



## ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

**What:** Aitkin County Board Agenda

**When:** April 8, 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: **2553 125 5464**

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 give minutes but will take the information and finds answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 option 8 no later than 2:30 P.M. on the Monday before the meeting.

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

**A) Correspondence File-**

March 25, 2025 - April 7, 2025

**B) Approve County Board Minutes-**

March 25, 2025

**C) Approve Electronic Funds Transfers**

EFT Report thru 03.31.25

**D) Approve Auditor Vouchers-**

Auditor Warrants - HHS 03.21.25

**E) Approve Commissioner's Vouchers**

Commissioner Warrants 03.28.25

**F) Adopt Resolution-**

LG220 Application for Exempt Gambling - Ducks Unlimited Aitkin Area

**G) Approve Manual Warrants/Voids/Corrections-**

ELAN 03.13.25

**H) Approve Auditor Vouchers-**

Auditor Warrants - HHS 03.28.25

**I) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 03.31.25

**J) Adopt Resolution-**

LG214 Premises Permits - Tamarack Sno-Flyers

**K) Adopt Resolution-**

LG220 Application for Exempt Permit - Moose-Willow Sportsman Club

**L) Adopt Resolution-**

2024 Annual Apportionment Percentages of Forfeited Tax Sales

**M) Adopt Resolution-**

2024 Annual Apportionment of Forfeited Tax Sales

**N) Approve-**

Purchase two new Ford trucks

**O) Adopt Resolution-**

Final Contract Payment #20244

9:05 a.m.

3) **Mark Jeffers**  
A) HOPE Presentation  
B) Aitkin County CHA & CHIP Presentation

9:55 a.m.

4) **Mark Jeffers – Economic Development Coordinator**  
A) Award Business Development & Recreation Grants  
B) Approve Support Letter Mille Lacs Energy  
C) Approve Support Letter East Central Energy

10:10 a.m.

5) **John Welle – County Engineer**  
A) Approve Engineering Services Agreement

10:15 a.m.

6) **Andrew Carlstrom – Environmental Services Director**  
A) Approve Residential Waste Electronics Collection  
B) Request rescinding of Resolution 20250311-032  
C) Request Public Hearing for Proposed Feedlot

10:30 a.m.

7) **Mike Dangers – County Assessor**  
A) 2025 Assessment Summary - Discussion Item

10:45 a.m.

8) **Jim Bright – Facilities Coordinator**  
A) Approve Widseth agreement for roofing design

10:50 a.m.

9) **Bobbie Danielson – Human Resources Director**  
A) County Administrtror Recruitment Update and Process Moving Forward - Direction Requested

11:05 a.m.

10) **Board of Commissioners**  
A) Commissioner Committee Reports

ADJOURN



2B

## AITKIN COUNTY BOARD OF COMMISSIONERS

March 25, 2025

9:00 a.m.

Government Center Board Room

### Regular Session Minutes

#### 1.A CALL TO ORDER

Chair Wedel called the meeting to order at 9:00 a.m.

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

#### 1.B PLEDGE OF ALLEGIANCE

#### 1.C APPROVAL OF AGENDA

Motion to: Approve the agenda, as amended.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Laurie Westerlund Edits to items 3D and adding item 3F

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

#### 1.E Citizens Public Comment - None

#### 2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Bret Sample

##### A) Correspondence File-

March 11, 2025 - March 24, 2025

##### B) Approve County Board Minutes-

March 11, 2025

##### C) Approve Electronic Funds Transfers

Total	\$1,396,999.96
-------	----------------

##### D) Approve Auditor Vouchers-

Auditor Warrants - Sales.Use & Diesel Tax, February 2025

General	\$89.48	R&B	\$1,351.34	LLCC	\$111.80	Parks	\$123.66
						Total	\$1,676.28

##### E) Approve Commissioner's Vouchers

Commissioner Warrants 03.14.25

General	\$281,812.76	Reserves	\$1,162.93	R&B	\$63,156.22	HHS	\$1,615.73
State	\$375.00	Trust	\$10,985.85	Forest	\$392.29	Taxes	\$122.00
LLCC	\$9,698.44	Parks	\$58,192.97	COVID	\$25,587.00	Total	\$453,101.19

##### F) Approve-

Fiscal Recovery Funds request by County Treasurer

##### G) Approve Auditor Vouchers-

Auditor Warrants - HHS 03.14.25

HHS	\$42,501.57					Total	\$42,501.57
-----	-------------	--	--	--	--	-------	-------------

**H) Approve Manual Warrants/Voids/Corrections-**

ELAN 02.27.25

General	\$4,413.50	Reserves	\$566.50	Trust	\$80.00	R&B	\$1,479.54
HHS	\$956.61					Total	\$7,496.15

**I) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 03.13.25

General	\$319.74	State	\$32,655.91	LLCC	\$273.61	Total	\$33,249.26
---------	----------	-------	-------------	------	----------	-------	-------------

**J) Approve Auditor Vouchers-**

Auditor Warrants 03.14.25

General	\$10,161.00	R&B	\$96,669.62	Unorgan.	\$1,937.39	COVID	\$57,684.23
						Total	\$166,452.24

**K) Approve-**

Committee of the Whole Minutes 03.17.25

**L) Approve-**

Animals in County Buildings Policy

**M) Adopt Resolution-**

Award Contract 20259

**N) Adopt Resolution-**

Vacate Portion of CR 77 Right of Way

**O) Approve-**

Grant Submission - Housing Trust Fund Grant

**P) Approve-**

Safety Policy and Emergency Action Plan Update

**Q) Approve-**

Out-of-State Travel

**R) Approve Auditor Vouchers-**

Auditor Warrant - R&amp;B 03.21.25

R&B	\$42,410.90					Total	\$42,410.90
-----	-------------	--	--	--	--	-------	-------------

**Regular Agenda**

3A Jessica Seibert – County Administrator

**Informational Only**

JET Presentation

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

3B Jessica Seibert – County Administrator

**Motion to:**

Approve Strategic Plan

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

3C Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - Special Appropriation Application

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

3D Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - Support to Equalize PILT Funding

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

Edit made to resolution wording and title - Restoration of PILT Funding

3E Jessica Seibert – County Administrator  
Administrator Updates  
Department Heads Meeting, Strategic Planning with Revitalization, completing a couple annual reviews, CRPD quarterly meeting, Committee of the Whole Meeting - Strategic Planning, Cameras installed - part on order, Facilities meeting, 1:1s

3F Jessica Seibert – County Administrator  
**Motion to:**  
Approval to spend ARPA Funds  
**RESULT: APPROVED (5 TO 0)**  
**MOVER:** Commissioner Travis Leiviska  
**SECONDER:** Commissioner Bret Sample

4A Bobbie Danielson – Human Resources Director  
**Informational Only**  
County Administrator Recruitment Update

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

Bobbie Danielson – Human Resources Director  
**Motion to:**

Approve Interim Administrator Appointment

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

Bobbie Danielson – Human Resources Director  
**Motion to:**  
Adopt Resolution - Interim Administrator Duties Assignment

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

5A Board of Commissioners  
Commissioner Committee Reports

Mississippi Headwaters Board, Joint Powers Natural Resource Board, East Central Regional Library Board, Committee of the Whole Meeting, County Administrator Interviews, MN Rural Counties, Aitkin County Water Planning Task Force, Toward Zero Deaths, Facilities, Aitkin Economic Development Administration

Recognition and presentation of Certification of Appreciation to County Administrator Jessica Seibert.

6A Chris Sutch – IT Manager  
Closed Session - IT Security Briefing  
**Motion to Close Meeting Under MN Statute 13D.05 Subd.3(d) Security Briefing**  
Motion made at 11:06 a.m.

**MOVER:** Commissioner Michael Kearney  
**SECONDER:** Commissioner Laurie Westerlund

**Attendance of those present during Closed Session**

J. Mark Wedel	District #1
Laurie Westerlund	District #2
Travis Leiviska	District #3
Bret Sample	District #4
Michael Kearney	District #5
Jessica Seibert	County Administrator
Chris Sutch	IT Manager
Jim Ratz	County Attorney

**Motion to Reopen Meeting**

Motion made at 11:30 a.m.

**MOVER:** Commissioner Laurie Westerlund  
**SECONDER:** Commissioner Travis Leiviska

**Motion to Adjourn**

Motion made at 11:30 a.m.

**MOVER:** Commissioner Michael Kearney  
**SECONDER:** Commissioner Laurie Westerlund  
**Next Meeting:** **Tuesday, April 8, 2025**

---

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

---

John Welle  
County Engineer



# Board of County Commissioners Agenda Request

**2C**  
Agenda Item #

Requested Meeting Date: 4/8/2025

Title of Item: EFT Report

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

Submitted by: Lori Grams	Department: County Treasurer
Presenter (Name and Title): N/A	Estimated Time Needed:

Summary of Issue:  EFT Report thru 3/31/2025
--

Alternatives, Options, Effects on Others/Comments:
--

Recommended Action/Motion:
----------------------------

<b>Financial Impact:</b> Is there a cost associated with this request? What is the total cost, with tax and shipping? \$ Is this budgeted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Please Explain:	

**ELECTRONIC FUNDS TRANSFER****Thru March 31, 2025 Board Meeting April 8, 2025**

Abstract Number	Date	Amount	Reason
22264	3/21/25	\$761,576.67	Payroll Abstract
22265	3/21/25	\$4,240.90	Auditor Abstract
22266	3/21/25	\$30,117.11	Auditor Abstract
22267	3/28/25	\$182,992.51	Commissioner Abstract
22268	3/27/25	\$5,994.68	Manual Abstract
22269	3/28/25	\$10,711.41	Auditor Abstract
22270	3/31/25	\$2,349.49	Manual Abstract

\$0

Voids/No ACH

---

\$997,982.77

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

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
88284	Aitkin Co Recorder	39.00	2 Transactions
10566	American Lung Association	2,000.00	1 Transactions
248	Association of Mn Counties	400.00	3 Transactions
9483	Cahoon/Jeana	128.91	1 Transactions
14337	COLBY/HANNAH	47.44	1 Transactions
11051	Department of Human Services	277.23	1 Transactions
10342	DHS-Anoka Metro Rtc	500.00	1 Transactions
10188	DHS-Moose Lake RTC	551.60	1 Transactions
9220	Dhs-Msop	9,642.60	5 Transactions
89965	DHS-ST PETER-SEE LIST	3,231.20	1 Transactions
10529	Hennen/James	500.00	1 Transactions
9915	Holloway/Christy	287.75	2 Transactions
10526	Jarvela/Jennifer	94.72	2 Transactions
91187	Lake Country Power	102.00	1 Transactions
6110	Lakes & Pines CAC, Inc	11,460.47	2 Transactions
9163	Magness/Luke	344.32	4 Transactions
9456	Meger/Shanda	496.26	3 Transactions
88127	MFWCAA CONFERENCE	220.00	1 Transactions
87101	North Homes-Standard	11,534.04	1 Transactions
9014	PAPER STORM	97.20	3 Transactions
9135	Peysar/Lois	460.34	4 Transactions
10657	Quadient (HHS)	4,179.14	2 Transactions
9489	Redwood Toxicology Laboratory, Inc	214.78	4 Transactions
10394	Resource Training & Solutions	2,000.00	8 Transactions
13876	SCHOENROCK/ADAM	204.19	2 Transactions
86474	Sheriff Carlton County	50.00	1 Transactions
9567	THOMPSON/ANESSA	198.09	2 Transactions
9553	Vestis	68.61	3 Transactions
5128	Widseth Smith & Nolting Inc	42,168.50	3 Transactions
10440	Young/Griffin	498.37	3 Transactions

Final Total .....

**91,996.76**

**30 Vendors**

**69 Transactions**

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	5	91,996.76	Health & Human Services
All Funds		91,996.76	Total Approved by, ..... ..... .....

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

## Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount	
9152	ACI Payments Inc	5.00	1 Transactions
170	Aitkin Motor Company	69.03	1 Transactions
9561	Amazon Business	1,406.40	18 Transactions
10575	Anderson/Josie	195.00	1 Transactions
14563	Anoka County Corrections	20,735.25	2 Transactions
248	Association of Mn Counties	2,025.00	4 Transactions
10452	AT&T Mobility	49.93	1 Transactions
15239	AT&T Mobility (P&Z)	274.33	2 Transactions
9203	AT&T Mobility (Sheriff's)	2,988.83	6 Transactions
552	Betley/Terry J	187.00	2 Transactions
783	Canon Financial Services, Inc	973.77	4 Transactions
9154	Central Minnesota Emergency Training LLC	550.00	1 Transactions
10577	Charter/LEROC	50.00	1 Transactions
10576	Code 4 Services, Inc.	1,340.00	1 Transactions
1181	Crow Wing Co Auditor-Treasurer	5,464.74	1 Transactions
5893	CTC - 446126	310.00	2 Transactions
14948	DDA Human Resources Inc	200.00	1 Transactions
10579	Economic Development Association of MN	330.00	1 Transactions
15362	GuidePoint Pharmacy #114 Aitkin	1,416.31	2 Transactions

## Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor <u>No.</u>	Name	<u>Amount</u>	
9184	Hunter/Katie	34.33	1 Transactions
6121	Identisys	812.22	1 Transactions
88628	Imperial Dade	9,788.42	2 Transactions
2386	Information Systems Corp	245.00	1 Transactions
4812	JC32 Teamsters H&W Fund	37,053.00	4 Transactions
10119	Kearney/Michael	1,570.34	5 Transactions
11293	League Of Minnesota Cities	2,070.00	1 Transactions
10121	Leiviska/Travis	267.97	2 Transactions
14071	Marco Technologies LLC	14,302.96	6 Transactions
12927	Midwest Machinery Co.	10.89	1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	279.83	1 Transactions
3337	Minnesota County Attorneys Association	88.00	1 Transactions
3195	MNCCC LOCKBOX	190.00	1 Transactions
89081	North Memorial Health Care	6,745.00	2 Transactions
13850	NORTHSTAR	192.82	1 Transactions
3336	Office Of MN. IT Services	1,338.65	1 Transactions
9908	Office of the Secretary of State	120.00	1 Transactions
3810	Paulbeck's County Market	32.95	2 Transactions
9808	Performance Foodservice	1,293.12	1 Transactions
13613	PRIA	169.00	1 Transactions

## Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor NameNo.

Vendor No.	Name	Amount	Transactions
3951	Pro West & Associates, Inc	1,641.97	1 Transactions
13722	Quadient (Treasurer)	3,500.00	1 Transactions
10109	Quadient, Inc	35.00	1 Transactions
3987	Ramsey County Medical Examiner	1,731.00	1 Transactions
4010	Rasley Oil Company	182.95	2 Transactions
9489	Redwood Toxicology Laboratory, Inc	223.66	2 Transactions
5774	Riverwood Healthcare Clinic	5,758.49	9 Transactions
86235	The Office Shop Inc	1,160.97	14 Transactions
13934	The Tire Barn	269.04	3 Transactions
10930	Tidholm Productions	1,197.83	3 Transactions
999999000	Van Dyke/Richard	696.00	1 Transactions
8612	Veenker/Thomas H	209.90	2 Transactions
14558	Verizon Wireless-VCET	150.00	1 Transactions
11507	Waste Management of Minnesota, Inc	11,759.07	1 Transactions
9302	WEX Bank	8,218.83	3 Transactions
13848	WYATT'S TOWING & Recovery 24-7	225.00	1 Transactions

**1 Fund Total:****152,134.80****General Fund****55 Vendors****134 Transactions**

WLB1  
3/24/25 4:06PM  
**2** Reserves Fund

# Aitkin County

Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**



Page 5

Vendor <u>No.</u>	Name	<u>Amount</u>		
9561	Amazon Business	41.29	1 Transactions	
7013	Town Of Kimberly Treasurer	13.00	1 Transactions	
<b>2 Fund Total:</b>		<b>54.29</b>	<b>Reserves Fund</b>	<b>2 Vendors</b>
				<b>2 Transactions</b>

# Aitkin County

Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**

Vendor <u>No.</u>	Name	<u>Amount</u>	
170	Aitkin Motor Company	243.49	2 Transactions
9561	Amazon Business	98.79	3 Transactions
7916	AT&T Mobility (R&B)	114.69	3 Transactions
10569	BESSER/SCOTT	2,940.00	1 Transactions
10572	BROWN/ZACHARY AND KATHRINE	7,220.00	2 Transactions
783	Canon Financial Services, Inc	192.60	1 Transactions
11895	Cargill, Incorporated	43,728.21	6 Transactions
9105	CHOSEN VALLEY TESTING INC.	13,700.00	2 Transactions
14887	Cintas Corporation	50.46	2 Transactions
173	City Of Hill City	3,696.87	1 Transactions
175	City Of McGregor	11,090.62	1 Transactions
5893	CTC - 446126	350.00	1 Transactions
9326	Dehn Oil Company	18,244.70	2 Transactions
8694	Department of Transportation	589.93	2 Transactions
8500	Diamond Mowers, Inc	1,525.19	1 Transactions
1430	Dotzler Power Equipment	140.91	2 Transactions
7060	Federated Co-Ops Inc.	2,510.68	2 Transactions
12500	Frontier Precision, Inc	240.00	2 Transactions
1818	Glen's Sign Design	80.00	1 Transactions

# Aitkin County

Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**

Vendor Name

<u>No.</u>	<u>Amount</u>	
2089	65.24	2 Transactions
91187	598.93	5 Transactions
7899	159.12	1 Transactions
14071	190.00	1 Transactions
15300	53.99	1 Transactions
12927	1,935.08	1 Transactions
5917	140.00	1 Transactions
3160	3,443.14	13 Transactions
10570	2,830.00	1 Transactions
8446	654.75	1 Transactions
10412	454.99	7 Transactions
3776	74.84	1 Transactions
8537	875.92	3 Transactions
11605	127.59	3 Transactions
6097	543.17	1 Transactions
5128	10,635.00	1 Transactions
5295	2,367.53	3 Transactions

**3 Fund Total:**

**131,906.43**

**Road & Bridge**

**36 Vendors**

**83 Transactions**

WLB1  
3/24/25 4:06PM  
4 Unorganized Townships

# Aitkin County

Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**



Page 8

Vendor <u>No.</u>	Name	<u>Amount</u>		
6062	City Of McGrath Fire Department	800.00	1 Transactions	
<b>4 Fund Total:</b>		<b>800.00</b>	<b>Unorganized Townships</b>	<b>1 Vendors</b>
				<b>1 Transactions</b>

WLB1  
3/24/25 4:06PM  
5 Health & Human Services

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 9

Vendor <u>Name</u> <u>No.</u>	Amount			
14071 Marco Technologies LLC	1,178.00	7 Transactions		
<b>5 Fund Total:</b>	<b>1,178.00</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>7 Transactions</b>

WLB1  
3/24/25  
**9** State

4:06PM

# Aitkin County

Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**



Page 10

Vendor <u>No.</u>	Name	<u>Amount</u>	<u>State</u>	<u>2 Vendors</u>	<u>5 Transactions</u>
4580	Mn Dept Of Finance	6,158.00		4 Transactions	
3375	Mn Dept Of Health	510.00		1 Transactions	
<b>9 Fund Total:</b>		<b>6,668.00</b>			

# Aitkin County

Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**

Vendor Name

No.

Amount

170	Aitkin Motor Company	70.78	1 Transactions
9561	Amazon Business	458.48	3 Transactions
10024	Bobcat of Brainerd	391.56	1 Transactions
5893	CTC - 446126	350.00	1 Transactions
14071	Marco Technologies LLC	285.00	1 Transactions
3334	MCIT	301.00	1 Transactions
5173	Thomson Reuters-West Publishing	3,009.83	2 Transactions
10180	WEX Bank - Land Dept	1,886.20	1 Transactions

**10 Fund Total:**

**6,752.85**

**Trust**

**8 Vendors**

**11 Transactions**

# Aitkin County

Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**

Vendor Name

No.

