Thompson, Jim Bright, and Dave McMillan. The part-time position was budgeted at 29 hours/week in 2025. Only 296.25 hours have been worked by subs. We've had regular turnover in this part-time position and it has proven difficult to fill and maintain at a part-time status. There is a full-time ++ workload at LLCC to be performed with routine cleaning and turnover days when one school departs and the next arrives.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to modify the part-time LLCC Custodian (29 hr/week) position to a full-time LLCC Housekeeper (40 hr/week) position, approve the updated job description, and authorize staff to fill the position.		
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> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> <p>2025: We anticipate the added cost for 2025 can be covered in the 2025 LLCC budget (the position has been vacant). 2026: We estimate an increase to the 2026 LLCC budget of \$24,987 (if single health insurance) to \$36,803 (if family health insurance) due to this change.</p>		



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: June 24, 2025

Title of Item: Temporary Remote Work Policy Addendum (for HHS Remodel)

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title): Bobbie Danielson, HR Director, and Sarah Pratt, HHS Director		Estimated Time Needed: 5 minutes
Summary of Issue: Please see attached. The final draft is under review at time of agenda deadline. Any edits made (if any) will be reviewed and discussed at the meeting. This matter has been reviewed and discussed by the HHS leadership team and the Interim Admin Team.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve the Temporary Remote Work Policy Addendum (for HHS Remodel project) as presented.		
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>		

Proposed Addendum

Addendum to Remote/Alternative Work Site Policy – HHS Remodel – DRAFT 6/18/2025

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

Travel during assigned work hours is paid work time.

C. Mileage Reimbursement

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, scheduling constraints, 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.

— Current Policy —

Aitkin County Personnel Policy, Supplemental Policy Remote/Alternative Work Site Policy (Hereinafter referred to as Remote Work Policy)

I. Introduction

- A. The purpose of this **Remote Work Policy** is to establish clear guidelines and expectations for remote work arrangements within the organization. This policy serves as a framework to ensure that remote work is managed consistently and effectively by outlining eligibility criteria, communication expectations, data privacy and security measures, and other considerations. This **Remote Work Policy** aims to provide a structured and supportive environment for remote work while safeguarding the organization's interests and values.
- B. Aitkin County is adopting a hybrid model, combining elements of both an "employer-initiated" and "employee-initiated" approach to remote work. The employer takes the lead in determining when and how remote work is implemented. This ensures that remote work arrangements align with the organization's strategic objectives and address specific business needs. Simultaneously, the organization considers individual requests from employees seeking flexibility and autonomy while working remotely. Employees are expected to meet their performance goals and maintain communication with colleagues and supervisors during remote work.
- C. Remote work is not considered a discretionary benefit or entitlement for employees. Decisions regarding remote work shall be made on a case-by-case basis, considering the organization's needs and nature of the work. While remote work may be approved when it aligns with business objectives, approval is not automatic or guaranteed, and remote work availability may change over time. The employer reserves the right to modify, suspend, or terminate remote work arrangements at its discretion.
- D. Upon request of MCIT or the County Auditor, employees who work remotely may be required to furnish an umbrella insurance policy that provides additional coverage beyond the limits of the organization's primary insurance policy
- E. Any questions regarding the **Remote Work Policy** shall be directed to the Department Head and/or HR Department.

II. Definitions

- A. **Remote location**: an approved alternate work site in which an employee is authorized to regularly conduct their work remotely. The remote location shall be the employee's residence unless otherwise approved by the Department Head.
- B. **Primary Work Site**: The Aitkin County Department that the employee would primarily work at, not the remote location.
- C. **Remote worker**: Full-time Aitkin County employee who has an approved remote

arrangement through their supervisor and Department Head.

- D. **Remote work**: Fulfilling job responsibilities at an approved remote location.
- E. **Scheduled work hours**: Those work hours during which the remote worker must be available for contact by the employer and/or public consumer.
- F. **Aitkin County Remote/Alternative Work Site (AWS) Arrangement**: A document that describes a specific remote arrangement agreed upon between the employee, the supervisor, and the Department Head.
- G. **Aitkin County Remote Access Agreement**: A required document from the IT Department to provide employees remote access to the network via methods that provide information security and protection. This document requires approval of the IT Manager and Department Head or designee.
- H. **Aitkin County Remote Equipment Inventory**: A document that lists the equipment removed from the primary work site to be used at the remote location. All employees working at a remote location must have an equipment inventory completed and on file.