Amount

170	Aitkin Motor Company	7,733.14	1 Transactions
10565	Elvecrog/Glenn C	56.00	2 Transactions
2099	Harmon/Elizabeth	32.88	1 Transactions
2270	Hoppe/Russell Peter	82.60	2 Transactions
2580	Kangas/Robert R	35.00	1 Transactions
11990	Lange/David	82.60	2 Transactions
3334	MCIT	76.00	1 Transactions
12077	Stromberg/Kevin	56.00	2 Transactions
15229	Thompson/Dennis J	22.32	1 Transactions
10519	Thoms/Douglas W.	35.00	1 Transactions
4870	Turner/Scott A.	46.20	2 Transactions
4927	Turnock/Franklin Allen	77.00	2 Transactions
10017	Tveit/Galen	60.20	2 Transactions

**11 Fund Total:**

**8,394.94**

**Forest Development**

**13 Vendors**

**20 Transactions**

WLB1  
3/24/25 4:06PM  
13 Taxes & Penalties

# Aitkin County

Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**



Page 13

Vendor <u>No.</u>	Name	<u>Amount</u>	
999999000	BYERS/LYNDON	66.00	1 Transactions
999999000	FILLMAN/SCOTT	90.00	1 Transactions
999999000	MAY/STEPHEN	30.00	1 Transactions
999999000	MCINTOSH/JOHN	16.00	1 Transactions
999999000	ROOT/JEAN	96.00	1 Transactions
999999000	SCOTT/STEVE	84.00	1 Transactions
999999000	WAGNER/MARGARET	16.00	1 Transactions
<b>13 Fund Total:</b>		<b>398.00</b>	<b>Taxes &amp; Penalties</b>
			<b>7 Vendors</b>
			<b>7 Transactions</b>

WLB1  
3/24/25 4:06PM  
19 Long Lake Conservation Cer

# Aitkin County

Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**



Page 14

Vendor <u>Name</u>	<u>Amount</u>	
<u>No.</u>		
10365 Antoine Electric, Inc.	517.95	1 Transactions
<b>19 Fund Total:</b>	<b>517.95</b>	<b>Long Lake Conservation Center</b>
		<b>1 Vendors</b>
		<b>1 Transactions</b>

WLB1  
3/24/25  
**21** Parks

4:06PM

# Aitkin County

Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**



Page 15

Vendor Name  
No.

Amount

4070 Riley Auto Supply

149.99

1 Transactions

**21 Fund Total:**

**149.99**

**Parks**

**1 Vendors**

**1 Transactions**

**Final Total:**

**308,955.25**

**127 Vendors**

**272 Transactions**

## Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	Fund	AMOUNT	Name
	1	152,134.80	General Fund
	2	54.29	Reserves Fund
	3	131,906.43	Road & Bridge
	4	800.00	Unorganized Townships
	5	1,178.00	Health & Human Services
	9	6,668.00	State
	10	6,752.85	Trust
	11	8,394.94	Forest Development
	13	398.00	Taxes & Penalties
	19	517.95	Long Lake Conservation Center
	21	149.99	Parks
All Funds		308,955.25	Total
			Approved by, .....
			.....
			.....



# Board of County Commissioners Agenda Request

2F

Agenda Item #

Requested Meeting Date: April 8, 2025

Title of Item: LG 220 Application for Exempt Gambling - Ducks Unlimited Aitkin Area

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Direction Requested <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) *provide copy of hearing notice that was published	<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 (Raffle): May 18, 2025  
Application for Exempt Gambling Permit: LG220 - Ducks Unlimited Aitkin Area Chapter - Bingo and Raffle: Location of event Castaways 32360 215th Lane Isle, MN 56432: Lakeside Township

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Motion to adopt attached resolution.

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

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

ADOPTED April 8, 2025

---

By Commissioner: xxx

**20250408-xxx**

**LG 220 Application for Exempt Permit – Ducks Unlimited Aitkin Area Chapter**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 - Ducks Unlimited Aitkin Area Chapter – Bingo and Raffle: Location of event Castaways: 32360 215<sup>th</sup> Lane Isle, MN 56432: Lakeside Township – Date of Event April 18, 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 8th day of April 2025, and that the same is a true and correct copy of the whole thereof.

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

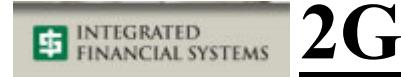
---

John Welle  
County Engineer

WLB  
3/26/25 1:43PM  
1 General Fund

# Aitkin County

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



**2G**

Page 2

Vendor <u>Name</u> <u>No.</u>	<u>Amount</u>		
5462 Bremer Bank (Elan ACH)	9,836.78	32 Transactions	
<b>1 Fund Total:</b>	<b>9,836.78</b>	<b>General Fund</b>	<b>1 Vendors</b>
			<b>32 Transactions</b>

WLB1  
3/26/25

1:44PM

3 Road & Bridge

# Aitkin County

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



Page 2

Vendor Name  
No.

Amount

5462 Bremer Bank (Elan ACH) 1,242.93 3 Transactions

**3 Fund Total:** 1,242.93 **Road & Bridge** **1 Vendors** **3 Transactions**

**Final Total:** 1,242.93 **1 Vendors** **3 Transactions**

WLB1  
3/26/25 1:44PM  
5 Health & Human Services

# Aitkin County

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



Page 2

Vendor Name

No.

Amount

5462 Bremer Bank (Elan ACH)

488.62

10 Transactions

**5 Fund Total:**

**488.62**

**Health & Human Services**

**1 Vendors**

**10 Transactions**

**Final Total:**

**488.62**

**1 Vendors**

**10 Transactions**

WLB1  
3/26/25  
**10** Trust

1:43PM

# Aitkin County

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



Page 3

Vendor Name

No.

Amount

5462 Bremer Bank (Elan ACH)

75.00-

1 Transactions

**10 Fund Total:**

**75.00-**

**Trust**

**1 Vendors**

**1 Transactions**

WLB1  
3/26/25 1:43PM  
19 Long Lake Conservation Cer

# Aitkin County

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



Page 4

Vendor <u>Name</u> <u>No.</u>	<u>Amount</u>			
5462 Bremer Bank (Elan ACH)	140.47	4 Transactions		
<b>19 Fund Total:</b>	<b>140.47</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>4 Transactions</b>
<b>Final Total:</b>	<b>9,902.25</b>	<b>3 Vendors</b>	<b>37 Transactions</b>	

# Aitkin County

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	1	9,836.78	General Fund
	10	-75.00	Trust
	19	140.47	Long Lake Conservation Center
All Funds		9,902.25	Total Approved by, ..... ..... .....

# Aitkin County

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	3	1,242.93	Road & Bridge
All Funds		1,242.93	Total
			Approved by, .....
			.....
			.....

# Aitkin County

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	5	488.62	Health & Human Services
All Funds		488.62	Total Approved by, .....

Total Elan pd 3.13.25 = \$11,633.80

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?: N

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**

Vendor Name

<u>No.</u>	<u>Amount</u>	
14436	ANDERSON/CORY	649.88 8 Transactions
89523	Butterfield/Brenda	141.60 1 Transactions
10562	Casper/Brandi	401.25 5 Transactions
87691	Chenevert/Lori	120.00 1 Transactions
10399	Cox/Lisa	132.43 1 Transactions
10580	Fossum/Jozee	33.00 2 Transactions
10456	King/Miranda	126.49 2 Transactions
10581	Kozlak Radulovich Funeral Chapel	2,150.00 1 Transactions
89104	Larson/Naomi	130.90 1 Transactions
14877	NEMITZ/BILINDA	340.58 3 Transactions
10571	Nexus Gerard Family Healing	14,062.44 1 Transactions
87101	North Homes-Standard	5,738.90 1 Transactions
89327	Postmaster-Aitkin	350.00 3 Transactions
3950	Public Utilities	2,012.20 3 Transactions
10336	Robinson/Anthony & Bridget	200.00 2 Transactions
86177	Sheriff Aitkin County	305.25 1 Transactions
13729	SIMS/MEGAN REBECCA	645.48 2 Transactions
10305	Sipe/John	919.44 3 Transactions
<b>Final Total .....</b>		<b>28,459.84</b>

**18 Vendors**

**41 Transactions**

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	5	28,459.84	Health & Human Services
All Funds		28,459.84	Total Approved by, ..... ..... .....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

WLB1  
3/31/25 9:13AM  
1 General Fund

# Aitkin County

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



Page 2

Vendor Name

No.

8410 Bremer Bank

Amount

2,349.49

7 Transactions

**1 Fund Total:**

**2,349.49**

**General Fund**

**1 Vendors**

**7 Transactions**

**Final Total:**

**2,349.49**

**1 Vendors**

**7 Transactions**

# Aitkin County

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	1	2,349.49	General Fund
All Funds		2,349.49	Total Approved by, .....
			.....
			.....



# Board of County Commissioners Agenda Request

Requested Meeting Date: 04/08/2025

2J

Agenda Item #

Title of Item: LG214 Premises Permits- Tamarack Sno-Flyers

<input type="checkbox"/> REGULAR AGENDA <input checked="" 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 *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
---	---	---

Submitted by:

Christy M. Bishop

Department:

Auditor's Office

Presenter (Name and Title):

N/A

Estimated Time Needed:

N/A

## Summary of Issue:

Minnesota Lawful Gambling LG214 Premises Permit for Tamarack Sno-Flyers at the following location:

Last "Chance" Pub N' Grub  
51272 Lake Ave  
McGregor, MN 55760  
Shamrock Township

## Alternatives, Options, Effects on Others/Comments:

## Recommended Action/Motion:

See attached Proposed Resolution

## Financial Impact:

Is there a cost associated with this request?

Yes

No

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

Is this budgeted?

Yes

No

Please Explain:

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

ADOPTED April 8, 2025

By Commissioner: xxx

**20250408-xxx**

**LG 214 Premises Permit – Tamarack Sno-Flyers**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Premises Permit Application – Form LG214 – of the Tamarack Sno-Flyers at the following location – Last “Chance” Pub N’ Grub 51272 Lake Ave, McGregor MN 55760, Shamrock Township

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8<sup>th</sup> day of April 2025, and that the same is a true and correct copy of the whole thereof.

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

---

John Welle  
County Administrator



# Board of County Commissioners Agenda Request

**Requested Meeting Date:** April 8, 2025

# 2K

---

**Title of Item:** LG220 Application for Exempt Permit - Moose-Willow Sportsman Club

<input type="checkbox"/> REGULAR AGENDA	<input type="checkbox"/> Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*
<small>*provide copy of hearing notice that was published</small>		
<b>Submitted by:</b> Christy M. Bishop		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<p><b>Summary of Issue:</b> Application for Minnesota Lawful Gambling: LG 220 Application for Exempt Permit Moose-Willow Sportsman Club</p> <p>Event (Raffle) location will take place at Corner Club 60967 US Highway 169 Hill City: Macville Township.</p> <p>Event Date: 08/30/2025</p>		
Gambling Permit Application		
<p><b>Alternatives, Options, Effects on Others/Comments:</b></p>		
<p><b>Recommended Action/Motion:</b></p> <p>See attached proposed Resolution</p>		
<p><b>Financial Impact:</b></p> <p><i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i></p>		

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
ADOPTED April 8, 2025

---

By Commissioner: xxx

**20250408-xxx**

**LG 220 Permit – Moose-Willow Sportsman Club**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – for the Moose-Willow Sportsman Club, at the following location: Corner Club 60967 US Highway 169 Hill City, MN 55748 – Macville Township. (Note: Date of activity for Raffle – August 30, 2025.)

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8<sup>th</sup> day of April, 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8<sup>th</sup> day of April, 2025

---

John Welle  
County Administrator



# Board of County Commissioners Agenda Request

2L

Agenda Item #

Requested Meeting Date: April 8, 2025

Title of Item: 2024 Annual Apportionment Percentages of Forfeited Tax Sales

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<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:**  
The attached annual resolution directs funding of the County Land Department and County Parks and Trails using 2024 forfeited tax sale apportionment per MS 282.08.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Adopt resolution setting percentage of tax forfeited receipts to be used for forest development and parks and trails.

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

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

ADOPTED April 8, 2025

By Commissioner: xxx

**20250408-xxx**

**Apportionment of 2024 Tax-Forfeited Funds**

**WHEREAS**, pursuant to Minnesota Statute 282.08, County boards are authorized to set aside monies from the tax forfeited sale fund for timber and park development.

**NOW, THEREFORE, BE IT RESOLVED**, that in compliance with said law, the County Board set aside thirty (30) percent of the remaining receipts to be used for forest development and twenty (20) percent of these receipts remaining are to be used for the maintenance and development of county parks or recreational areas, as defined in Minnesota Statute Section 398.31 to 398.36 to be expended under the supervision of the County Board.

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 8<sup>th</sup> day of April 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 8<sup>th</sup> day of April 2025**

---

John Welle  
County Engineer



# Board of County Commissioners Agenda Request

Requested Meeting Date: April 8, 2025

**2M**  
Agenda Item #

Title of Item: 2024 Annual Apportionment of Forfeited Tax Sales

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

The attached resolution enables disbursement of forfeited tax sales per MS 282.08 - 282.09 and approved in the 2024 budget.

#### Alternatives, Options, Effects on Others/Comments:

#### Recommended Action/Motion:

Adopt resolution for disbursement of forfeited tax sales to Auditor and gravel pit account.

#### Financial Impact:

Is there a cost associated with this request?

Yes

No

What is the total cost, with tax and shipping? \$ 30,519.75

Is this budgeted?

Yes

No

Please Explain:

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

**ADOPTED April 8, 2025**

---

By Commissioner: xxx

**20250408-xxx**

**Transfer of 2024 Tax-Forfeited Funds**

**WHEREAS**, according to M.S. 282.09, Subdivision 1, the County Board does hereby determine that the \$0.50 fee from each certificate of sale, contract for deed, and each lease executed by the Auditor and the compensation for clerical help on tax-forfeited land matters in the County Auditor's office during the 2024 calendar year was \$30,000, and

**WHEREAS**, a gravel pit rehabilitation account has been established, and \$0.15 per yard of gravel taken out of county pits will be placed in this account, the 2024 amount to be placed in this account is \$519.75

**NOW THEREFORE, BE IT RESOLVED**, that the amount of:

\$30,000 be transferred from the Forfeited Tax Sales Account (10-923-6900) to the County Auditor account (01-040-5590), AND

\$519.75 shall be transferred from the Forfeited Tax Sales Account (10-923-6900) to the Gravel Pit Account (11-936-5252).

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 8<sup>th</sup> day of April 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 8<sup>th</sup> day of April 2025**

---

John Welle  
County Engineer



# Board of County Commissioners Agenda Request



Requested Meeting Date: April 8, 2025

Title of Item: Purchase two new Ford trucks

<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 *provide copy of hearing notice that was published	<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:

The Aitkin County Land Department budgeted the purchase of two new pickup trucks in 2025. The trucks are now available for pickup. The purchase was made through the State Bid Contract, which is processed and delivered by Aitkin Motors.

Attached are the quotes for the trucks. The expenses are listed below.

Cost ..... \$82,846.00  
Motor Vehicle Tax ..... \$5,695.66  
Title and Transfer ..... \$484.00  
  
Total ..... \$89,025.66

Alternatives, Options, Effects on Others/Comments: ACLD is tax exempt however, a Motor Vehicle Tax is required.
--

Recommended Action/Motion: Motion to approve purchase of two new Ford pickup truck from Aitkin Motors for \$89,025.66
--

Financial Impact: Is there a cost associated with this request? What is the total cost, with tax and shipping? \$ 89,025.66 Is this budgeted? \$90,000 was budgeted for this purchase, \$45,000 in 2024 and \$45,000 for 2025.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please Explain:  \$90,000 was budgeted for this purchase, \$45,000 in 2024 and \$45,000 for 2025.
--	--	---



## Aitkin Motor Company

"A TRADITION SINCE 1938"

108 - 2ND STREET N.E.  
MINNEAPOLIS, MINNESOTA 55421

ATKIN, MINNESOTA 56



Stock #: SKD68324 Date: 03/18/2025 Salesperson: JEFF KJELSTROM  
Buyer Name: (Last) AITKIN CO LAND DEPT (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
Co-Buyer Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
Address: 502 MINNESOTA AVE NORTH City: AITKIN State: MN County: AITKIN Zip: 56431  
Home Phone: \_\_\_\_\_ Bus Phone: \_\_\_\_\_ Buyer DOB: \_\_\_\_\_ Co-Buyer DOB: \_\_\_\_\_  
Buyer D.L. #: \_\_\_\_\_ Co-Buyer D.L. #: \_\_\_\_\_  
Buyers Insurance Co: \_\_\_\_\_

PLEASE ENTER MY ORDER FOR:  New  Used  Demo  Household

The front and back of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement, or any other agreement or understanding of any nature. You certify that you are 18 years of age or older and acknowledge receiving a copy of this contract.

The terms of this CONTRACT were agreed upon and the CONTRACT signed in the dealership on the date noted at top of this form.

**IMPORTANT: THIS MAY BE A BINDING CONTRACT  
AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT  
PERFORM ACCORDING TO ITS TERMS.**

**NOTICE OF SALESPERSON'S LIMITED AUTHORITY.** This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

Accepted  \_\_\_\_\_ For AITKIN MOTOR COMPANY  \_\_\_\_\_ Buyer's Signature Accepting Terms of Contract

**This ODOMETER DISCLOSURE STATEMENT and ASSIGNMENT Refers to Vehicle Being Sold**  
Federal and State law require that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I (we), **RETRON MOTOR COMPANY**, the owner(s) of the vehicle described below, certify the vehicle is free of all security interests, warrant title, assign the registration tax and the vehicle to the person(s) named below and state that the odometer now reads \_\_\_\_\_ (no tenths) miles and to the best of my knowledge the odometer mileage is:

- ACTUAL MILEAGE
- EXCEEDS MECHANICAL LIMITS OF ODOMETER
- NOT ACTUAL MILEAGE - WARNING ODOMETER DISCREPANCY

YEAR <b>2025</b>	MAKE <b>FORD</b>	MODEL <b>F150 XL</b>	BODY TYPE <b>PICKUP</b>
VIN NO. <b>1FTEV1E12G1234567</b>	LICENSE NO.	LIC. EXP. DATE	

TRANSFEE NAME: BILLY HINTJEPT  
TRANSFEE ADDRESS: 5700 MINNEAPOLIS AVE. NORTH  
CITY: ATTKIN, MN 56431 STATE: ZIP:

STREET ADDRESS 502 MINNESOTA AVE NORTH  
 CITY AITKIN STATE MN ZIP 56431 TRANSFEROR'S (SELLER) SIGNATURE (PRINT SIGNER'S NAME ALSO)  
 SIGNER'S NAME ALSO  STATEMENT DATE 03/18/2025

TRANSFeree's (Buyer) Signature (Print Signer's Name Also) \_\_\_\_\_ STATEMENT DATE 6/30/2012

Receipt of copy acknowledged



## Aitkin Motor Company

"A TRADITION SINCE 1938"  
1455 G STREET N.E.

108 - 2ND STREET N.E.  
MINNEAPOLIS, MINNESOTA 55411

ATKIN, MINNESOTA



Stock #:	SKD68317	Date:	03/18/2025	Salesperson:	JEFF KJELSTROM				
Buyer Name: (Last)	AITKIN CO LAND DEPT	(First)		(Middle)					
Co-Buyer Name: (Last)		(First)		(Middle)					
Address:	5002 MINNESOTA AVE NORTH	City:	AITKIN	State:	MN	County:	AITKIN	Zip:	56431
Home Phone:		Bus Phone:		Buyer DOB:		Co-Buyer DOB:			
Buyer D.L. #:		Co-Buyer D.L. #:							
Buyers Insurance Co.:									

PLEASE ENTER MY ORDER FOR: New <input checked="" type="checkbox"/> Used <input type="checkbox"/> Demo <input type="checkbox"/> Lienholder <input type="checkbox"/>				Address		
YEAR	MAKE	MODEL	BODY	TRANSMISSION	COLOR	INTERIOR
2025	FORD	F150 XL	PICKUP	AUTOMATIC	CARBONIZED	MEDIUM DARK
VIN # 1FTEX1LP4SKD68317			LIC #	TAB EXP DATE	STATE	MILEAGE
Buyer Email:				CASH PRICE OF VEHICLE		
Co-Buyer Email:				FREIGHT		
				DEALER INSTALLED OPTIONS		
THANK YOU FOR YOUR BUSINESS!						
NA						
41423.00						
NA						
41423.00						
TOTAL						
REGISTRATION TAX 10.00 LESS TRADE-IN ALLOWANCE (-) NA						
PLATE FEE 10.00 TRADE DIFFERENCE 41423.00						
PUBLIC SAFETY VEHICLE FEE 3.50						
TRANSFER TAX NA MOTOR VEHICLE SALES TAX 2847.83						
TITLE/TRANSFER FEE 8.25						
STATE DEPUTY FILING FEE 13.00 SERVICE CONTRACT NA						
LIEN RECORDING FEE NA MAINTENANCE CONTRACT NA						
WHEELAGE TAX NA OTHER STATE & LOCAL SALES TAXES NA						
TRANSIT TAX NA						
OTHER FEES 2.25 DOCUMENT ADMINISTRATION FEE 105.00						
OPTIONAL ELECTRONIC TRANSFER FEE NA						
TOTAL LICENSE & FEES 47.00						
SUBTOTAL 44512.83						
LESS AMOUNT SUBMITTED WITH ORDER (-) NA						
PLUS BALANCE OWING TO LEINHOLDER ON TRADE IN (-) NA						
TOTAL AMOUNT DUE ON DELIVERY 44512.83						
Important: A manufacturer warranty may apply.						

The front and back of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement, or any other agreement or understanding of any nature. You certify that you are 18 years of age or older and acknowledge receiving a copy of this contract.

The terms of this CONTRACT were agreed upon and the CONTRACT signed in the dealership on the date noted at top of this form.

**IMPORTANT: THIS MAY BE A BINDING CONTRACT  
AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT  
PERFORM ACCORDING TO ITS TERMS.**

**NOTICE OF SALESPERSON'S LIMITED AUTHORITY.** This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

Accepted  for ALTKIN MOTOR COMPANY

**This ODOMETER DISCLOSURE STATEMENT and ASSIGNMENT Refers to Vehicle Being Sold**  
Federal and State law require that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

Interstate warrant title, revise the registration tax and the vehicle to the person(s) named below and state that the odometer was made \_\_\_\_\_ (to the tenth) miles.

Interests, warrant title, assign the registration tax and the vehicle to the person(s) named below and state that the odometer now reads \_\_\_\_\_ (no tenths) miles and to the best of my knowledge the odometer mileage is \_\_\_\_\_.

ACTUAL MILEAGE

- ACTUAL MILEAGE
- EXCEEDS MECHANICAL LIMITS OF ODOMETER
- NOT ACTUAL MILEAGE - WARNING ODOMETER DISCREPANCY

YEAR 2025	MAKE FORD	MODEL F150 XL	BODY TYPE PICKUP
VIN NO. 1FTEX1LP4SKD68317	LICENSE NO.	LIC. EXP. DATE	
TRANSFEREE'S NAME (BUYER) BRINLEY PT	TRANSFER TO (SELLER) STATE/PROV. MN		
STREET ADDRESS 602 MINNESOTA AVE NORTH	CITY ALTKIN, MN 56431	STATE	ZIP
CITY ALTKIN	STATE MN	ZIP 56431	TRANSFEROR'S (SELLER) SIGNATURE (PRINT SIGNER'S NAME ALSO) (X) ALTKIN MOTOR CO
TRANSFEREE'S (BUYER) SIGNATURE (PRINT SIGNER'S NAME ALSO) Receipt of copy acknowledged (X)			STATEMENT DATE 03/18/2025



# Board of County Commissioners Agenda Request

20

Agenda Item #

Requested Meeting Date: 4-8-25

Title of Item: Final Contract Payment #20244

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
--	--	--

Submitted by: John Welle	Department: Highway Department
Presenter (Name and Title): NA	Estimated Time Needed: NA

**Summary of Issue:**  
Authorization by the following resolution is requested to make final payment to Lot Pros, Inc, Fergus Falls, MN in the amount of \$1,796.84 for Contract No. 20244, which included bituminous crack sealing on various county highways.  
The final contract amount of \$179,683.85 is 0.61% above the bid amount of \$178,596.50.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Approve resolution

**Financial Impact:**  
Is there a cost associated with this request?  Yes  No  
What is the total cost, with tax and shipping? \$ 1,796.84  
Is this budgeted?  Yes  No Please Explain:

Contract Number: 20244  
Final Pay Request Number: 5

Project Number	Project Description
CP 001-090-042	2024 Crack Sealing

Contractor: Lot Pros Inc. P.O.Box 423 Fergus Falls, MN 56537	Vendor Number: 15335 Up To Date: 01/03/2025
--	--

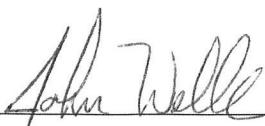
Contract Amount	Funds Encumbered	
Original Contract	\$178,596.50	Original
Contract Changes	\$0.00	Additional
Revised Contract	\$178,596.50	Total

Work Certified To Date	
Base Bid Items	\$179,683.85
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$179,683.85

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 001-090-042	\$0.00	\$179,683.85	\$0.00	\$177,887.01	\$1,796.84	\$179,683.85

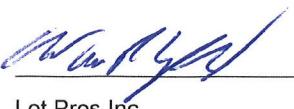
Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$179,683.85	\$0.00	\$177,887.01	\$1,796.84	\$179,683.85
Percent: Retained: 0%					Percent Complete: 100.61 %
<b>Amount Paid this Final Pay Request: \$1,796.84</b>					

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

  
John Welle – P.E. No. 24340

1-6-25  
Date

Aitkin County Highway Engineer

  
Lot Pros Inc.

2-6-25  
Date

03-303-63600  
Account Number

Project No. : CP 001-090-042  
Final Pay Request No. : 5  
Contract No.: 20244

**Certificate of Final Contract Acceptance**  
**Final Voucher Number: 5**

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 1-6-25 Signature John Wille County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$179,683.85 and agrees to the amount of \$1,796.84 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Lot Pros Inc.

By WALTER ZELINSKY

And \_\_\_\_\_ And \_\_\_\_\_ State of, MINNESOTA

On This 7<sup>TH</sup> Day FEBRUARY 2025, Before me appeared WALTER ZELINSKY To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as  
HS free to act and deed

(Corporate Acknowledgment)

WALTER ZELINSKY And \_\_\_\_\_, to me personally known, who, being each by me duly sworn

each did say that they are respectively the PRESIDENT and \_\_\_\_\_ of the

LOT PROS INC. Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

\_\_\_\_ and said \_\_\_\_\_ and \_\_\_\_\_

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in OTTER TAIL County

Seal Expires 01-31-2030 Signature Erik A. Johnson



I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated \_\_\_\_\_ Signature \_\_\_\_\_ District Engineer

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

Page 3 of 7

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

Contract No: 20244  
Final Pay Request No. 5

**Aitkin County Highway Department  
Certificate of Final Acceptance  
Board Acknowledgment**

Contract Number: 20244  
Contractor: Lot Pros Inc.  
Date Certified: 1/03/2025  
Payment Number: 5

Whereas; Contract No. 20244 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved: that we do hereby accept said completed project for and in behalf of Aitkin County Highway Department and authorize final payment as specified herein.

State of

I, \_\_\_\_\_, Aitkin County Administrator, within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

At \_\_\_\_\_

Signed By \_\_\_\_\_

Aitkin County Administrator

(SEAL)

Contract Payment Summary					
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request	
1	2024-07-01	\$86,329.25	\$4,316.46	\$82,012.79	
2	2024-07-19	\$67,812.50	\$3,390.63	\$64,421.87	
3	2024-07-30	\$25,542.10	\$1,277.10	\$24,265.00	
4	2024-11-01	\$0.00	(\$7,187.35)	\$7,187.35	
5	2025-01-03	\$0.00	(\$1,796.84)	\$1,796.84	

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
328th Ave (Fleming Township)		\$6,185.80	\$0.00	\$6,123.95	\$61.85	\$6,185.80
CSAH 1		\$15,413.20	\$0.00	\$15,259.06	\$154.14	\$15,413.20
Municipal		\$4,041.00	\$0.00	\$4,000.58	\$40.42	\$4,041.00
Rural		\$49,124.00	\$0.00	\$48,632.75	\$491.25	\$49,124.00
CSAH 12		\$18,302.70	\$0.00	\$18,119.68	\$183.02	\$18,302.70
Municipal		\$3,369.00	\$0.00	\$3,335.31	\$33.69	\$3,369.00
Rural		\$20,653.25	\$0.00	\$20,446.72	\$206.53	\$20,653.25
CSAH 17		\$24,432.90	\$0.00	\$24,188.58	\$244.32	\$24,432.90
CSAH 28		\$38,162.00	\$0.00	\$37,780.38	\$381.62	\$38,162.00

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
008	Local - Maintenance	\$1,660.88	\$165,079.50	\$165,079.50	\$166,088.05
009	Township	\$61.85	\$6,092.00	\$6,092.00	\$6,185.80
012	Local - Municipal Maintenance	\$74.11	\$7,425.00	\$7,425.00	\$7,410.00

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
CP 001-090-042	1	2024-07-01	\$86,329.25	\$4,316.46	\$82,012.79
CP 001-090-042	2	2024-07-19	\$67,812.50	\$3,390.63	\$64,421.87
CP 001-090-042	3	2024-07-30	\$25,542.10	\$1,277.10	\$24,265.00
CP 001-090-042	4	2024-11-01	\$0.00	(\$7,187.35)	\$7,187.35
CP 001-090-042	5	2025-01-03	\$0.00	(\$1,796.84)	\$1,796.84

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 001-090-042	328th Ave (Fleming Township)	\$6,185.80	\$0.00	\$6,123.95	\$61.85	\$6,185.80
CP 001-090-042	CSAH 1	\$15,413.20	\$0.00	\$15,259.06	\$154.14	\$15,413.20
CP 001-090-042	CSAH 10 / Municipal	\$4,041.00	\$0.00	\$4,000.58	\$40.42	\$4,041.00
CP 001-090-042	CSAH 10 / Rural	\$49,124.00	\$0.00	\$48,632.75	\$491.25	\$49,124.00
CP 001-090-042	CSAH 12	\$18,302.70	\$0.00	\$18,119.68	\$183.02	\$18,302.70
CP 001-090-042	CSAH 15 / Municipal	\$3,369.00	\$0.00	\$3,335.31	\$33.69	\$3,369.00
CP 001-090-042	CSAH 15 / Rural	\$20,653.25	\$0.00	\$20,446.72	\$206.53	\$20,653.25
CP 001-090-042	CSAH 17	\$24,432.90	\$0.00	\$24,188.58	\$244.32	\$24,432.90
CP 001-090-042	CSAH 28	\$38,162.00	\$0.00	\$37,780.38	\$381.62	\$38,162.00

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 001-090-042	008	\$1,660.88	\$165,079.50	\$165,079.50	\$166,088.05
CP 001-090-042	009	\$61.85	\$6,092.00	\$6,092.00	\$6,185.80
CP 001-090-042	012	\$74.11	\$7,425.00	\$7,425.00	\$7,410.00

Contract Item Status

Project	Line Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 001-090-042	1	2021.501 MOBILIZATION	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	2	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$80.00	190.1	0	\$0.00	192.64	\$15,411.20
CP 001-090-042	3	2563.601 TRAFFIC CONTROL	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	4	2021.501 MOBILIZATION	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	5	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$90.00	584	0	\$0.00	590.7	\$53,163.00
CP 001-090-042	6	2563.601 TRAFFIC CONTROL	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	7	2021.501 MOBILIZATION	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	8	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$70.00	144.7	0	\$0.00	143.27	\$10,028.90
CP 001-090-042	9	2563.601 TRAFFIC CONTROL	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	10	2021.501 MOBILIZATION	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	11	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$70.00	116.2	0	\$0.00	118.14	\$8,269.80
CP 001-090-042	12	2563.601 TRAFFIC CONTROL	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	13	2021.501 MOBILIZATION	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	14	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$75.00	321	0	\$0.00	320.27	\$24,020.25
CP 001-090-042	15	2563.601 TRAFFIC CONTROL	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	16	2021.501 MOBILIZATION	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	17	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$65.00	374.9	0	\$0.00	375.86	\$24,430.90
CP 001-090-042	18	2563.601 TRAFFIC CONTROL	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	19	2021.501 MOBILIZATION	LS	\$1.00	1	0	\$0.00	1	\$1.00

Contract Item Status

Project	Line Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 001-090-042	20	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$90.00	422.4	0	\$0.00	424	\$38,160.00
CP 001-090-042	21	2563.601 TRAFFIC CONTROL	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	22	2021.501 MOBILIZATION	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 001-090-042	23	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$70.00	87	0	\$0.00	88.34	\$6,183.80
CP 001-090-042	24	2563.601 TRAFFIC CONTROL	LS	\$1.00	1	0	\$0.00	1	\$1.00
Base Bid Totals:							\$0.00		\$179,683.85

Project Category Totals

Project	Category	Amount This Request	Amount To Date
CP 001-090-042	CSAH 28 - FROM US HWY 169 TO TH 210	\$0.00	\$38,162.00
CP 001-090-042	CSAH 1 - FROM CSAH 22 TO END OF PAVEMENT	\$0.00	\$15,413.20
CP 001-090-042	CSAH 17	\$0.00	\$24,432.90
CP 001-090-042	CSAH 15	\$0.00	\$24,022.25
CP 001-090-042	CSAH 12 - FROM CSAH 39 TO TH 47	\$0.00	\$8,271.80
CP 001-090-042	CSAH 12 - FROM 375TH AVE TO LANIE'S CORNER	\$0.00	\$10,030.90
CP 001-090-042	CSAH 10 - FROM CSAH 3 TO CSAH 18	\$0.00	\$53,165.00
CP 001-090-042	328TH AVE	\$0.00	\$6,185.80

Contract Change Item Status

Project	CC	Line Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To date	Amount To date
Contract Change Totals:							\$0.00		\$0.00	

Contract Change Totals

Number	Description	Effective Date	Amount

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

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

Page 7 of 7

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total	\$179,683.85
----------------	--------------

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

ADOPTED April 8, 2025

---

By Commissioner: xxx

20250408-xxx

**Final Contract Payment #20244**

**WHEREAS**, Contract No. 20244 has in all been completed, and the County Board being fully advised in the premises.

**NOW THEREFORE BE IT RESOLVED**, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Lot Pros Inc. in the amount of \$1,796.84.

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 8<sup>th</sup> day of April 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 8<sup>th</sup> day of April 2025**

---

John Welle  
County Engineer



# Board of County Commissioners Agenda Request

Requested Meeting Date: April 8, 2025

**3A**  
Agenda Item #

Title of Item: HOPE presentation

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

<b>Submitted by:</b> April Kellerman	<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Megan Cummings, HOPE Executive Director	<b>Estimated Time Needed:</b> 30 min.

**Summary of Issue:**  
Megan Cummings, HOPE Executive Director, providing HOPE presentation to the Board.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Information Only.

**Financial Impact:**

Is there a cost associated with this request?

Yes

No

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

Is this budgeted?

Yes

No

Please Explain:

# 2024

# ANNUAL REPORT

# HOPE

Healing Opportunity  
Provided Equally



SALT C-I HS Walk  
165 Attendees

## 526

Community referrals  
for additional  
resources

## 65

Support Group  
Participants

## 15

Families assisted with  
relocation

## 5,150

Contacts with Clients  
for victims services

## 239 7,021

Volunteers dedicated  
Hours to HOPE

## 510

Individuals served  
(237 adults, 273 kids)

## 79

Clients assisted w/ family  
law issues(custody,  
visitation, support)

## 52

Crisis Line Calls  
After Office Hours

## 41

Families received  
transportation  
assistance

## Mission

HOPE (Healing Opportunity Provided Equally) works to end violence and provide safety through direct services, education and advocacy to all people experiencing domestic violence.

## Vision

The local Community partnering to meet the needs of all people experiencing domestic violence.



Advocates Against Domestic Abuse dba  
HOPE-Healing Opportunity Provided Equally

117 2nd St NW  
Aitkin, MN 56431  
PO Box 153  
24/7 Crisis Line  
218-927-2327  
help@aitkinhope.org  
www.aitkinhope.org



Client Resource Room



Volunteers creating ribbons for DV Awareness month

Winter wear supply drive  
Grand CasinoChristmas Gift Sorting  
Volunteers, Gerrit & JoAnn

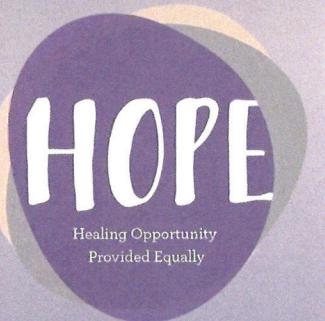
Aitkin Women of Today Donation

**2024 Grants**

Child Abuse Prevention Council  
 Crow Wing Power Impact  
 Crow Wing Power Operation Round Up  
 Duluth Superior Area Community Foundation  
 Emergency Food and Shelter Program  
 Grand Rapids Community Foundation  
 Great River Energy  
 Great River Energy Grant Match  
 Hallett Charitable Trusts  
 Lake Country Power  
 Lakes Area United Way  
 Libby Township-ARPA  
 Mardag Foundation  
 Mille Lacs Energy ORU  
 Mille Lacs Corporate Ventures  
 Northland Foundation  
 Office of Justice Programs  
 OJP ARPA COVID-Additional Funds  
 Open Your Heart to the Hungry and Homeless

1st Annual March  
Quilt Bingo

Women's Giving Group Fundraiser

Natalie, Aitkin HS volunteer  
Toy Drive

*thank you*

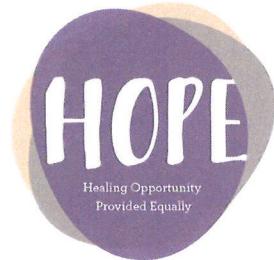
For all the support this year!



Follow us on social media

# TURNING POINTS PROGRAM

The Turning Points curriculum focuses on helping women understand the connections between the violence they experience and the violence they use. Its overall goal is to help them end both.



- 16 week program
- Two groups offered per year
  - March-June
  - September-December
- Thursdays 8am-10am
- In person only
- No charge
- Childcare not provided

**FIRST  
SESSION KICKS OFF  
MARCH 13, 2025!**

REGISTRATION:  
**218-927-2327**

Please call Monday- Thursday  
9am-4pm



**THIS CAN BE REFERRAL BASED FROM CPS, PROBATION OR  
VOLUNTARY ENROLLMENT. CERTIFICATE UPON COMPLETION.**

**117 2ND ST NW AITKIN, MN 56431**

Domestic violence is a pattern of behavior in **any relationship** that is used to gain or maintain power and control over another person.

**This abuse can be physical, sexual, emotional, economic and/or psychological.**

**Anyone can be a victim** of domestic violence regardless of age, race, gender, sexual orientation, faith or class.

### Threats or Coercion

Threatening to leave you, to commit suicide, to report you to welfare, making you do illegal actions

### POWER & CONTROL

**Denying or blaming**  
Making light of abuse, saying the abuse didn't happen, saying you caused it

### Economic

Making you ask for money, giving you an allowance, not letting you know about family income

### Privilege

Treating you like a servant, making all decisions, acting as master of the castle

### Children

Making you feel guilty about the children, using children to relay messages, threats to take away the children

### Intimidation

Making you feel afraid by using looks, actions, and gestures

### Emotional

Putting you down, making you feel bad about yourself, humiliation, name calling, mind games

### Isolation

Controlling who you see and talk to. Limiting outside involvement with friends and family

We believe every person has value and should be treated with dignity and respect.

### Advocacy Office Hours

(as of March 1st, 2025)

Monday - Thursday 9am - 4pm

Located at

117 2nd St. NW, Aitkin, MN 56431



**\*HOPE has new hours starting March 1, 2025\***

Monday - Thursday 9am - 4pm  
Fri-Sun Closed (crisis line available)



**24-Hour Crisis Line  
888-276-1720**

**Local  
218-927-2327**

PO Box 153 • Aitkin, MN 56431  
Ph: 218-927-2327 • Fax: 218-927-2048  
Find us on Facebook

**AitkinHope.org**

# HOPE

Healing Opportunity  
Provided Equally

Working to **end violence** and provide **safety** for all through:

**FREE & CONFIDENTIAL SERVICES**  
**DOMESTIC VIOLENCE EDUCATION**  
**LEGAL ADVOCACY**

24-Hour Crisis Line  
**218-927-2327**

**888-276-1720**  
AitkinHope.org

# Spot the Red Flags

## DOES YOUR PARTNER...

- ▲ Embarrass or make fun of you in front of friends or family?
- ▲ Put down your accomplishments?
- ▲ Make you feel you are unable to make decisions?
- ▲ Use intimidation or threats to gain compliance?
- ▲ Tell you that you are nothing without them?
- ▲ Treat you roughly – grab, push, shove or hit you?
- ▲ Call you several times a night or show up to make sure you are where you said you'd be?
- ▲ Use drugs or alcohol as an excuse for saying hurtful things or abusing you?
- ▲ Blame you for how they feel or act?
- ▲ Pressure you sexually for things you aren't ready for?
- ▲ Make you feel like there is "no way out" of the relationship?
- ▲ Prevent you from doing things you want, spending time with friends or family?
- ▲ Try to keep you from leaving after a fight or leave you somewhere after a fight to "teach you a lesson"?

## DO YOU...

- ▲ Sometimes feel scared of how your partner may behave or react?
- ▲ Constantly make excuses to other people for your partner's behavior?
- ▲ Believe that you can help your partner change if only you changed something about yourself?
- ▲ Try not to do anything that would cause conflict or make your partner angry?
- ▲ Always do what your partner wants you to do instead of what you want?
- ▲ Stay with your partner because you are afraid of what your partner would do if you broke up?