III. Eligibility

- A. Many employees and positions can thrive in a remote work arrangement. In accordance with this policy, suitability for remote work will be assessed by the Department Head or designee, in consultation with Administration, Human Resources, and the IT Department.
- B. Positions that are not suitable for remote work typically involve tasks and responsibilities that require physical presence or access to specific equipment. Some examples of jobs that may not be well-suited for remote work include: front office staff providing face-to-face interactions to walk-in customers, staff delivering in-person care to clients or inmates, drivers, equipment operators, custodial and building maintenance staff, parks staff, correctional officers, dispatchers, licensed peace officers, food service, education staff, and other positions requiring face-to-face interactions with customers or those who rely on specialized equipment that cannot be replicated remotely.
- C. Employees on probation, trial periods, performance improvement plans (PIP), or having performance or disciplinary issues are not eligible for a remote work arrangement. Employees with a one-year probationary period who are in good standing may become eligible to seek remote work arrangements after completing six months of employment. (updated 1/28/2025)
- D. Employees assigned a new caseload may be denied remote work for a period of time to complete necessary training and job shadowing.
- E. The employer may modify, suspend, or terminate the remote work arrangement at its discretion due to performance concerns, low productivity, attendance issues, missing meetings or trainings, disciplinary matters, or for any other reason.

- F. Decisions regarding an employee's eligibility for a remote work arrangement or the modification, suspension, or termination of such an arrangement are not subject to the grievance procedures outlined in any collective bargaining agreement or county policy.
- G. The employer is willing to consider exceptions to this policy in cases of medical necessity.

IV. Remote Work Arrangements

- A. Expectations for timely completion of work, meeting attendance, responsiveness, and other performance criteria are the same for remote workers as non-remote workers. Remote workers are expected to comply with all applicable personnel policies, acceptable use of computers, mobile phone, data privacy and security policies. Non-exempt (hourly paid) employees are required to abide by wage and hour reporting policies – accurate reporting of time worked, no working off the clock, etc. A remote work arrangement may be modified, suspended, or terminated by the Department Head at any time for any given reason. Violation of this policy may result in disciplinary action and termination of the remote work arrangement.
- B. Remote work arrangements shall generally be in accordance with the regular work day or under an approved flex schedule. All work rules regarding overtime, comp time, etc. apply to employees with an approved remote work arrangement. No overtime shall be accrued while working remotely, without prior supervisory approval. A remote work arrangement cannot be a substitute for dependent care, PTO, medical leave, sick leave, etc.
- C. All remote workers shall be required to schedule a minimum of two days per week at the primary work site to engage, collaborate, and ensure goals are being met. The two day per week minimum is dependent on work load and individual needs of the unit. The supervisor can request a remote worker to be at the primary work site more than two days per week to ensure department needs are being met.
- D. Business meetings and client visits to the employee's remote location are prohibited.
- E. No out-of-state remote work is permitted as the employer's workers' compensation insurance coverage does not extend out-of-state.
- F. The remote worker must not undertake other employment in the remote location during scheduled work hours.
- G. Travel time to and from the employee's home/AWS and primary work site is not considered work time and is not eligible for mileage reimbursement. This includes travel time for mandatory meetings and other work-related purposes requiring the employee to report to the primary work site. (If an employee's remote work location is home and they have to travel a distance that is greater than the distance to the primary work site, the additional distance would be reimbursable. As an example, if the employee typically travels 28 miles from Brainerd (home/AWS) to Aitkin (primary work site), but has a meeting in Grand Rapids, which is 81 miles from home/AWS, then the additional distance of 53 miles would be eligible

for mileage reimbursement.)

- H. The remote worker agrees that all county-owned property will be returned to the primary work site at the employer's request. When the remote arrangement is terminated for any reason, all county-owned property and supplies must be returned within 24-hours or by the next business day. An inventory will be taken by the supervisor within two (2) business days to ensure everything is returned and in good condition. Appropriate steps will be taken if the county-owned property and supplies are not returned by the due date. The remote worker agrees to be responsible for covering the replacement cost of any equipment this is missing or not returned on time, and that said expense may be deducted from their final paycheck.