## Free & Confidential Help

### A legal advocate will help with...

- Filing an Order for Protection
- Filing a Harassment Restraining Order
- Attending & Supporting you through both civil and criminal court proceedings
- Assisting and accompanying you to file a police report

### Our team is here to assist by...

- Listening & Support
- Developing a safety plan
- Resources for housing
- Safe/emergency housing
- Emergency financial assistance
- Transportation assistance
- Child Care assistance
- Support groups
- Explain options and choices
- Community education for multiple age levels

24 Hour Crisis Line **888-276-1720 or 218-927-2327**

## Volunteer & Donate

Your time, talents or donations help support seamless services to meet the needs of those suffering from domestic violence, provide community education and promote awareness. Together we can promote one voice to end domestic violence in our community.

### VOLUNTEER

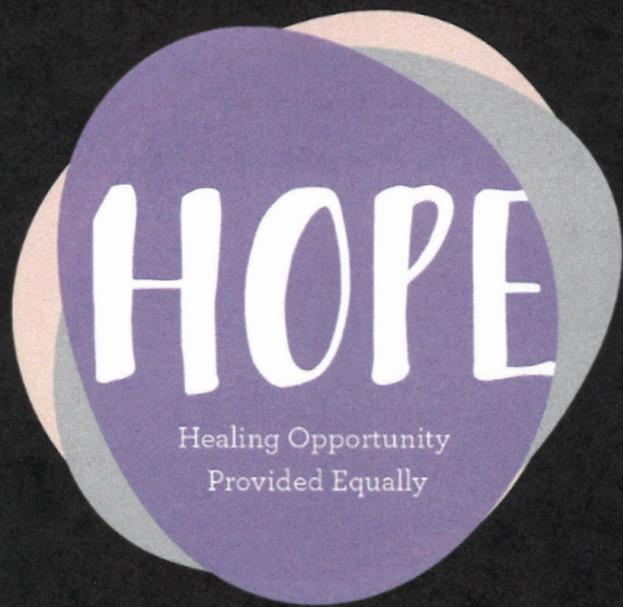
- Crisis Line advocates
- Repair Services
- Office Cleaning
- Lawn care
- Special Projects

### DONATE

- Retail Gift Cards
- Gas & Grocery Gift Cards
- Cleaning Supplies
- Laundry Detergent
- Shampoo & Conditioner
- Personal Care Products
- Feminine Hygiene Products
- Toilet Paper & Paper Towels



Donated items must be new and unopened.



# 2024 ANNUAL REPORT

**2024** ANNUAL REPORT

**HOPE**  
Healing Opportunity Provided Equally

**SALT C-I HS Walk**  
165 Attendees



117 2nd St NW  
Aitkin, MN 56431  
PO Box 153  
24/7 Crisis Line  
218-927-2327  
[help@aitkinhope.org](mailto:help@aitkinhope.org)  
[www.aitkinhope.org](http://www.aitkinhope.org)

**Mission**  
HOPE (Healing Opportunity Provided Equally) works to end violence and provide safety through direct services, education and advocacy to all people experiencing domestic violence.

**Vision**  
The local Community partnering to meet the needs of all people experiencing domestic violence.

<b>526</b> Community referrals for additional resources	<b>65</b> Support Group Participants	<b>15</b> Families assisted with relocation
<b>5,150</b> Contacts with Clients for victim services	<b>239</b> Volunteers dedicated <b>7,021</b> Hours to HOPE	<b>510</b> Individuals served (237 adults, 273 kids)
<b>79</b> Clients assisted w/ family law issues(custody, visitation, support)	<b>52</b> Crisis Line Calls After Office Hours	<b>41</b> Families received transportation assistance

Advocates Against Domestic Abuse dba  
HOPE-Healing Opportunity Provided Equally



# 2024 ANNUAL REPORT

## 2024 ANNUAL REPORT



Client Resource Room



Volunteers creating ribbons for DV Awareness month



Winter wear supply drive  
Grand Casino



Aitkin Women of Today Donation

### 2024 Grants

Child Abuse Prevention Council  
Crow Wing Power Impact  
Crow Wing Power Operation Round Up  
Duluth Superior Area Community Foundation  
Emergency Food and Shelter Program  
Grand Rapids Community Foundation  
Great River Energy  
Great River Energy Grant Match  
Hallett Charitable Trusts  
Lake Country Power  
Lakes Area United Way  
Libby Township -ARPA  
Mardag Foundation  
Mille Lacs Energy ORU  
Mille Lacs Corporate Ventures  
Northland Foundation  
Office of Justice Programs  
OJP ARPA COVID- Additional Funds  
Open Your Heart to the Hungry and Homeless



Natalie Aitkin HS volunteer

Toy Drive



*thank you*

For all the support this year!



Advocates Against Domestic Abuse dba  
HOPE-Healing Opportunity Provided Equally

# HOPE STAFF



**SHANNA**  
Operations  
Specialist

**JAIME**  
Advocate

**MEGAN**  
Executive  
Director

**DARLA**  
Legal  
Advocate

5,150

CONTACTS WITH CLIENTS FOR  
VICTIM'S SERVICES IN 2024

510

INDIVIDUALS HELPED DURING  
THE 2024 GRANT PERIOD  
(237 ADULTS AND 273 CHILDREN)

# 65

## WOMEN ATTENDED SUPPORT GROUP

- HELD HYBRID IN PERSON  
AND/OR ZOOM AT HOPE  
OFFICES ON WEDNESDAYS
- IN PERSON AT AITKIN  
COUNTY JAIL WEEKLY



C-I SALT(SERVICE ACTION  
LEADERSHIP TEAM)  
HOSTED THE FUNDRAISER  
WALK TO HOPE-MAY 2024

THIS YEAR'S  
WALK WILL BE  
HELD ON MAY  
7TH.



# Walk to HOPE

Walk to HOPE is a charity walk put on by the Crosby-Ironton SALT group. The money raised by participants will go to benefit Healing Opportunity Provided Equally (HOPE), a local non-profit organization that helps individuals and families escape domestic violence and get back on their feet after a difficult period.

Date: May 7th

Location: Crosby-Ironton High school track

Time: registration at 5:00, walk starts at 6:00

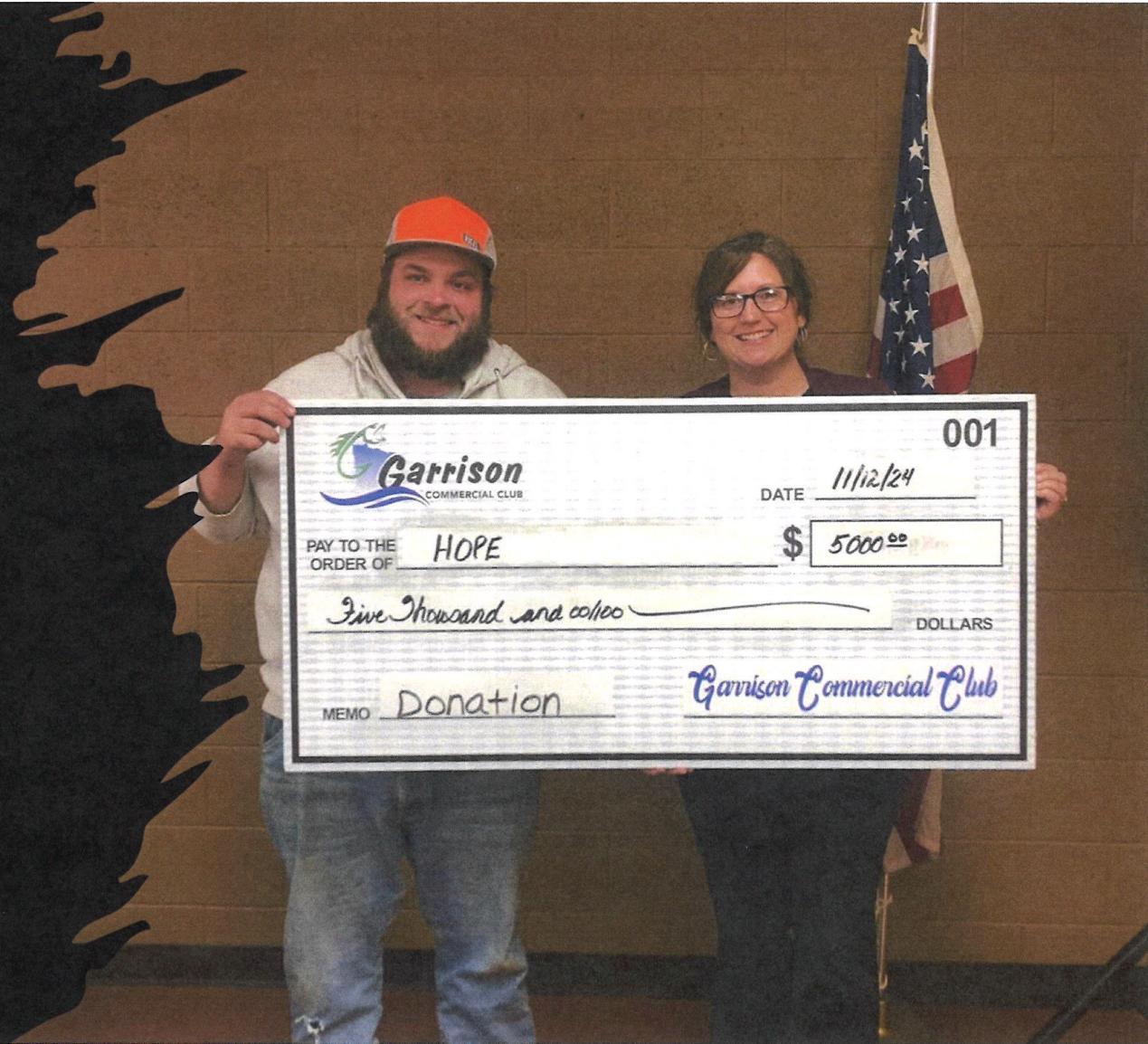
Cost: \$20

\*If you do not pre register, you will NOT get a t-shirt  
Every individual participating should fill  
out a registration form.

---

# January-December 2024 Grants

Child Abuse Prevention Council  
Crow Wing Power Impact  
Crow Wing Power Operation Round Up  
Duluth Superior Area Community Foundation  
Emergency Food and Shelter Program  
Grand Rapids Community Foundation  
Great River Energy  
Great River Energy Grant Match  
Hallett Charitable Trusts  
Lake Country Power  
Lakes Area United Way  
Libby Township-ARPA  
Mardag Foundation  
Mille Lacs Energy ORU  
Mille Lacs Corporate Ventures  
Northland Foundation  
Office of Justice Programs  
OJP ARPA COVID-Additional Funds  
Open Your Heart to the Hungry and Homeless





Donations from different organizations filled our resource room this year!

## Pints for a Purpose 2024



# Pints for a Purpose 2024



## Pints for a Purpose 2024





Donations from some very generous community members and organizations.

# TURNING POINTS PROGRAM



The Turning Points curriculum focuses on helping women understand the connections between the violence they experience and the violence they use. Its overall goal is to help them end both.

- 16 week program
- Two groups offered per year
  - March-June
  - September-December
- Thursdays 8am-10am
- In person only
- No charge
- Childcare not provided

FIRST  
SESSION KICKS OFF  
MARCH 13, 2025!

REGISTRATION:  
**218-927-2327**

Please call Monday- Thursday  
9am-4pm



THIS CAN BE REFERRAL BASED FROM CPS, PROBATION OR VOLUNTARY  
ENROLLMENT. CERTIFICATE UPON COMPLETION.

**117 2ND ST NW AITKIN, MN 56431**



Thank you, Hilltop Chapel for having our HOPE advocates, Jamie & Darla come and presented. We appreciate all you taking the time to learn more HOPE.



Natalie Crowther from Aitkin High School who held an incredible Toy Drive who not only collected an incredible amount of toys but also personal care items and monetary donations.

# Generous hearts of the Aitkin County Community



Thank you, Grand Casino MN for delivering Christmas early!!  
Huge assortment of hats, gloves, socks & warm wear for  
winter





Thank you, Grand Casino MN for your  
generous donation and to all your guest  
who donated food!



Women's Giving Group Selects one local charity to learn more about and donate to each month. This month, HOPE was honored to be the charity that was nominated by, Dorothy Casey.

HOPE staff, Jaime & Megan enjoyed a wonderful lunch sharing more about what HOPE does in our community. Thanks, Women's Giving Group!

Have you noticed the purple ribbons around town in October? They were made possible by the members of St. John Lutheran Church of Cedarbrook. This month, they also assisted us in sending out our annual appeal letters. We are incredibly thankful for their support and for raising awareness about domestic violence.



# Generous hearts of the Aitkin County Community





Thank you, Pastor Steve Teff, Karen Teff, and Bethel Lutheran Church for getting us more personal care items! These have been so helpful to have on hand!

# 2024 Quilt Bingo



Thanks to Men of the Pines Club! They donated Thanksgiving meals last week that fed 12 people! Thank you so much for making this possible!





Many organizations contributed to help HOPE provide gifts to 52 individuals!

# Teen Dating Violence Awareness Month-February 2025



Youth & School groups we work with.





## HOPE Facilities

# HOPE Resource Room

Personal care items, household cleaning items, baby essentials & clothing HOPE is fully stocked thanks to so many donations from community members and organizations.





HOPE Waiting Room

## HOPE Laundry Facilities



Clients have access to laundry facilities and supplies for no cost.



# Board of County Commissioners Agenda Request

**Requested Meeting Date:** April 8, 2025

## 3B Agenda Item #

**Title of Item:** Aitkin County CHA & CHIP Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b>		
	<input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only	
<b>Submitted by:</b> Paula Arimborgo	<b>Department:</b> HHS Administration		
<b>Presenter (Name and Title):</b> Maggie Rothstein and Erika Guenther, AIK Community Health Board	<b>Estimated Time Needed:</b> 20 minutes		
<b>Summary of Issue:</b> <p>Maggie Rothstein, Community Health Services Administrator and Erika Guenther, Public Health Planner are here to present the Aitkin County Public Health - Community Health Assessment &amp; Community Health Improvement Plan.</p>			
<b>Alternatives, Options, Effects on Others/Comments:</b>			
<b>Recommended Action/Motion:</b>			
<b>Financial Impact:</b> <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>	



**Public Health**  
Prevent. Promote. Protect.

---

**Aitkin County**

# Aitkin County Public Health Community Health Assessment & Community Health Improvement Plan

Aitkin County Board of Commissioners & Aitkin County Health & Human Services Advisory

April 2025



# Agenda

Community Health Board & CHA/CHIP Overview

Community Characteristics

Community Health Assessment

Community Health Improvement Plan

Next Steps



# Acknowledgements

---

## Community Partners

- Aitkin County CHATS
  - Community health coalition co-hosted by Riverwood Healthcare Center and Aitkin County Public Health
- Aitkin County Public Health Emergency Preparedness Group
- Committee for the Awareness and Prevention of Suicide
- Aitkin County Local Advisory Council for Mental Health
- Aitkin County Women of Today
- Aitkin County Health & Human Services Advisory Committee
- Aitkin County Health & Human Services staff

## CHA/CHIP Planning Team

- Stacey Durgin Smith
  - Aitkin County Public Health
- Hannah Colby
  - Aitkin County Public Health
- Brea Hamdorf
  - Aitkin County Public Health
- Erin Melz
  - Aitkin County Public Health
- Maggie Rothstein
  - Aitkin-Itasca-Koochiching Community Health Board
- Erika Guenther
  - Aitkin-Itasca-Koochiching Community Health Board
- Alyssa Kotula
  - Public Health Corps, 2023-2024



# Agenda

Community Health Board & CHA/CHIP Overview

Community Characteristics

Community Health Assessment

Community Health Improvement Plan

Next Steps



# Aitkin County is served by the Aitkin-Itasca-Koochiching Community Health Board

The A-I-K CHB is the legally recognized governing body for this Community Health Services area.  
Per Minn. Stat. 145A, CHBs must:

Serve a minimum population of 30,000 Minnesotan residents

Identify local public health priorities

Implement activities to address priorities and areas of public health responsibility

Must staff a community health services administrator and a medical consultant

A-I-K Bylaws:  
7-member Board

# Local Public Health in Minnesota



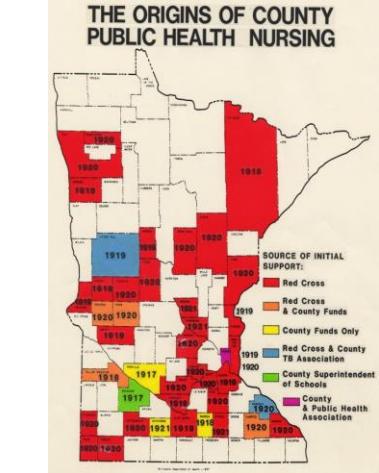
**1872**

State Board of Health established in Red Wing.



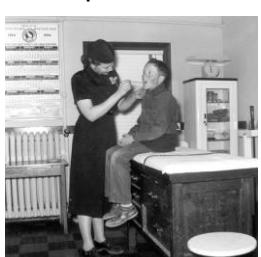
**Mid-1800s**

Towns and cities authorized to enact legislation to control infectious disease.



**1930s & 1940s**

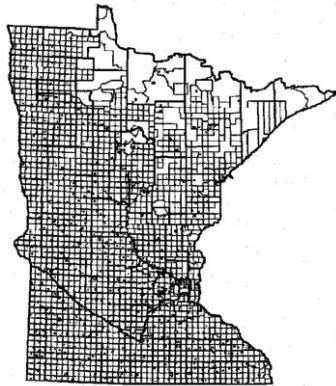
State field offices opened to support local public health. Responsibilities expanded.



April 2025

**Mid-1900s**

State encouraged communities to create local Boards of Health. Responsible for assessing health and developing policies to prevent spread of disease.



**Pre-1976**

Over 2,100 local boards of health existed.

**1976**

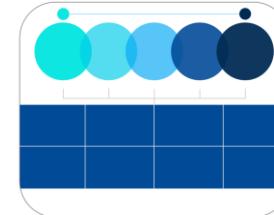
**Local Public Health Act**  
(Minn. Stat. 145A)

Allowed Boards of Health to join and work as Community Health Boards. Established partnership approach between state and local agencies. Unique to Minnesota.

**2023**

**Foundational Public Health Responsibilities**

MN's Joint Leadership Team adopt national framework. MN Legislature allocated funding to Community Health Boards.

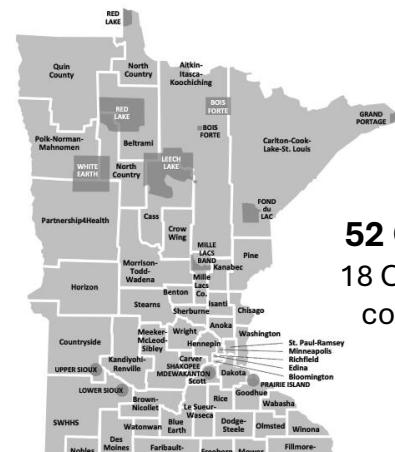


**2003**

Local Public Health Act modified (Minn. Stat. 145A)

**1987**

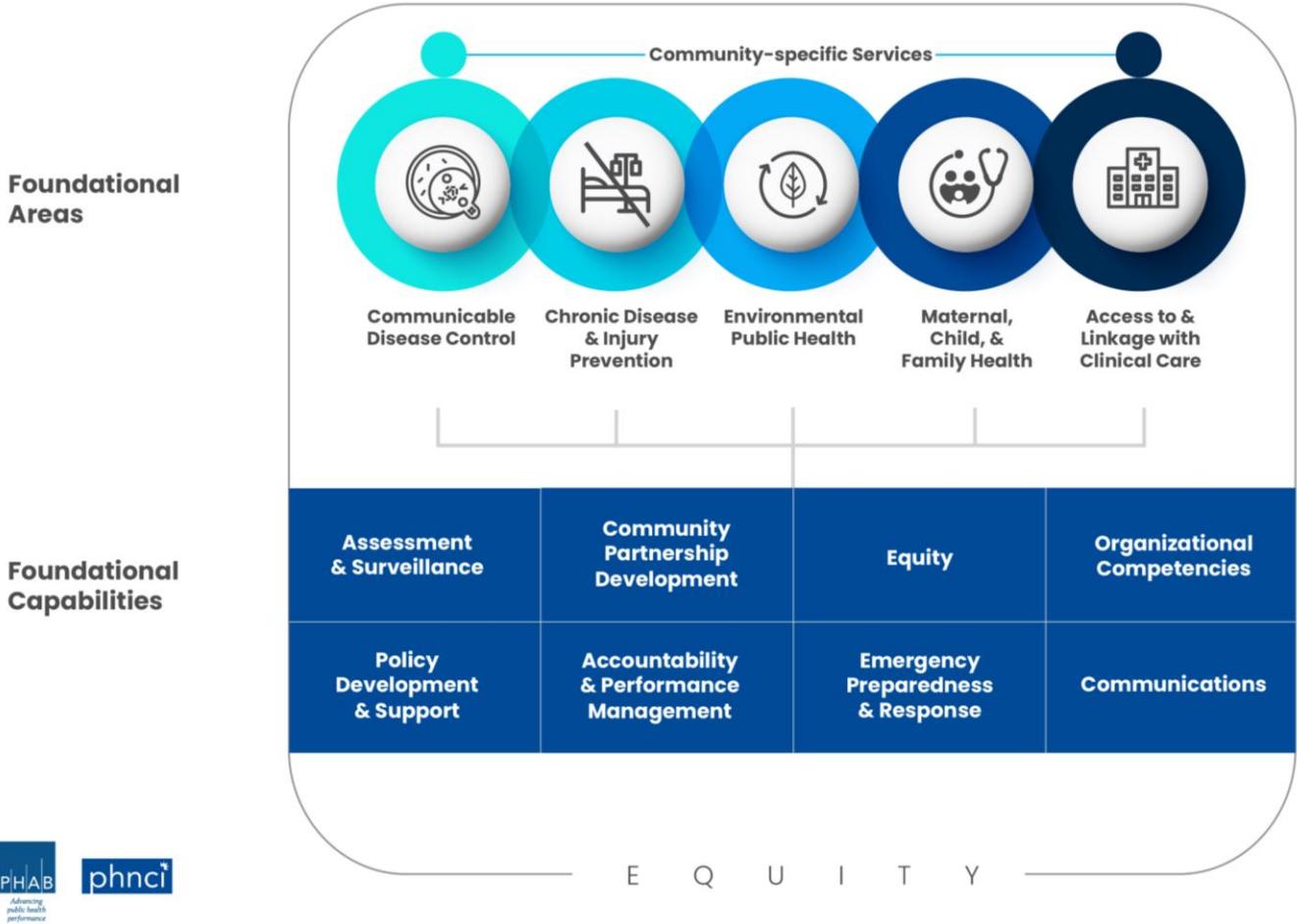
Local Public Health Act revised (Minn. Stat. 145A)



**52 CHBs Today**  
18 CHBs are multi-county, like AIK.

# Foundational Public Health Responsibilities

- **Goal:** Ensure that all Minnesotans have access to essential public health protections.
- Adopted by the *Joint Leadership Team for Public Health System Transformation* in 2023
- Implementing the FPHR framework is:
  - Enhancing community health services
  - Promoting dignity for every resident
  - Strengthening local collaboration
  - Building capacity to respond to and improve community health





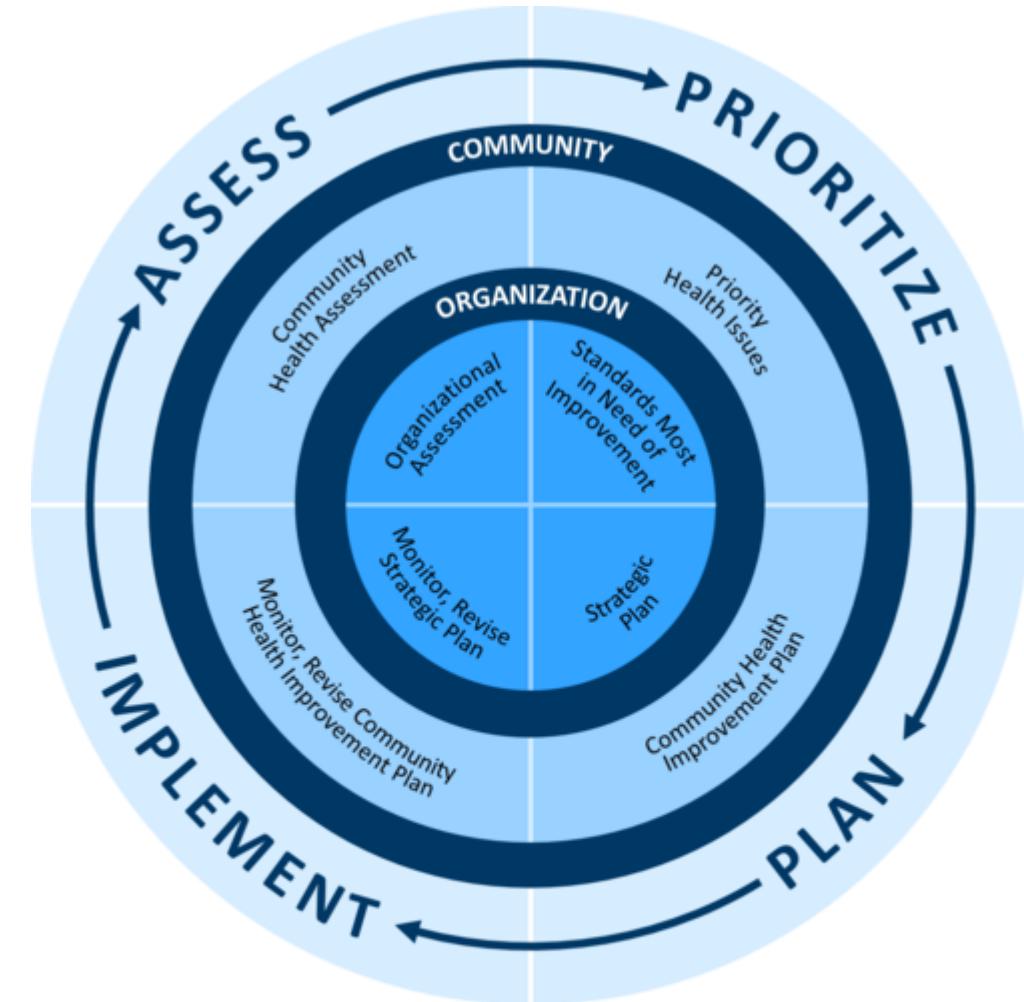
# CHA/CHIP Overview

Community  
Health  
Assessment

-and-

Community  
Health  
Improvement  
Plan

- Minnesota's community health boards are statutorily required to conduct CHA/CHIPs **every 5 years**.
- CHAs help determine local public health priorities.
- CHIPs are multi-year action plans to address the CHA's priorities.



Local Public Health  
Assessment and Planning Cycle



# Agenda

Community Health Board & CHA/CHIP Overview

Community Characteristics

Community Health Assessment

Community Health Improvement Plan

Next Steps



# Community Characteristics

---

**Why do we want to understand geographic and demographic information in community health?**

- Understand distinct health needs and risks
- Identify health disparities
- Allocate resources effectively
- Develop relevant public health interventions
- Inform policy making and planning





AC

### Total Population

16,312 residents

### Median Age

56.2 years

### Percent Female

49.2%

### Percent Veterans

12.6%

### <65 w/ Disability

12.6%



AC

### Total Area

~1,996 square miles

### Minor Civil Divisions

6 cities  
40 townships

### Borders Tribal Jurisdictions

Mille Lacs Band of Ojibwe

MN

### Total Population

5,793,151 residents

### Median Age

38.5 years

### Percent Female

49.9%

### Percent Veterans

5.7%

### <65 w/ Disability

8.0%

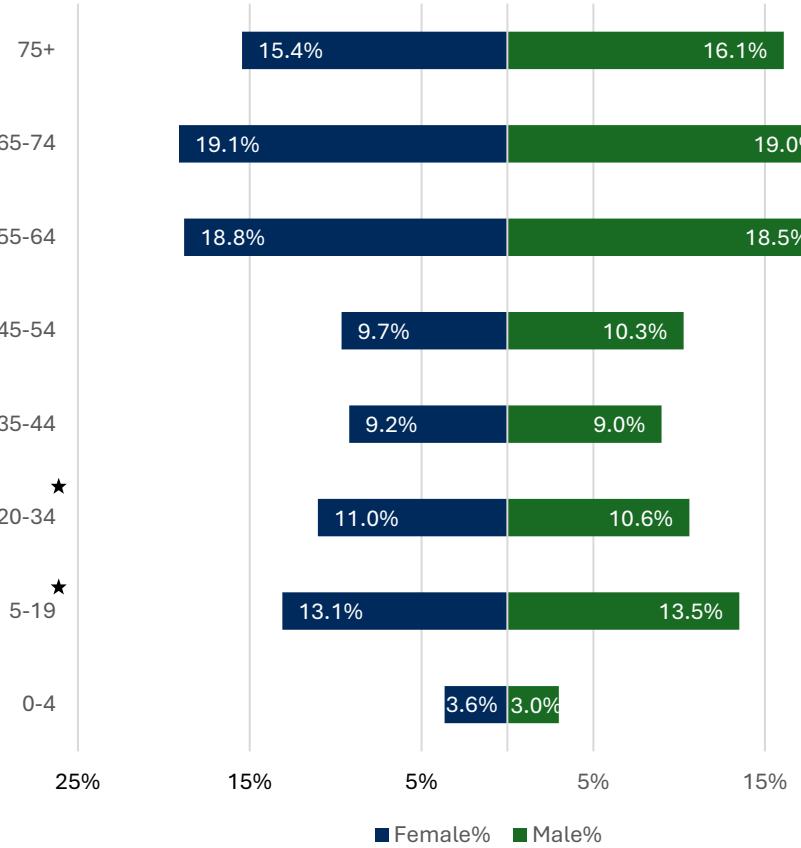
**AC**

Median Age  
56.2 years

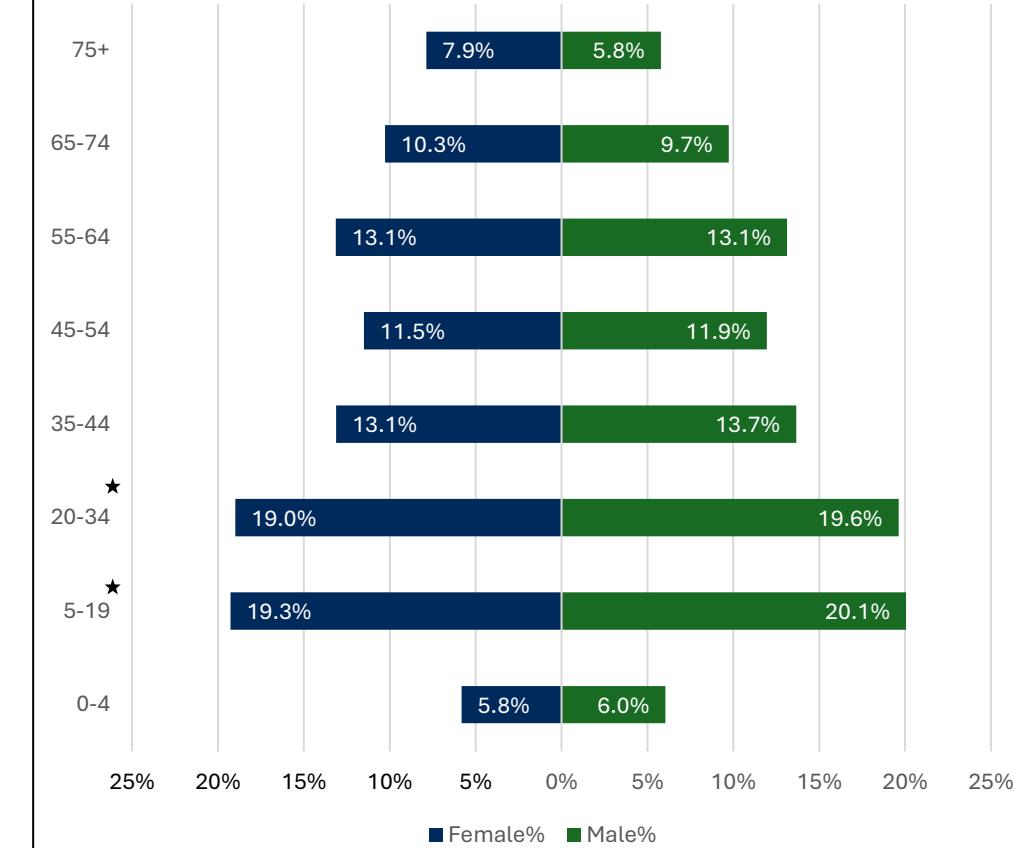
**MN**

Median Age  
38.5 years

### Aitkin County – Age Distribution by Sex



### Minnesota - Age Distribution by Sex



★ 15-year age grouping



# Race and Ethnicity Population Data

---

- Aitkin County is more racially diverse in 2022 than it was in 2010
  - Less racially diverse than the state of Minnesota
- Aitkin County has higher proportions of White (non-Hispanic) and American Indian/Alaska Native (non-Hispanic) residents than the state

Race and Ethnicity	AC 2010	AC 2022	MN 2010	MN 2022
White alone, non-Hispanic	95.0%	93.8%	83.1%	77.7%
Black alone, non-Hispanic	Z	0.5%	5.1%	6.6%
American Indian and Alaska Native alone, non-Hispanic	2.4%	2.2%	*	0.8%
Asian alone, non-Hispanic	Z	Z	4.1%	5.4%
Native Hawaiian and Other Pacific Islanders alone, non-Hispanic	Z	Z	*	0.03%
Two or more Races, non-Hispanic	1.1%	1.6%	1.9%	3.8%
Hispanic or Latino	1.9%	1.5%	4.7%	5.7%

**Value Flag:** Z = Value greater than zero but less than half unit of measure shown.

\* = data point wasn't identified



# Income and Poverty Population Data

---

- Poverty rates are higher/income levels are lower in Aitkin County than they are in the state of Minnesota
- Children in Aitkin County disproportionately live in poverty compared to people of all ages across the state, especially children under the age of 5

Income and Poverty	Aitkin County	Minnesota
Median household income (2019-2023)	\$59,498	\$87,556
Per capita income (2019-2023)	\$35,185	\$46,957
Percent of people in poverty (all ages) (2019)	12.2%	9.7%
Percent of children in poverty (under 18) (2019)	18.0%	12.2%
Percent of children in poverty (under 5) (2019)	22.7%	12.8%



# Agenda

Community Health Board & CHA/CHIP Overview

Community Characteristics

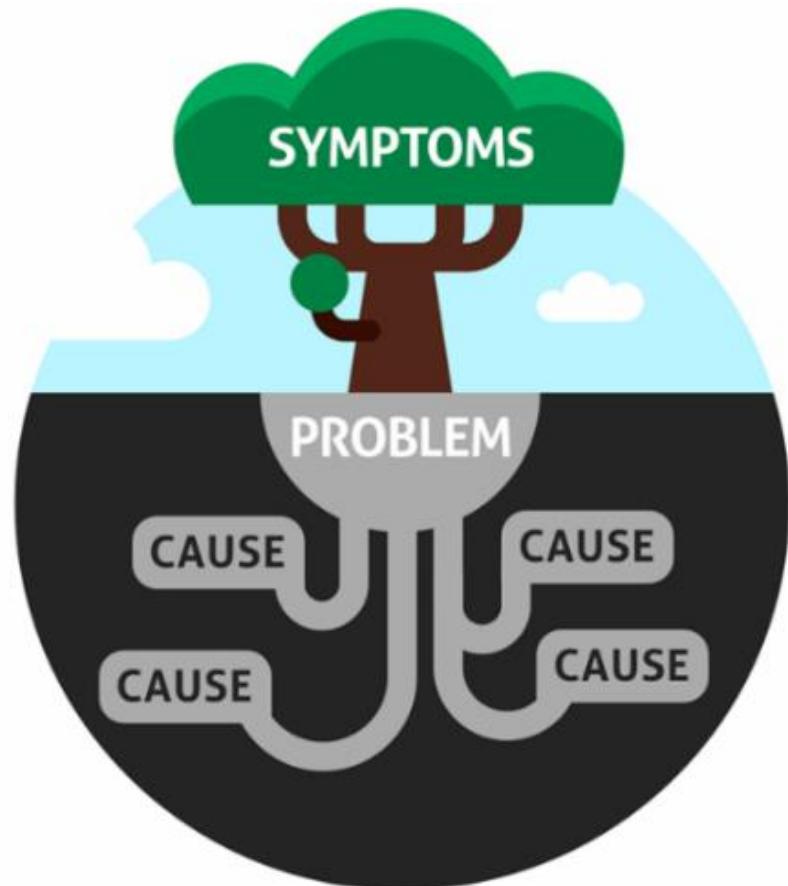
Community Health Assessment

Community Health Improvement Plan

Next Steps



## 2025 CHA Priority



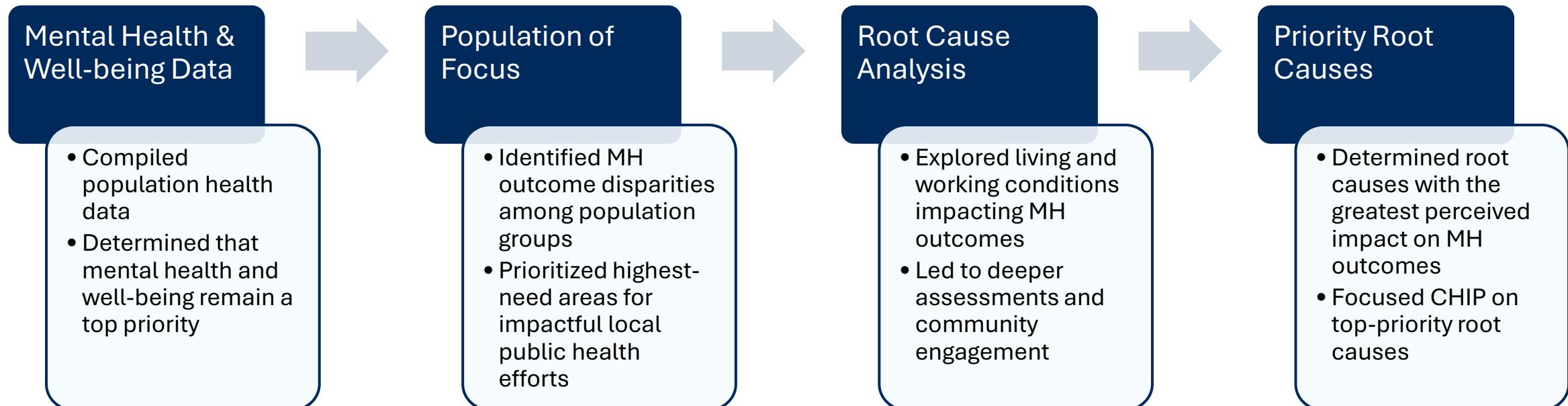
### Mental Health and Well-being

- 2020 CHA Priorities:
  - Mental Health & Well-being
  - Substance Use Prevention
- 2023: Population health data compiled and reviewed
  - Presented to local public health staff
  - Staff contextualized based on their work experiences
- Mental health & well-being remains a top priority



# AIK 2025 CHA Process

---





**Public Health**  
Prevent. Promote. Protect.

---

Aitkin County

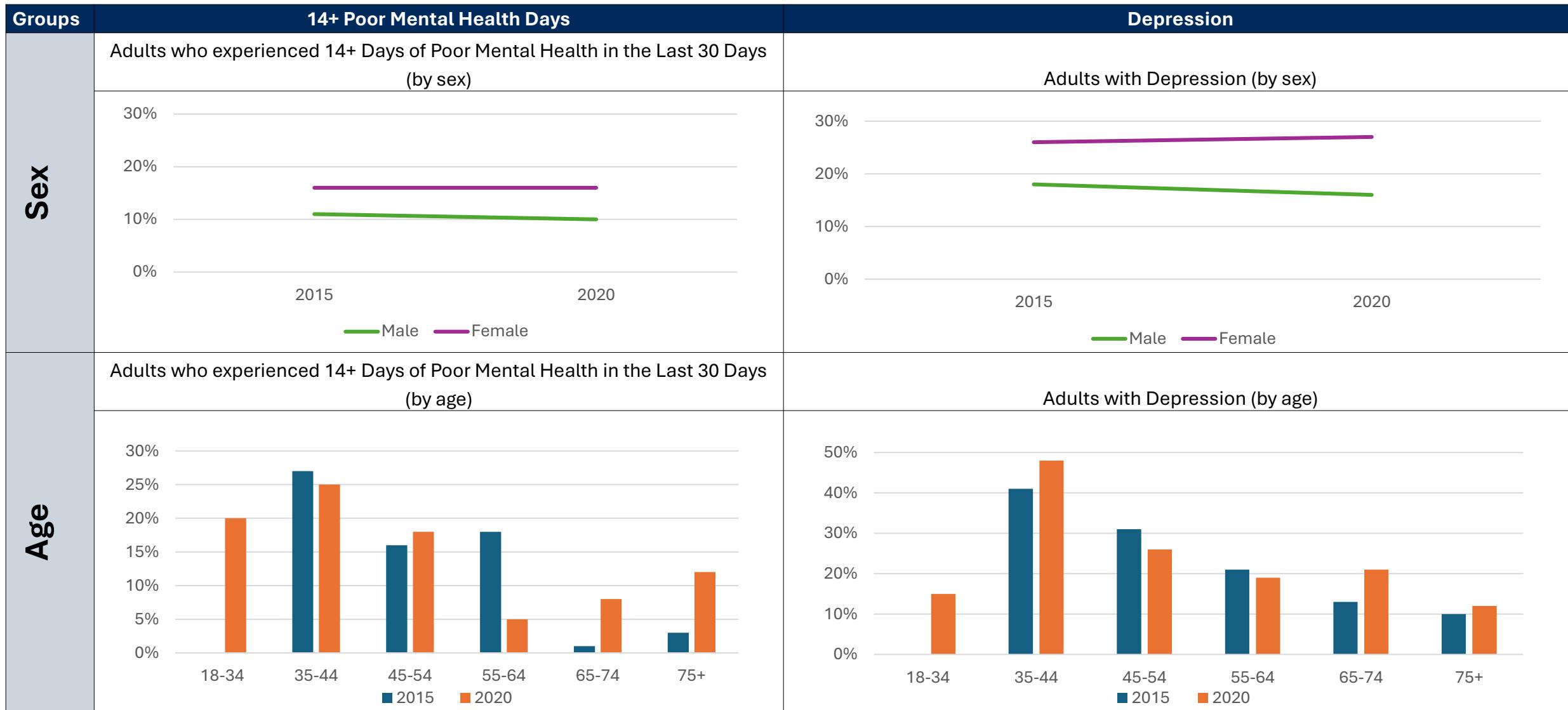
# Aitkin County

Community Health Assessment



# Aitkin County Mental Health and Well-being Population Health Data

Bridge to Health Survey, 2020





# Aitkin County Population of Focus

---

## Women ages 35-44 in Aitkin County

- Consulted with community groups to confirm and contextualize
  - Aitkin County CHATS
  - Aitkin County Public Health Emergency Preparedness Group
  - Committee for the Awareness and Prevention of Suicide
  - Aitkin County Local Advisory Council for Mental Health
  - Aitkin County Women of Today
  - Aitkin County Health and Human Services Advisory Committee