V. Expectations and Responsibilities

- A. Expectations and responsibilities are established to ensure the effectiveness and safety of a remote arrangement. All employees who have an approved remote arrangement must complete a 40-hour work week. If the remote worker is not able to complete their scheduled hours of work in accordance with Article III, Section G, of the personnel policy, they shall contact their supervisor in advance of logging off.
- B. All remote workers must come into the office for all in person work requirements, attend regularly scheduled staff meetings, and attend mandatory training sessions while adjusting their schedules accordingly.
- C. Remote workers shall be dressed appropriately and be ready to go into the field with little notice to conduct face to face visits or come into the primary work site for coverage.
- D. Remote workers will participate in meetings via video conferencing when called upon to do so, including on short notice. It is expected that participants will have their video cameras enabled during virtual calls and remote meetings unless doing so interferes with the quality of the meeting and participants are asked to turn off their video cameras. All office telephone calls will be forwarded to employees' work cell phones.
- E. It is the responsibility of the remote worker to assure that child or elder care responsibilities do not interfere with work tasks and scheduled work hours. During scheduled work hours, remote workers shall have dependent care arranged for their children, parent, or other family members. Remote workers cannot work while providing care to others. Conflicts must be immediately communicated to their supervisor and adjustments made to their schedule to reflect time worked. Personal tasks and errands shall only be performed during the remote workers scheduled rest breaks and meal periods.
- F. When remote workers resign employment or retire, they are required to return to the primary work site for the final two-week resignation notice period to facilitate the transfer of knowledge and a smooth transition.
- G. There may be additional expectations that are job specific. The Department Heads or designee will communicate these expectations with each employee individually.

VI. Responsiveness and Productivity Measures

- A. Employees who have an approved remote work arrangement must maintain regular communication with their supervisor and remain productive and responsive during their scheduled work hours. The remote worker is expected to maintain the same response times as if they were at their primary work site. Remote workers are responsible to take and respond to client, supervisor, and department calls in a timely manner. If the remote worker is found to be unavailable during scheduled work hours, the remote work arrangement may be terminated.
- B. Remote workers may be required to document their work completed each day and to provide a summary to their supervisor.
- C. Generally, it is the remote worker's responsibility to do their own printing, scanning, mailing, etc. If they are unable to complete these duties remotely, the remote worker may be required to come into the office more often. Team agreements for coverage may be considered, subject to Department Head approval.
- D. It is the responsibility of the supervisor to set clear expectations and regular meetings with remote workers to ensure their availability, schedules, communication protocols and methods, engagement, etc. The supervisor is responsible for regularly evaluating the remote workers' job performances to ensure the remote work arrangement remains suitable.

VII. Workspace Arrangements

- A. All remote workers are responsible for having their own designated workspace at the remote location. Remote workers must identify a workspace that is conducive to performing their job duties. Choose a good workspace that provides a safe place for their work with little interruption. They are also responsible for maintaining safe conditions in the workspace, including proper ergonomics, and to practice the same safety habits as those followed at the primary work site. Workplace injuries or illnesses must be reported immediately, or as soon as practical, to the employee's immediate supervisor. Work-related injuries or illnesses apply while the employee is remotely performing work for pay and is directly related to the performance of work, rather than general home environment. The remote location is considered a work site only during scheduled work hours for purposes of workers' compensation.
- B. The remote worker will furnish all furniture required for the workspace such as a desk, office chair, file cabinets, etc. The employer will not assume responsibility for operating costs, home maintenance or other costs to include Wi-Fi/internet fees incurred by the employee in the use of a residence for a remote workspace (i.e., if an employee voluntarily opts to accept a remote work arrangement; the employer will not reimburse costs). Materials and equipment must be in a secure place that can be protected from damage or misuse. Data must be protected from disclosure to unauthorized individuals.
- C. The employer reserves the right to audit remote work locations during work hours, to visit the

remote work location with or without notice to the employee, and/or to request a video of the workspace, all intended to ensure compliance with this policy, proper set-up of the workspace, and to ensure that private data is being stored properly at the remote work location.

- D. When setting up the workspace, the following checklist shall be used to evaluate and take corrective actions. Note: additional hazards may be present in any given situation.

General

- Floors are clear and free of hazards.
- Work area is reasonably quiet and free of distractions.
- Electrical cords are secured under desk, along the wall, away from feet and heat sources.
- Temperature, ventilation, and lighting are adequate.
- First-aid supplies are readily available.
- Where appropriate, the home has been tested for radon.
- Carbon Monoxide detector is in an appropriate location.

Fire Safety

- Walkways, aisles, and doorways are unobstructed.
- Exits are accessible and kept unobstructed.
- Working smoke detector is located near designated work space.
- Charged fire extinguisher is accessible from designated work space.
- Work space is kept free of trash, clutter, and flammable liquids.
- Radiators and portable heaters are located at least three feet away from combustible items.