## Identified Potential Root Causes

1. Gender expectations in the workplace
2. Gender expectations for home management
3. Gender expectations for caring for an aging parent
4. Gender expectations for parental roles
5. Gender wage gap
6. Substance use disorders
7. Domestic violence
8. Menopause/perimenopause
9. Accessibility/affordability of higher education
10. Accessibility/affordability of healthy food
11. Accessibility/availability of childcare
12. Affordability/availability of housing
13. Accessibility/availability of mental health resources
14. Accessibility/availability of health resources



# Aitkin County Root Cause Analysis

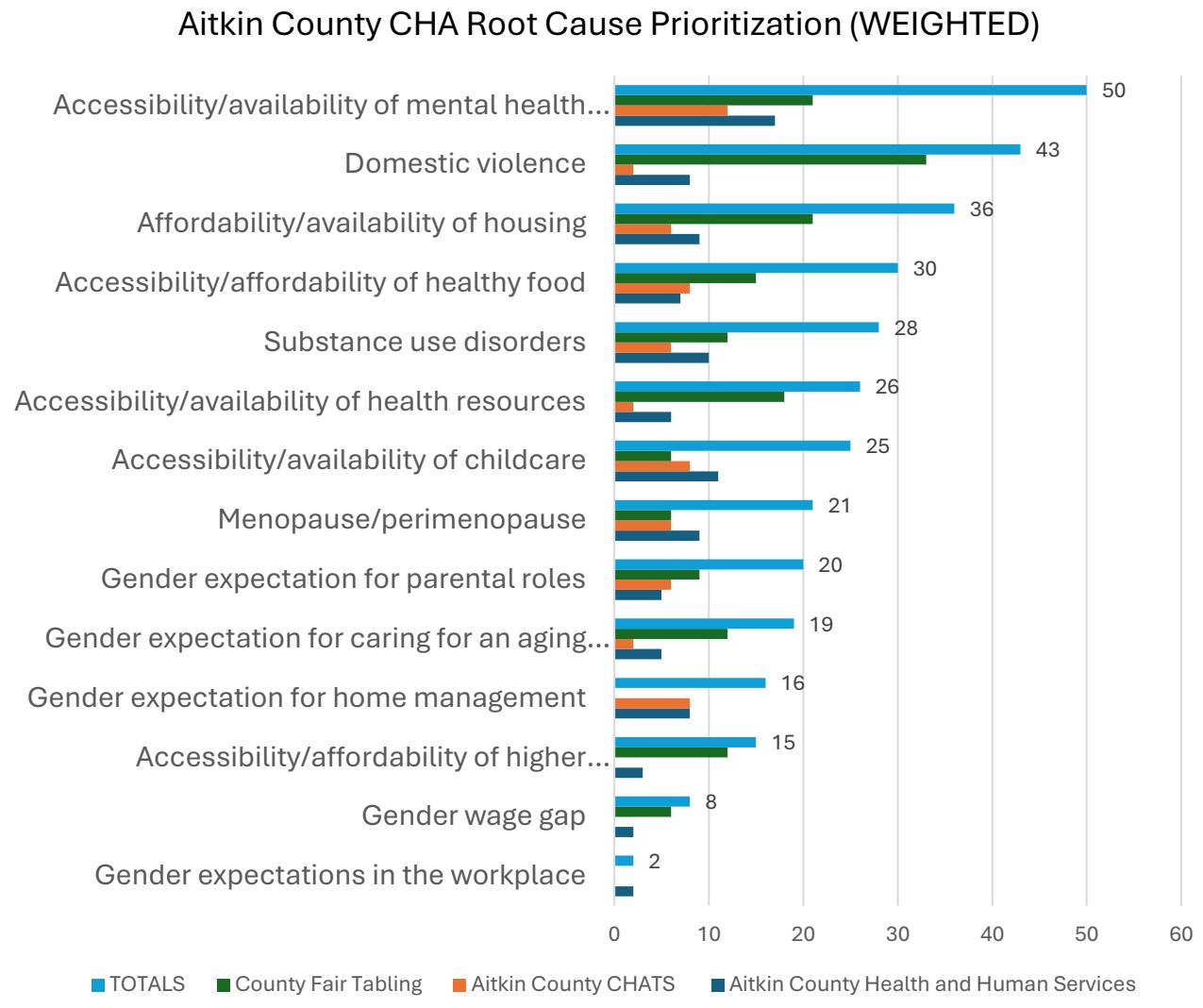
Collected primary data to prioritize root causes.

- Aitkin County Fair (19 respondents)
- Aitkin County CHATS (11 respondents)
- Aitkin County H&HS Advisory Committee and staff (34 respondents)

## Weighting Matrix

- Balance response numbers
- Elevate resident voice

Venue	Unweighted Votes	Weight Value	Weighted Votes
County Fair	57	x3	171
CHATS	33	x2	66
H&HS	102	x1	102



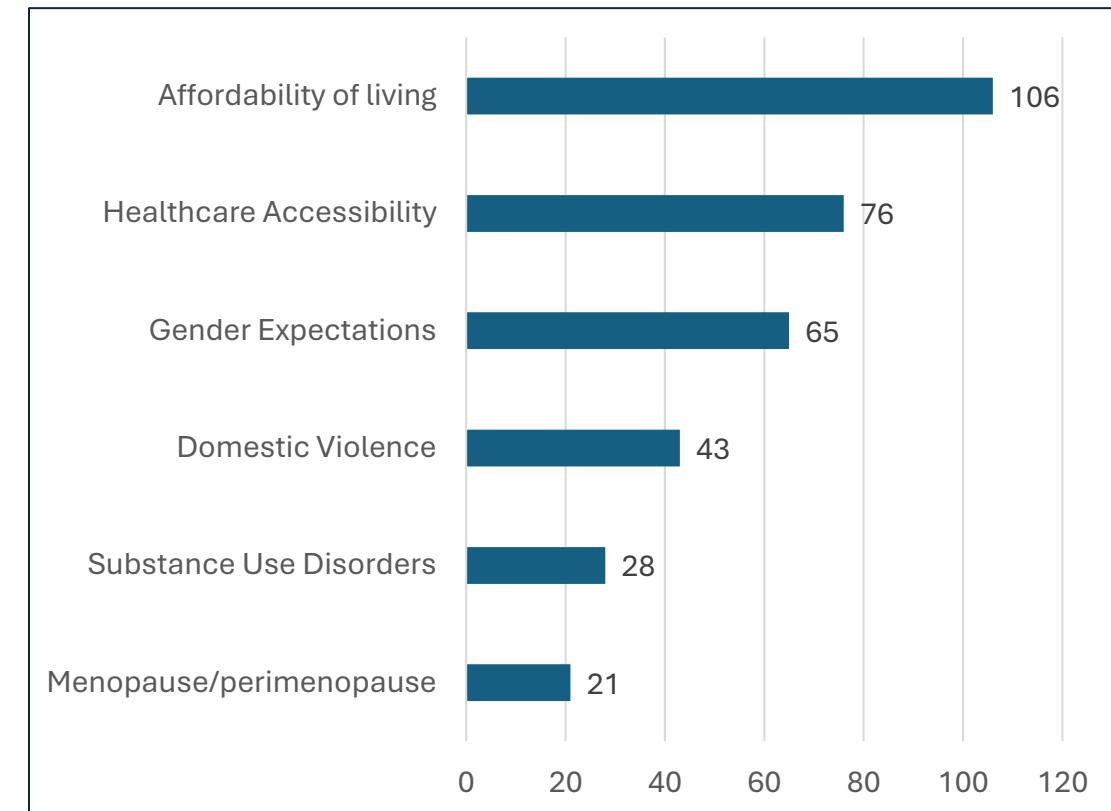


# Aitkin County Priority Root Causes

## Priority Root Causes (Bucketed)

1. Affordability of living
  - a) Affordability/availability of housing
  - b) Accessibility/affordability of healthy food
  - c) Accessibility/availability of childcare
  - d) Accessibility/affordability of higher education
2. Healthcare accessibility
  - a) Accessibility/availability of mental health resources
  - b) Accessibility/availability of health resources
3. Gender expectations
  - a) Gender expectations for parental roles
  - b) Gender expectations for caring for an aging parent
  - c) Gender expectations for home management
  - d) Gender wage gap
  - e) Gender expectations in the workplace
4. Domestic violence
5. Substance use disorders
6. Menopause/perimenopause

## Priority Root Causes (Bucketed)





# Agenda

Community Health Board & CHA/CHIP Overview

Community Characteristics

Community Health Assessment

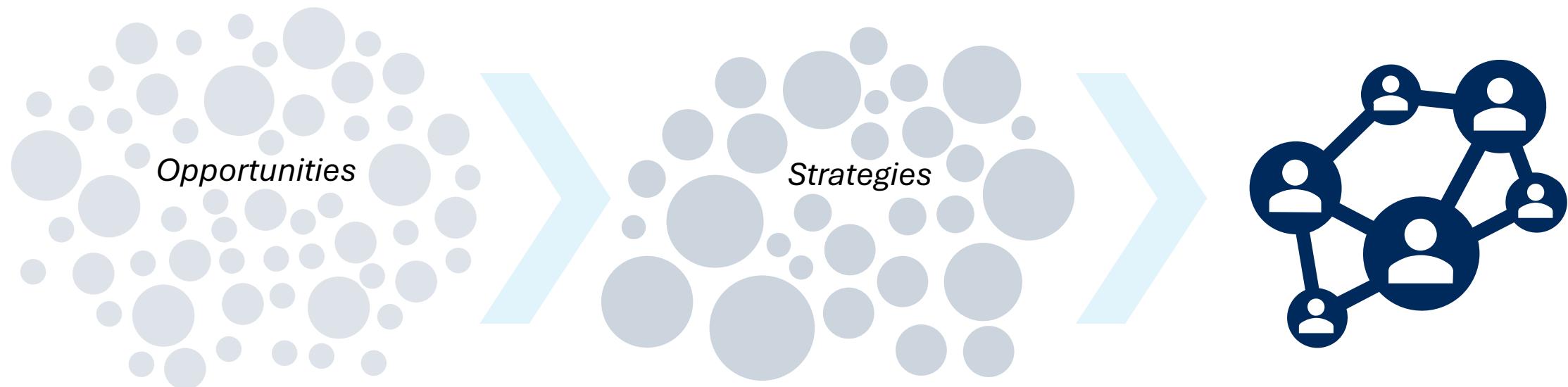
Community Health Improvement Plan

Next Steps



# AIK 2025 CHIP Process

---



Opportunities to address root causes identified by LPH practitioners

Formulate potential strategies to address priority root causes

Prioritize strategies to collaboratively improve community health



# Impact Ranking and Capacity Assessment

“Nobody knows everything. But together, we know a whole lot.”

*- Simon Sinek*

## Professional Perspective

Thinking about your work, what opportunities do you have to address the priority root causes?

## Resident Perspective

Considering what you know about community efforts in your county, what organizations or people have championed work related to a priority root cause?



**Public Health**  
Prevent. Promote. Protect.

---

Aitkin County

# Aitkin County

Community Health Improvement Plan



# Aitkin CHA Summary

---

## **Population of Focus**

Women ages 35-44 show an increased need for mental health supports

## **Priority Root Causes (Bucketed)**

1. Affordability of living
2. Healthcare accessibility
3. Gender expectations
4. Domestic violence
5. Substance use disorders
6. Menopause/perimenopause

# Aitkin CHIP Summary



CHIP Areas	
Referral Pathways and Connections	Communications Planning and Outreach
<p><u>Strategies</u></p> <ul style="list-style-type: none"><li>• Customizing referral processes for specific pathways to care</li><li>• Customizing referral processes for affordability/income-based eligibility resources<ul style="list-style-type: none"><li>◦ Housing, food, childcare, etc.</li><li>◦ External referrals outside of Aitkin County governmental services</li></ul></li><li>• Customizing referral pathways for various public sector resources and services<ul style="list-style-type: none"><li>◦ Medical Assistance, Supplemental Nutrition Assistance Program, Housing and Redevelopment Authority programs</li><li>◦ Internal referrals to Aitkin County government programs</li></ul></li></ul>	<p><u>Strategies</u></p> <ul style="list-style-type: none"><li>• Promoting preventative care</li><li>• Promoting tobacco cessation resources</li><li>• Education and outreach on the relationship between mental health and substance use disorders</li><li>• Communication planning and development on healthcare resources in the community</li><li>• Prevention/education/intervention for substance use disorders</li><li>• Outreach/education/communications planning on available resources with eligible populations</li></ul>
CHIP Spotlight	
<p>Domestic Violence</p> <ul style="list-style-type: none"><li>• Domestic violence was elevated the second highest priority root cause affecting mental health outcomes among women ages 35-44 in Aitkin County</li><li>• Violence prevention efforts in public health start by acknowledging and defining the problem (<a href="#">CDC, April 2024</a>).</li></ul>	
<p><u>Initial Strategy</u></p> <ul style="list-style-type: none"><li>• Destigmatize help seeking for people experiencing domestic violence.</li></ul>	



# Agenda

Community Health Board & CHA/CHIP Overview

Community Characteristics

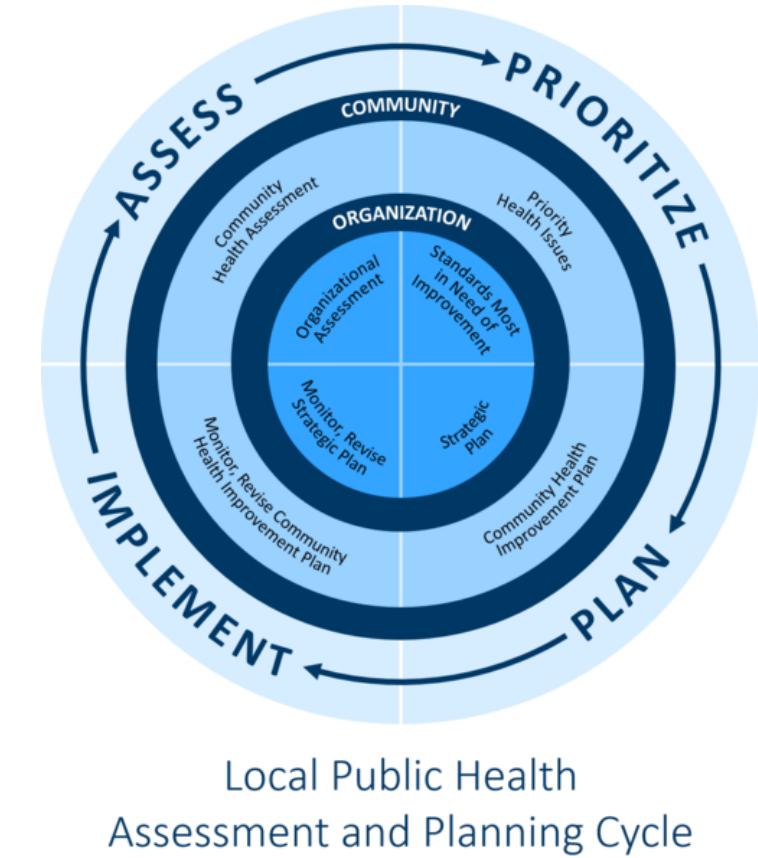
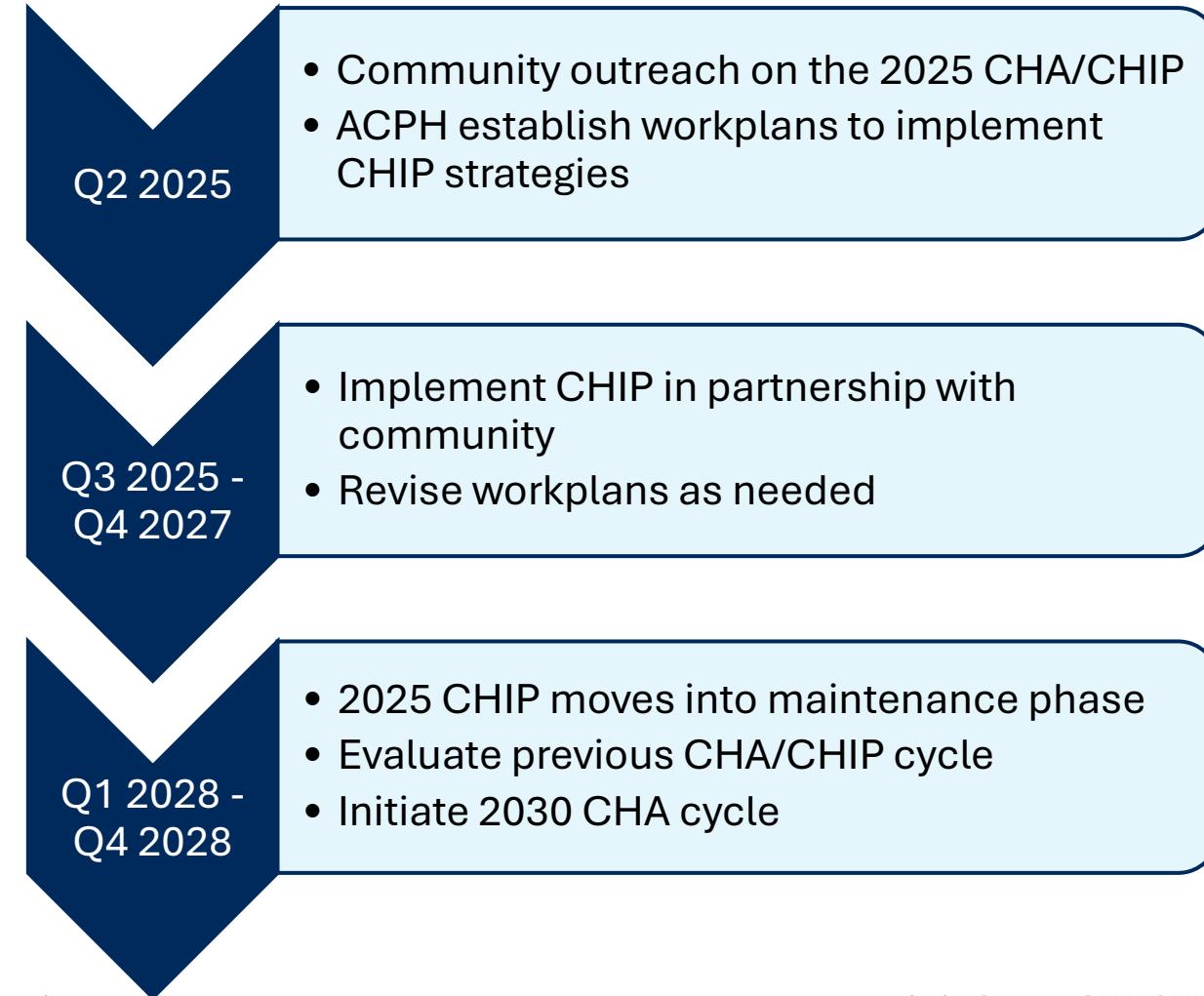
Community Health Assessment

Community Health Improvement Plan

Next Steps



# Next Steps: CHIP Implementation





# Thank You

## Questions?

---

Erin Melz, RN, PHN  
Public Health Supervisor  
Aitkin County Health & Human Services  
[Erin.Melz@aitkincountymn.gov](mailto:Erin.Melz@aitkincountymn.gov)

April 2025

Erika Guenther, MPH  
Public Health Planner  
Aitkin-Itasca-Koochiching Community Health Board  
[Erika@aitkin-itasca-koochichingchb.org](mailto:Erika@aitkin-itasca-koochichingchb.org)

Aitkin County CHA/CHIP

31



# Board of County Commissioners Agenda Request

Requested Meeting Date: April 8, 2025

**4A**  
Agenda Item #

Title of Item: Award Business Development & Recreation Grants

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

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.

The Committee was unanimous on the recommendation. The Committee recommends and requests approval to award the following grants at this time:

Aitkin Farm Trail	\$2,000
Nature Rocks	\$2,000
Food As Medicine Festival	\$500

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.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Economic Development requests approval of a motion to award the recommended grants.

**Financial Impact:**

*Is there a cost associated with this request?*

Yes

No

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

*Is this budgeted?*

Yes

No

*Please Explain:*

**Business Development and Recreation Grant**

#	Facility Name	Project Name	Contact Name	Email	City	Phone	\$ requested	\$ Awarded
1	Growth Innovations	multi-tenant signage	Tami Jacobs	<a href="mailto:tjacobs@growthinv.org">tjacobs@growthinv.org</a>	Aitkin	218.927.2172	\$ 1,025	\$ -
2	Clear Lake Gardens	Aitkin Farm Trail	Kelley Rajala	<a href="mailto:clearlakegardens@gmail.com">clearlakegardens@gmail.com</a>	Aitkin	707.331.6850	\$ 2,000	\$ 2,000
3	Long Lake Foundation	Nature Rocks	Bob Marcum, Dave McMillan	<a href="mailto:rmarkum@llcfoundation.org">rmarkum@llcfoundation.org</a>	Aitkin	218.768.4653	\$ 2,000	\$ 2,000
4	Food as Medicine Festival	Riverwood/Clear Lake Gardens	Kelley Rajala	<a href="mailto:clearlakegardens@gmail.com">clearlakegardens@gmail.com</a>	Aitkin	707.331.6850	\$ 500	\$ 500
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26							\$ 5,525	\$ 4,500



1

## 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](mailto:mark.jeffers@co.aitkin.mn.us), subject line: BD&R2025 or  
by mail to:  
Mark Jeffers  
Aitkin County Government Center  
307 2<sup>nd</sup> 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: Multi-tenant sign

Date(s) of Project/Event: 1/6/2025

Location of Project/Event: 316 1st Ave NW, Aitkin

Organization/Community Name: Growth Innovations

Person in Charge of Project: Tami Jacobs + Stan Gustafson

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

316 1st Ave NW, Aitkin, MN 56431

Contact Person's Phone #: 218.927.2172

Contact Person's Email: [tjacobs@growthiv.org](mailto:tjacobs@growthiv.org)

Description/focus/purpose of your organization:

Improving quality of life through job creation, economic diversification & area development

**FUNDING:**

Amount requested from Aitkin County

\$ 1025.00

(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

\$ 1025.00

Total projected budget

\$ 2050.00

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

Install a multi-tenant 8x8 PolyMetal sign on the south side of our incubator building - listing each tenants if they so choose. We feel this is a great way to advertise the businesses located in our building. Each tenant will be able to create their desired design on their sign insert & their cost is \$160.00. These will be able to be changed out as what do you hope to accomplish, how it will be done and specifically how the grant funds will be used. Tenants move in & out. Our hope is to drive more foot traffic to our businesses located in our building. We feel this is an affordable way to advertise the small businesses in our building.

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

This will give locals & those visiting Aitkin an idea of what is located in our building.

**List target audience:**

Residents & visitors to Aitkin County

**How many people usually attend this project/event?****If awarded, how many incremental visitors do you hope to attract?**

100+



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

Category	Grant Funds	Applicant Funds	Total
Sign- 8x8 3MM Polymetal Bx K+M Signs	700	700	1400
Install K+M Signs	175	175	350
Permit	150	150	300
<b>TOTALS</b>	<b>1025</b>	<b>1025</b>	<b>2050</b>

Contact Signature:

Name Joni Funk Date: 1/7/2025



Outlook

---

**RE: Sign - 8x8 Idea...**

---

From Kerrie Erikstrup <kerrie@upnortsigns.com>

Date Mon 11/25/2024 11:57 AM

To Tami Jacobs <tjacobs@growthhiv.org>

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

On the 3mm PolyMetal  
8'x8' signs \$1,400 w/ the acrylic UV clear coat  
The 43" x 22" rider signs \$160/ea.

Install \$350  
I would have you get the Sign Permit.

*Thank You,*  
*Kerrie Erikstrup*  
E-mail: [Kerrie@upnortsigns.com](mailto:Kerrie@upnortsigns.com)



**From:** Tami Jacobs <tjacobs@growthhiv.org>  
**Sent:** Monday, November 25, 2024 11:47 AM  
**To:** Kerrie Erikstrup <kerrie@upnortsigns.com>  
**Subject:** Re: Sign - 8x8 Idea...

Kerrie,

What would the cost for this size and type of sign? Also how much would the individual little signs cost?

Tami Jacobs

Office Manager

Growth Innovations



## PROGRAM INFORMATION

**Project/Event Name:** Aitkin Farm Trail 2.0

**Date(s) of Project/Event:** 2025 Ongoing

**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](mailto: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.

In 2023, a small marketing project of mine that started with our neighboring three farms, blossomed into highlighting 11 farms across Aitkin County. This was the spark of the **Aitkin Farm Trail**, similar to other cooperative marketing efforts that promote local food and agriculture, such as the Clover Valley Farm Trail north of Duluth. CLG printed 2,000 rack cards with the geographic map of the farm locations on one side, and a Farm Directory on the back side. These were distributed by CLG, the featured farms, the Aitkin Farmers Market, Aitkin Food Hub, Riverwood Hospital and Aitkin Public Health. Additionally, we considered it a huge marketing win to get Explore MN, Minnesota Grown and the MN Sustainable Farming Association's endorsement of the project and printed their logos on the bottom of the rack card.

### FUNDING: Amount requested from Aitkin County \$2,000

Amount of your organization's match \$ 2,000

Total projected budget \$4,000

### Project Description:

We would appreciate consideration for seed funding to produce Aitkin Farm Trail 2.0 – the next iteration of a project we initiated in 2023. Please see [clearlakegardens.org/farm-trail](http://clearlakegardens.org/farm-trail) for version 1.0.

I envision that version 2.0 this will include:

- 1) an updated map/directory including more farms, eateries and food producers throughout the county, and
- 2) a mobile-friendly website to match – or include on the Chamber or County's websites.

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

I have a passion for local economics. My goal with this project is to help build a strong, resilient local economy in Aitkin County and the region. I believe there is an opportunity for Aitkin to place 'sustainable agriculture' as a pillar of future local economic growth and a component of the County's 'Naturally Better' program. Aitkin County is rich with sustainable agricultural social and physical resources and opportunities. By drawing on these resources, Aitkin County can become a State leader and a hub for sustainable agriculture, local food systems, and an economy based on natural elements and stewardship – all the while building community resilience.

We will accomplish this goal over time through projects and partnerships. We already test-piloted the Farm Trail 1.0 rack card. Now we'd like to expand the number of farms and restaurants and print a new directory – for residents and visitors. We'd also like a digital directory where people can find the businesses along the Aitkin Farm Trail.

Funding would be used for designing and printing the marketing materials, designing a website and/or app. and additional marketing expenses.

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

Broadly, I hope to further pin Aitkin County's position "on the map" as a great place to visit. People can visit farmstands, eat at farm-to-table restaurants, attend farm tours, learn at educational classes on regenerative agriculture, homesteading and eco-heath. These diverse topics appeal to a broad swath of the public. I believe the market potential is substantial and it could provide a solid direction to aim collective energy for the future of Aitkin's economy. Agrotourism is a growing trend in the State and the Aitkin Farm Trail can tap into these new opportunities and flourish.

Projecting forward, with initiatives such as this, I believe Aitkin can become a draw for new residents to the area who are interested in sustainable food, health and agriculture. It creates a welcoming and supportive ecosystem for entrepreneurs and small business owners to move here for the quality of life and "set up shop" with new related businesses.

**List target audience:**

People considering a life change, people interested in living closer to nature, people looking for new skills, people concerned about their health and environment, homesteaders, DIYers, parents, teachers, new retirees.

**How many people usually attend this project/event?**

This would be an ongoing marketing project, not a one-time event.

I would consider printing 2,000 maps again and reprint when needed.

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

600 in 2025

PROJECT BUDGET:

Category	Grant Funds	Applicant Funds	Total
Research/Data Collection		1,000	1,000
Map Design	500		500
Printing	500		500
Web Design	500		500
Other marketing	500	500	1,000
Partnership Coordination		500	500
<b>TOTAL</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$4,000</b>

Contact Signature:

Name: Kelley Rajala, co-owner Clear Lake Gardens

Date: 2/1/25



#3

# 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 2<sup>nd</sup> 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.

## APPLICANT INFORMATION

## PROGRAM INFORMATION

**Project Name:** Nature Rocks! A Fundraiser for Conservation

**Date(s) of Program:** Saturday, June 21, 2025

**Location of Program:** Downtown Aitkin

**Organization/Community Name:** Long Lake Foundation benefiting the Long Lake Conservation Center

**Person in Charge of Project:** Bob Marcum, President      **Project Manager:** Dave McMillan, Manager LLCC

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

28952 438<sup>th</sup> Ln Palisade, MN 56469

**Contact Person's Phone #:** 218

**Contact Person's Email:** rmarcum@llcfoundation.org; dave@longlakecc.org

**Description/focus/purpose of your organization:**

The Long Lake Conservation Foundation is 100% volunteer-operated. We see value in providing people, especially youth, with resources to learn about nature and understand the importance of conservation. The foundation's purpose is to raise, receive, and appropriate funds with a goal to enhance environmental education at Long Lake Conservation Center.

The center is focused on living connected to the natural world. They inspire a deep appreciation of nature through hands-on, discovery based learning. Those that experience Long Lake Conservation Center develop skills and an appreciation for the natural world around them in the hopes of building a lifelong stewardship of the environment.

## FUNDING:

Amount requested from Aitkin County \$ 2,000

(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 \$2,000

Total projected budget \$16,000



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

Nature Rocks! A Concert for Conservation is a scholarship fundraising event headlined by the GB Leighton and The Jorgensens. This is the major summer fundraising event for the Long Lake Conservation Foundation. All profits from this event will go to support Long Lake Conservation Center so that youth to attend Outdoor School and summer camp. This is the concert's fourth year. We will continue to support our local community through utilizing area contractors and vendors. You can learn more about Nature Rocks at [www.naturerocksconcert.com](http://www.naturerocksconcert.com).

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

There are a number of goals for this event. The primary goal is to raise money in support of Long Lake Conservation Center's environmental education mission. We are selling tickets to this event, seeking sponsors, grants, building local partnerships, and selling t-shirts and concessions. The budgeted projection is to raise \$16,000. This will be distributed to up to 3,500 youth during the 2025-26 school year. Other goals include building awareness for Long Lake Conservation Center's environmental education mission, and being an active part of life in Aitkin County, supporting its burgeoning entertainment-based brand. The grant funds will be used to execute the concert, including paying for band, stage, facilities, port-a-potties, media and incidentals. The event will be marketed on local radio, press releases, paid newspaper advertisement, social media posts and paid digital media.

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

This is the fourth year of Nature Rocks. Our first year, the concert was held in downtown Aitkin. The past two years, we tried to grow the concert with national acts, utilizing the Aitkin County Fairgrounds. This year, we are returning to our roots and returning to downtown Aitkin. We believe that the venue and vibe of downtown is more conducive to the scope and brand of Nature Rocks. Area businesses, including bars, restaurants and hotels directly benefit from the concert. The event will also directly pay numerous Aitkin County businesses, including Timber Septic and Antoine Electric. Other businesses, including Block North, the Ripple Center, Rosalina's Pizza and Smokey Jake's BBQ will directly profit from providing services at the concert. We estimate that approximately 250 people from outside of the County will attend the concert. In past concerts we heard numerous comments about how "cool" Aitkin is. We anticipate that this year's event will similarly benefit Aitkin County.

**List target audience:**

The primary target markets are Aitkin, Brainerd, Grand Rapids, Duluth, St. Cloud and, to a lesser degree, the Twin Cities metro area.



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

Category	Grant Funds	Applicant Funds	Total
Bands	\$500	\$9,000	\$9,000
Sound, lights and stage	\$1,000	\$2,000	\$3,000
Advertising	\$0	\$1,500	\$1,500
Port-a-Potties	\$500	\$700	\$1,200
Culligan Water Station	\$0	\$100	\$100
Insurance	\$0	\$500	\$500
Miscellaneous/incidentals	\$0	\$500	\$500
Volunteer T-shirts	\$0	\$200	\$200
<b>TOTALS</b>	<b>\$2,000</b>	<b>\$14,000</b>	<b>\$16,000</b>

Contact Signature:

Name Bob Miller Signature David McMillan Date: 2-21-25

#4

## **PROGRAM INFORMATION**

Project/Event Name: **Food as Medicine Festival**

Date(s) of Project/Event: **Saturday, 5/31/25**

Location of Project/Event: **Aitkin Farmers Market - Tractor Supply parking lot**

Organization/Community Name: **Clear Lake Gardens** in Collaboration with Riverwood and Public Health

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](mailto: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 Farmers Market and at our onsite farmstand, and sell products wholesale to local restaurants, institutions and retailers via the Aitkin Food Hub.

### **FUNDING:**

Amount requested from Aitkin County \$500

Amount of your organization's match \$1,750

Total projected budget \$2,250

### **PROJECT/EVENT DESCRIPTION:**

We will be producing a free public educational event on the importance of fresh, local, seasonal food as it relates to personal health and wellbeing. We plan to hold two panel discussions and two cooking demonstrations with professionals from Riverwood Hospital and Public Health. The content will cover the topics of "food as medicine", food access, preparation, preservation and seasonal, local food sourcing. We will hold this event

adjacent to the Aitkin Farmers Market at the beginning of the growing season to promote our local farms and food producers. The event is planned from 10am-1pm on Saturday, May 31, 2025.

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

Our goals are to:

- 
- 
- Raise public awareness about the impact of food choices on participants' health and wellbeing.
- 
- 
- 
- Draw people to the farmers market to promote those farms and businesses.
- 
- 
- 
- Direct people to the resources of the Find Food Aitkin County program and Riverwood Hospital.
- 

We want to help people learn about:

- 
- 
- The direct connection between what they eat and the quality of their health.

- 
- 
- 
- Taking more control over their physical and mental wellbeing.
- 
- 
- 
- The benefits of local, healthy, seasonal foods.
- 
- 
- 
- Local farms, food businesses and food resources.
- 

County funds would help purchase supplies for the food demos, rent equipment, and public marketing for the festival.

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

We believe this festival fits well into Aitkin's "Naturally Better" program. It will help position Aitkin County as a regional leader in sustainable agriculture and healthy living. The event will also create exposure and direct sales to local farm, food and health businesses.

Many people are interested in better health and wellness. We believe this festival will be a draw to a wide variety of people throughout the region. We expect that seasonal residents will attend and leave the event with a greater interest in sourcing their food locally, rather

We expect approximately 250 people to attend.

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

We expect about 25% of the attendees to be from outside the Aitkin area.

**PROJECT BUDGET:**

Category	Grant Funds	Applicant Funds	Total
Equipment rental	50	1,350	1,400
Food Demo Supplies	250	300	550
Marketing	200	100	300
<b>TOTAL</b>			<b>2,250</b>

Contact Signature:

Name: Date:

Kelley Rajala 3/25/25

than bringing all their food up from the cities. This would have a long term economic benefit for our local businesses.

**List target audience:**

- 
- 
- Area residents who are wanting and/or needing to improve their physical and mental health
- 
- 
- 
- Seasonal residents who currently don't shop locally
- 
- 
- 
- People interested in homesteading, gardening and food preservation
- 
- 
- 
- People who enjoy cooking and eating
- 
- 
- 
- Sustainability enthusiasts
- 

**How many people usually attend this project/event?**

## **PROGRAM INFORMATION**

Project/Event Name: **Food as Medicine Festival**

Date(s) of Project/Event: **Saturday, 5/31/25**

Location of Project/Event: **Aitkin Farmers Market - Tractor Supply parking lot**

Organization/Community Name: **Clear Lake Gardens** in Collaboration with Riverwood and Public Health

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](mailto: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 Farmers Market and at our onsite farmstand, and sell products wholesale to local restaurants, institutions and retailers via the Aitkin Food Hub.

## **FUNDING:**

Amount requested from Aitkin County \$500

Amount of your organization's match \$1,750

Total projected budget \$2,250

## **PROJECT/EVENT DESCRIPTION:**

We will be producing a free public educational event on the importance of fresh, local, seasonal food as it relates to personal health and wellbeing. We plan to hold two panel discussions and two cooking demonstrations with professionals from Riverwood Hospital and Public Health. The content will cover the topics of “food as medicine”, food access, preparation, preservation and seasonal, local food sourcing. We will hold this event

- 
- 
- 
- Taking more control over their physical and mental wellbeing.
- 
- 
- 
- The benefits of local, healthy, seasonal foods.
- 
- 
- 
- Local farms, food businesses and food resources.
- 

County funds would help purchase supplies for the food demos, rent equipment, and public marketing for the festival.

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

We believe this festival fits well into Aitkin's "Naturally Better" program. It will help position Aitkin County as a regional leader in sustainable agriculture and healthy living. The event will also create exposure and direct sales to local farm, food and health businesses.

Many people are interested in better health and wellness. We believe this festival will be a draw to a wide variety of people throughout the region. We expect that seasonal residents will attend and leave the event with a greater interest in sourcing their food locally, rather

We expect approximately 250 people to attend.

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

We expect about 25% of the attendees to be from outside the Aitkin area.

**PROJECT BUDGET:**

Category	Grant Funds	Applicant Funds	Total
Equipment rental	50	1,350	1,400
Food Demo Supplies	250	300	550
Marketing	200	100	300
<b>TOTAL</b>			<b>2,250</b>

Contact Signature:

Name: Date:

Kelley Rajala 3/25/25



# Board of County Commissioners Agenda Request

**4B**

Agenda Item #

**Requested Meeting Date:** April 8, 2025

**Title of Item:** Approve Support Letter Mille Lacs Energy

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

<b>Submitted by:</b> Mark Jeffers	<b>Department:</b> Economic Development
<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator	<b>Estimated Time Needed:</b> 5 min

**Summary of Issue:**  
The Aitkin County Economic Development Committee has received a request to support Mille Lacs Energy Cooperative Grant application by providing funding support toward the Broadband Equity Access and Deployment (BEAD) Program. The Committee recommends funding \$25,000 toward the project if awarded and upon completion of the project.  
  
Funding comes from the ARPA funds designated for broadband projects in Aitkin County.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Economic Development requests approval of a motion to forward a letter of support and commit to funding if grant is awarded and upon completion of the project.

**Financial Impact:**  
*Is there a cost associated with this request?*  Yes  No  
*What is the total cost, with tax and shipping? \$*  
*Is this budgeted?*  Yes  No *Please Explain:*  
Designated ARPA funds for broadband projects in Aitkin County



## AITKIN COUNTY ADMINISTRATION

---

Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 316  
Aitkin, MN 56431

April 8, 2025

Minnesota Office of Broadband Development  
180 E 5th St Suite 1200  
St. Paul, MN 55101

RE: Mille Lacs Energy Cooperative (MLEC) Letter of Support

Aitkin County would like to express our support for Mille Lacs Energy Cooperative's Broadband Project for the BEAD Grant Program Funding.

MLEC's efforts will provide access to high-speed internet for many of our community members that currently do not have adequate internet access, or no internet access at all. These residents currently struggle with slow internet speed and poor connectivity—some residents have NO access to broadband—which adversely impacts school, work, and healthcare for these families.

This grant opportunity would greatly improve the quality of life for Aitkin County residents. Improving broadband to our residents in one of our highest priorities in Aitkin County. Currently, Aitkin County is 40th out of 87 counties for broadband access to under-served or un-served residents. MLEC has been very aggressive in their commitment to improving broadband to County residents.

Aitkin County strongly supports this project and if awarded, would commit \$25,000 toward the project and would appreciate your consideration of MLEC's BEAD grant application.