Electrical Safety

- Computer equipment is connected to a surge protector.
- Electrical system is adequate for office equipment and circuits not overloaded.
- Electrical panels are readily accessible in the event a breaker needs to be reached.
- All electrical plugs, cords, outlets, and panels are in good condition, no exposed/damaged wiring.
- Extension cords and power strips are not daisy chained (plugged into each other rather than the outlet) and no permanent extension cords are in use.
- Electrical cords run in non-traffic areas, do not run under rugs, and are not nailed or stapled in place.
- Equipment is turned off when not in use.

Workstation Ergonomics

- Office furniture and equipment is set up to fit employee ergonomically.
- Chair is sturdy and adjustable with backrest and casters appropriate for floor surface.
- Monitor is at arm's length or comfortable distance from eyes, and top of screen is slightly below eye level.
- Forearms are parallel to the floor and wrists are straight.

- Feet reach the floor when seated or fully supported by a foot rest.
- Back is adequately supported by backrest.
- Computer screen is free from noticeable glare and positioned to a height where neck and head are neutral.

VIII. Technology Requirements and Monitoring

- A. The necessary tools, technology and services must be readily available at the remote location. The employer will provide the necessary technology equipment to perform necessary duties to include: a suitable mobile computing device, up to two monitors, docking station, keyboard & mouse, and Webcam (if necessary). County-owned equipment will be serviced and maintained only by the Aitkin County IT Department or their designee. Employees will typically be given one set of technology equipment to be used between the primary work site and remote location. The employee must take appropriate steps to minimize damage to county-owned equipment at the remote location and ensure that it is not used by any unauthorized person.
- B. Aitkin County IT recommends cable or fiber internet service with a minimum download bandwidth of 20MB/s. Please note this is only a guideline – some internet connections may be inadequate even while meeting this guideline. Examples include but are not limited to Dial-up and Satellite internet services. All internet connections must come from within the United States, use of anonymizer VPN's or proxy servers may prevent the Aitkin County VPN from properly connecting.
- C. The remote worker is expected to set-up all computer connections. Aitkin County IT will not troubleshoot home networks/Wi-Fi, it is solely the responsibility of the remote worker. This is to include cyber threats present in the home network. In the event of a Cybersecurity threat being detected on or from a privately owned network, Aitkin County IT will revoke remote connections. All computers must be returned to Aitkin County IT for threat assessment before being returned to service either remote or on premises. Remote connections will not be restored until it can be proven to the satisfaction of Aitkin County IT that the threat has been mitigated.
- D. County-owned equipment and programs are for business use only. The department shall maintain an inventory of all county-owned equipment at the remote location to include serial numbers, when available. Personal computers and equipment may not be connected to the County's network.
- E. If the employee's internet goes out or if their equipment is not working, they will be expected to report to the primary work site to finish out the day. Repeated circumstances of technology issues may be cause for termination of the remote work arrangement.
- F. Aitkin County values the trust and autonomy of its remote workers, while also recognizing the need to ensure productivity, data security, and legal compliance. Remote workers may be subject to monitoring, including scenarios where such monitoring might occur without their explicit knowledge. Monitoring may include, but is not limited to network traffic, monitoring internet usage, email, and data transfer activities, periodic screen captures to ensure compliance

with organizational policies, time tracking software, and performance and productivity metrics.

IX. Data Security/Client Confidentiality

- A. Remote workers are responsible for maintaining the security of data while working at a remote location. Because of the nature of remote work and the presence of others who are not employed by the County, remote workers have a greater individual responsibility for data security than employees have while working at a primary work site. The remote worker must follow all applicable provisions of the Minnesota Government Data Practices Act (“MGDPA”), HIPAA, Federal Tax Information (FTI), and county data privacy policies when performing work at the remote location. The remote worker and supervisor must discuss the type and form of data which will be taken to and from the remote location and must agree on the security and transfer process necessary to meet the needs of the county, to protect the security of the data, and to comply with the MGDPA, HIPAA, FTI, and county data privacy policy. Remote workers will ensure security of paper and electronic data outside of office network, password protect all county-owned devices, encrypt outgoing data, use a county VPN, and store work files on county equipment and never on personal drives or flash drives (if applicable). Wi-Fi must be password protected.
- B. Disclosure of private or confidential data related to remote work is grounds for terminating the remote work arrangement as well as other disciplinary action.
- C. Transporting data. Transportation of non-public, protected, or sensitive data must be done in a locked bag. Such data is permanently stored at the primary work site, with the only data that is transported limited to that which is necessary to conduct work assignments before returning to primary work site.

X. Procedures

- A. An **Aitkin County Remote Access Agreement** must be signed by the remote worker, the Department Head, and the IT Manager prior to beginning any remote work. This agreement needs to be completed once during their tenure unless the guidelines change. A copy of this agreement will be placed in the employee’s personnel file in the Aitkin County Human Resources Department.
- B. A **Remote Work Arrangement and Remote Equipment Inventory** must be completed, approved, and signed each calendar year by the remote worker, direct supervisor, and Department Head. Based on their remote work arrangement, the employee will decide whether their main computer setup is at the primary work site or at the remote location and be documented on the Remote Equipment Inventory.

Aitkin County Remote/Alternative Work Site Arrangement

I have read, understand and am fully aware of the terms of the Aitkin County Employee **Remote Work Policy**; and I agree to comply with the terms of this policy. I understand that the departmental Employee **Remote Work Policy** can be more restrictive than the county policy, but not less restrictive. Therefore, if changes are made to the county policy that are more restrictive than the departmental policy, I agree to comply with the terms of the most restrictive policy. I agree that I can be asked to return to the primary work site to work at any time upon the request of the employer. I also agree to remain informed of and comply with future revisions to this policy.

I understand that when I resign or retire, I am required to return to the primary work site for the final two-week resignation notice period to facilitate the transfer of knowledge and a smooth transition.

Agreement/Form

Aitkin County Remote Work Access Agreement
Aitkin County Remote Work Arrangement
Aitkin County Remote Work Equipment Inventory

Completed/Signed

☐
☐
☐

N/A

☐
☐
☐

Remote User

Remote User (print)

Signature of Remote User

Date

Supervisor

Signature

Date

Department Head

Signature

Date

Aitkin County Remote/Alternative Work Site Equipment Inventory

I _____ have taken the equipment listed below from the office, and I acknowledge that all equipment will be returned at the conclusion of my remote/alternative work site agreement. I understand that I am responsible for covering the replacement cost of any equipment this is missing or not returned, and this expense may be deducted from my final paycheck.

1. COMPUTER

A. BRAND _____

B. MODEL _____

C. SERIAL NUMBER _____

D. DOCK

YES ☐

NO ☐

2. MONITOR(S)

MONITOR 1

MONITOR 2

MONITOR 3

A. BRAND _____

B. MODEL _____

C. SERIAL NUMBER _____

3. HEADSET

A. BRAND _____

B. MODEL _____

C. SERIAL NUMBER _____

4. KEYBOARD WIRED ☐ WIRELESS ☐

5. MOUSE WIRED ☐ WIRELESS ☐

6. CELL PHONE

A. BRAND _____

B. MODEL _____

C. SERIAL NUMBER _____

7. OTHER (SPECIFY)

Cords are assumed to have been taken to connect equipment.

Remote User Signature _____

Date _____

Supervisor's Signature _____

Date _____

If you have suggestions for changes to this Remote Work Policy, please contact the HR Department.

This policy replaces the Article III, Section G, Alternate Work Sites and Telecommuting section in the Aitkin County personnel policy.



Aitkin County Board of Commissioners Committee Reports Forms

8A

Agenda Item #

Committee	Freq	Scheduled	Representative
Association of MN Counties (AMC)			
Environment & Natural Resources Policy			Environmental Services Director
General Government			Commissioner Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Westerlund
Public Safety Committee			Commissioner Westerlund
Transportation Policy			Commissioner Kearney
Age-Friendly Changemakers			Kearney
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Sample
Aitkin County CARE Board	Monthly	3rd Thursday	Westerlund
Aitkin County Community Corrections	Quarterly	Varies	Wedel and Westerlund
Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and	Westerlund
Aitkin County Opioid Settlement Sub-committee	TBD	TBD	Sample
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Kearney, Alt. Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	Kearney, ALT. Leiviska
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	Kearney, ALT. Leiviska
ATV Committee	Monthly		Leiviska and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Sample Alt. Kearney
Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel
Budget Committee	Monthly	1st Tuesday	Leiviska and Wedel
East Central Regional Library Board	Monthly	2nd Monday	Leiviska Alt. Sample
Economic Development	Monthly	4th Wednesday	Wedel and Sample
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Kearney and Sample
Extension	4x year	Monday	Kearney Alt. Westerlund
Facilities	As needed		Wedel and Sample
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	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
JET (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