Thank you for your consideration,

J Mark Wedel  
County Commissioner, Board Chair  
Aitkin County



# Board of County Commissioners Agenda Request



Requested Meeting Date: April 8, 2025

Title of Item: Approve Support Letter East Central Energy

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

<b>Submitted by:</b> Mark Jeffers	<b>Department:</b> Economic Development
<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator	<b>Estimated Time Needed:</b> 5 min

**Summary of Issue:**  
The Aitkin County Economic Development Committee has received a request to support East Central Energy Cooperative Grant application by providing funding support toward the Broadband Equity Access and Deployment (BEAD) Program. The Committee recommends funding \$5,000 toward the project if awarded and upon completion of the project.

Funding comes from the ARPA funds designated for broadband projects in Aitkin County.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Economic Development requests approval of a motion to forward a letter of support and commit to funding if grant is awarded and upon completion of the project.

**Financial Impact:**  
Is there a cost associated with this request?  Yes  No  
What is the total cost, with tax and shipping? \$ \_\_\_\_\_  
Is this budgeted?  Yes  No Please Explain:  
Designated ARPA funds for broadband projects in Aitkin County



## AITKIN COUNTY ADMINISTRATION

---

Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 316  
Aitkin, MN 56431

April 8, 2025

Minnesota Office of Broadband Development  
180 E 5th St Suite 1200  
St. Paul, MN 55101

RE: East Central Energy (ECE) Letter of Support

Aitkin County would like to express our support for East Central Energy's Broadband Project for the Minnesota Broadband Equity, Access, and Deployment (BEAD) grant program.

ECE's efforts will provide access to high-speed internet for many of our community members that currently do not have adequate internet access, or no internet access at all. These residents currently struggle with slow internet speed and poor connectivity—some residents have NO access to broadband—which adversely impacts school, work, and healthcare for these families.

This grant opportunity would greatly improve the quality of life for Aitkin County residents. Improving broadband to our residents in one of our highest priorities in Aitkin County. Currently, Aitkin County is 40th out of 87 counties for broadband access to under-served or un-served residents. ECE has been very aggressive in their commitment to improving broadband to County residents.

Aitkin County strongly supports this project and commits to providing \$5,000 in support of this project, if awarded and upon completion of the project.

Thank you for your consideration,

J Mark Wedel  
County Commissioner, Board Chair  
Aitkin County



# Board of County Commissioners Agenda Request



Requested Meeting Date: 4-8-25

Title of Item: Engineering Services Agreement

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

Submitted by: John Welle	Department: Highway
Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 5 minutes

<b>Summary of Issue:</b> <p>Requests for Engineering Service Proposals were recently solicited for CP 001-057-001 - topographic survey and wetland delineation/report for gravel road improvements on 5.3 miles of CH 57 in Rice River Township. This project is currently listed in the 2028 Capital Road Improvement Plan at an estimated construction cost of \$1,150,000.</p> <p>Proposals were received as follows:</p> <p>Wind River Surveying, Pillager, MN - \$37,800 lump sum WSB, Minneapolis, MN - \$46,769 not-to exceed. Widseth, Baxter, MN - \$55,950 lump sum</p>
--

<b>Alternatives, Options, Effects on Others/Comments:</b>
---

<b>Recommended Action/Motion:</b> Motion to authorize the County Engineer to enter into an agreement with Wind River Surveying for these services.
---

<b>Financial Impact:</b> 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? \$ 37,800 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: \$40,000 was budgeted for these services in the 2025 budget.
--



# Board of County Commissioners Agenda Request

**6A**  
Agenda Item #

**Requested Meeting Date:** April 8, 2025

**Title of Item:** Residential Waste Electronics Collection

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

<b>Submitted by:</b> Andrew Carlstrom	<b>Department:</b> Environmental Services
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director	<b>Estimated Time Needed:</b> 5 Minutes

**Summary of Issue:**

In an effort to encourage and offer more opportunities for Aitkin County residents to recycle used electronics and divert these items from the waste stream, I am respectfully requesting to schedule a residential electronics waste collection event on June 7, 2025 from 10AM to 1PM. I have confirmed this date with Retrofit Companies who has served as our contractor for the past 8 years. We will continue to receive screened items for \$15.00/each as recommended by Retrofit, and which is in comparable with neighboring counties.

In 2024 we charged \$15.00 per screen item and recovered 58% of the total cost of the collection event. The total collection cost was \$3696.00 (\$1000.00 is the event fee which supplies two staff, gaylord boxes, pallets, plastic wrapping, and semi/trailer for transportation) and we took in \$2845.00 for revenue. All non-screened items will be free-of-charge. Last year totals from June 1, 2024: 161 households participated, 163 screened items collected

**Alternatives, Options, Effects on Others/Comments:**

Deny approval of the Electronics Waste Collection Event.

**Recommended Action/Motion:**

Motion to approve Electronics Waste Collection Event on June 7, 2025. If approved, an additional motion to approve \$400.00 cash in start-up funds fro the Auditor's Office is required.

**Financial Impact:**

*Is there a cost associated with this request?*  Yes  No

*What is the total cost, with tax and shipping?* \$ Estimated at \$3500.00 to \$4200.00

*Is this budgeted?*  Yes  No *Please Explain:*

# Aitkin County Electronics Waste Recycling Event

## Aitkin County Recycling Center

*36488 400<sup>th</sup> Ave, Aitkin, MN 56431*

**Saturday, June 7th, 2025**

**10:00AM to 1:00PM**

*(Regular recyclables not accepted this day)*

**Available to Aitkin County Residents Only!**

### Accepted Items

- TVs (All Types)
- Laptops & PC's
- Monitors
- Printers & Copiers
- Telephones & Telephone Equipment
- Tablets
- Circuit boards & Hard drives
- E-Scrap (Keyboards, mouse, etc.)
- Small Household Appliances (blender, toaster, iron, coffee maker, vacuum)



### Not Accepted Items

- Commercial Waste
- Hazardous Waste
- Smoke Detectors
- Light Bulbs & Fluorescent Bulbs
- Large Household Appliances (washer, dryer, refrigerator, stove, etc.)
- Dehumidifiers
- Humidifiers
- Air Conditioners
- Microwaves



**\$15 CHARGE PER SCREENED ITEM  
(TV, COMPUTER MONITORS, ETC)**

For questions, please contact Environmental Services at  
218-927-7342 or [aitkinpz@aitkincountymn.gov](mailto:aitkinpz@aitkincountymn.gov)



**Sponsored by Aitkin County Environmental Services**



# Board of County Commissioners Agenda Request

**6B**

Agenda Item #

**Requested Meeting Date:** April 8, 2025

**Title of Item:** Request rescinding of Resolution 20250311-032

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

<b>Submitted by:</b> Andrew Carlstrom	<b>Department:</b> Planning & Zoning
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director	<b>Estimated Time Needed:</b> 5 minutes

## Summary of Issue:

In an effort to meet all public notice requirements and give additional proper notification, we are requesting the County Board to rescind support of Resolution 20250311-032 (Aitkin County's Support for 300 or more Animal Unit Feedlot) in order to allow additional public comments for a second Public Hearing on May 13, 2025 at 10AM.

Please see attached memorandum.

## Alternatives, Options, Effects on Others/Comments:

N/A

## Recommended Action/Motion:

Request Board to rescind Resolution 20250311-032.

## Financial Impact:

*Is there a cost associated with this request?*

Yes

No

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

*Is this budgeted?*

Yes

No

*Please Explain:*

# Aitkin County 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: April 8, 2025

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

RE: Future proposed feedlot of greater than 300 animal units

At this time, in order to ensure all public notice requirements are met and to allow for all proper notification with sufficient detail, we are requesting the County Board to rescind their support of Resolution 20250311-032 (Aitkin County's Support for 300 or more Animal Unit Feedlot) until all additional public comments are received. At this time we are requesting a Public Hearing to be set for May 13, 2025 at 10AM.

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

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

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

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

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



# Board of County Commissioners Agenda Request

**6C**  
Agenda Item #

**Requested Meeting Date:** April 8, 2025

**Title of Item:** Request Public Hearing for Proposed Feedlot

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

<b>Submitted by:</b> Andrew Carlstrom	<b>Department:</b> Planning & Zoning
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director	<b>Estimated Time Needed:</b> 5 minutes

<b>Summary of Issue:</b>  In an effort to meet public notice requirements and give additional proper notification, we are requesting a second Public Hearing for 10AM on May 13, 2025 for the proposed creation of a feedlot greater than 300 animal units in size. We currently have a request in for a MPCA Feedlot Manager to be in attendance at the Public Hearing and for additional questions the public may have.  Aitkin County has not accepted delegation of the Minnesota feedlot permit program, and in accordance with MN Statute 116.07 Subd.7(m) is required to hold a public hearing on feedlot proposals of 300 or more animal units. Please see attached memorandum and informational enclosures.
--

<b>Alternatives, Options, Effects on Others/Comments:</b> N/A
--

<b>Recommended Action/Motion:</b> Request a Public Hearing for May 13, 2025 at 10AM.
---

<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Please Explain:</i>
--	------------------------

# Aitkin County Environmental Services Planning and Zoning

307 Second Street NW

Room 219

Aitkin, MN 56431

Phone: 218-927-7342

Fax: 218-927-4372



## MEMORANDUM TO AITKIN COUNTY BOARD OF COMMISSIONERS

DATE: April 8, 2025

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

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

At this time, in order to ensure all public notice requirements are met and to allow for all proper notification with sufficient detail, we are requesting the County Board to rescind their support of Resolution 20250311-032 (Aitkin County's Support for 300 or more Animal Unit Feedlot) until all additional public comments are received. At this time we are requesting a Public Hearing to be set for May 13, 2025 at 10AM.

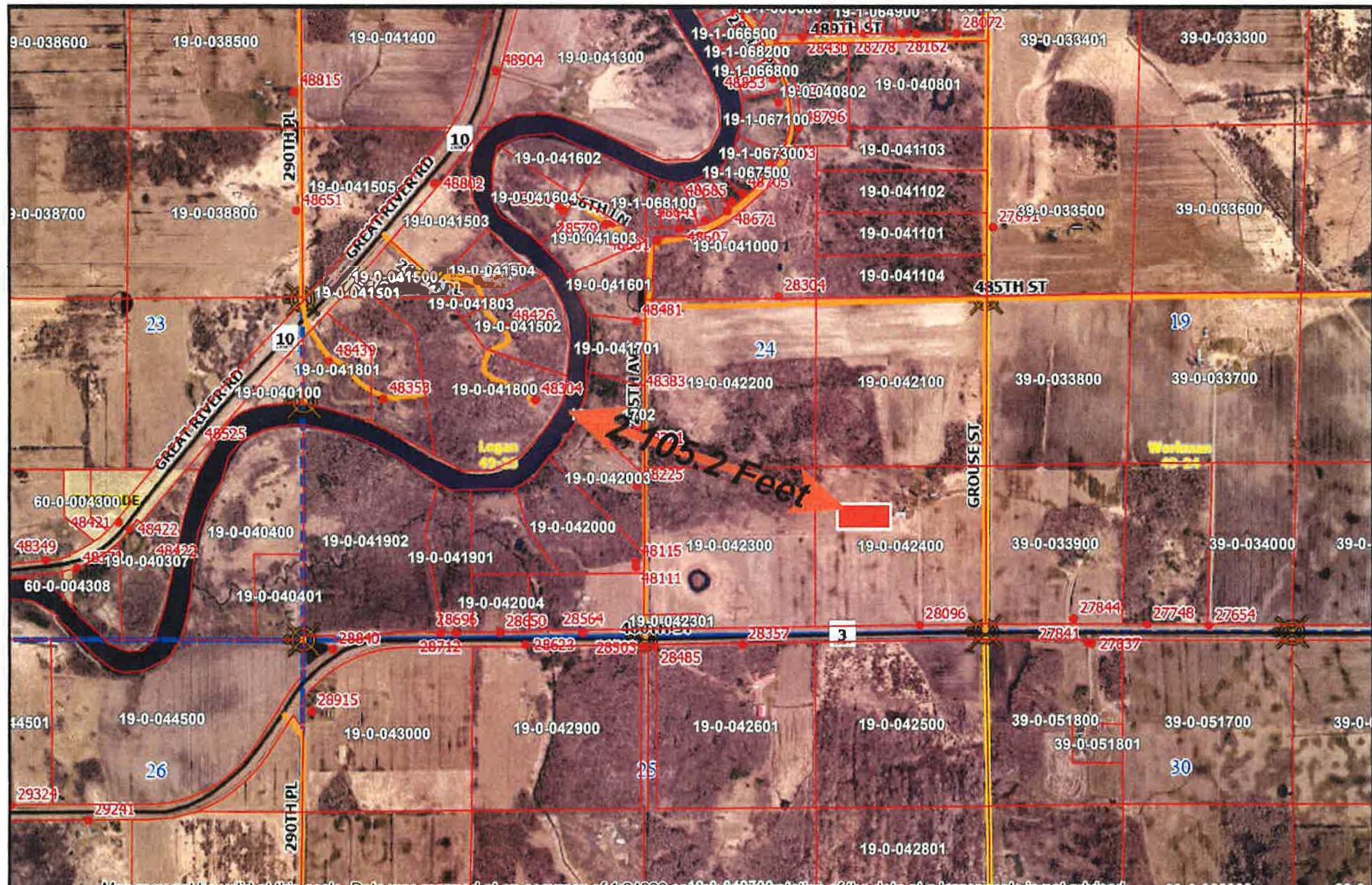
Currently, Aitkin County does not regulate nor has accepted delegation of the Minnesota Pollution Control Agency's feedlot permit program. Mr. Ken Sizemore, who owns and operates Angie's Meats, is proposing to construct a feedlot at 28096 480<sup>th</sup> Street, Palisade, MN 56469. The feedlot is proposed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

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

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

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

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



Map may not be valid at this scale. Data was mapped at an accuracy of 1:24000 so any representation of the data at a larger scale is not advised.

9-0-052000

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



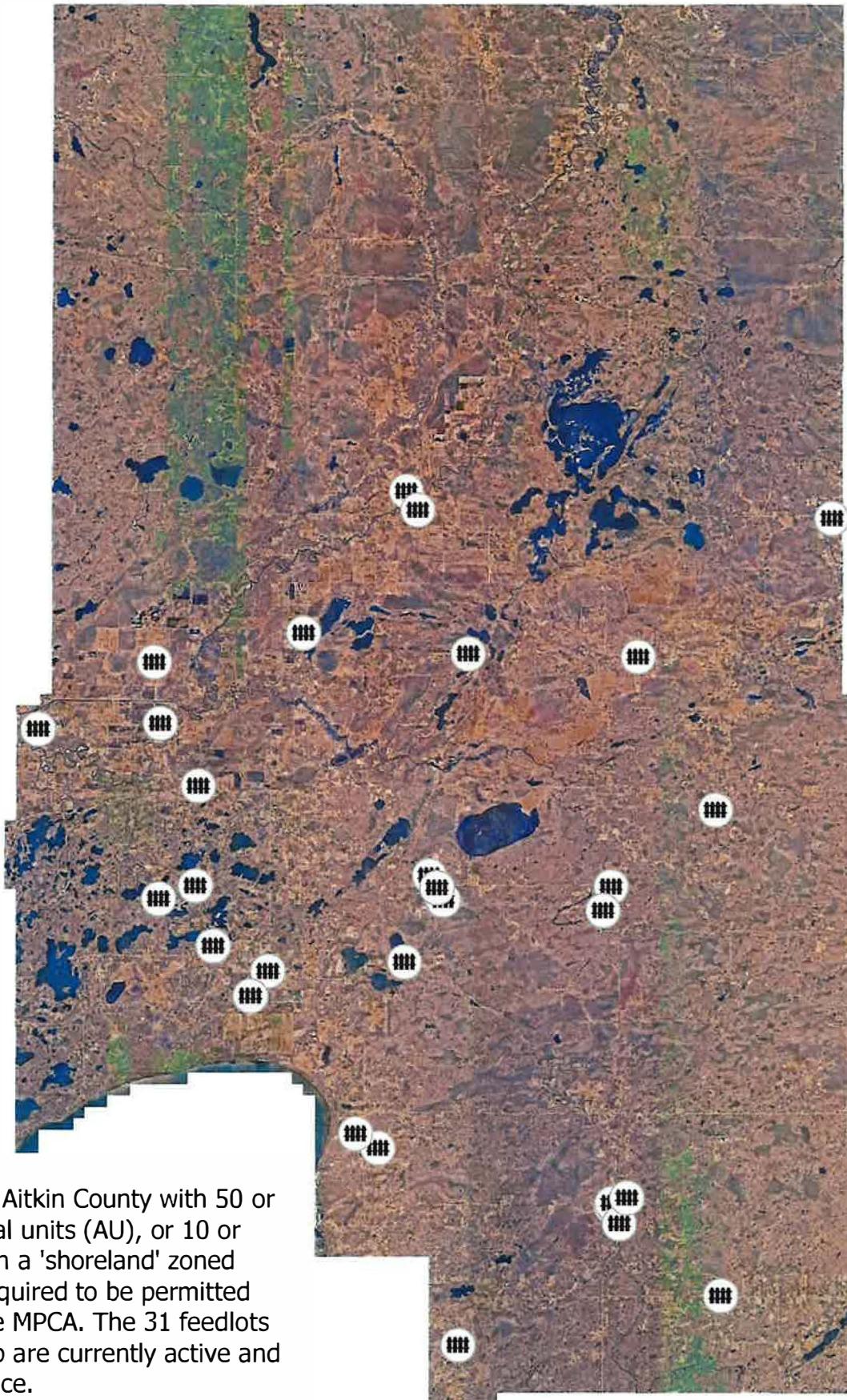
## Sizemore Feedlot

28096 480TH STREET  
PALISADE, MR. 56469



Date: 2/14/2025

# Active Feedlots in Aitkin County



Feedlots in Aitkin County with 50 or more animal units (AU), or 10 or more AUs in a 'shoreland' zoned area are required to be permitted through the MPCA. The 31 feedlots on this map are currently active and in compliance.

## Active Aitkin County Feedlots

FID	Area	Owner	Address	Au Count
0	Aitkin	Kevin Hoge	32413 280th Place	72.45
2	Aitkin	BRANDON ROBERTS	41469 Osprey Avenue	404
4	Aitkin	Terry Paulson	39714 391st Ln	217.5
5	Aitkin	Timothy E Hanson	28209 Dam Lake St	21
10	Aitkin	Robert J Nelson	31446 Oak Ave	20
11	Aitkin	Roger A Hanson	27591 Dam Lake St	0
13	Aitkin	Ronald Dotzler	38814 455th Pl	120
16	Aitkin	Lila Flowers	28319 350th Ave	77
17	Aitkin	Gene Davies	36361 380th Ave	32.2
19	Aitkin	Nordland Cattle & Timber Co	37489 295th St	285
23	Aitkin	Angie's Acres LLC	43052 Nature Ave	400
26	Aitkin	William Sexten	38019 Deer St	46.66
27	Aitkin	Joe Croatt	29271 288th Ln	1.7
28	Aitkin	David Rogers	27246 360th Ave	30.9
14	Finlayson	Boyd Mensing	15538 State Highway 18	21.365
3	Isle	Larry Templin	12152 270th Ave	202
8	Isle	Geoffrey Springer	30355 202nd Lane	4.8
9	Isle	Larry Templin	12152 270th Ave	78
21	Isle	Robert Roseberg	31201 210th Ln	135
25	Mc Grath	Gregory Zimpel	18254 State Highway 65	66.036
6	McGrath	Chris Moser	17191 State Highway 65	196
7	McGrath	Chris Moser	17191 State Highway 65	343
22	McGrath	Chris Moser	17191 State Highway 65	353.5
1	McGregor	Matt Wayrynen	31936 State Highway 65	153
12	McGregor	Lucas Hauser	26089 420th Ln	46.8
18	McGregor	Hedy Hietalati	35427 Kestrel Ave	0
24	McGregor	Laurence Koehler	30787 State Highway 65	30
30	McGregor	Brent C Amundson	41823 185th pl	50.4
20	Palisade	Brandon Kullhem	49890 Great River Rd	26.1
29	Palisade	Marilyn Ruud	42926 330th Ave	48
15	Tamarack	Diamond Willow Dairy	47675 100th Ave	89

### Soil Map—Aitkin County, Minnesota



Natural Resources  
Conservation Service

Web Soil Survey  
National Cooperative Soil Survey

4/2/2025  
Page 1 of 3

**Map Unit Legend****NOT WETLAND SOILS**

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
124	Brickton silt loam	151.6	55.7%
133B	Dalbo very fine sandy loam, 1 to 6 percent slopes	51.2	18.8%
672	Willosippi loam	39.2	14.4%
1878	Hamre muck	19.3	7.1%
B39A	Meehan loamy sand, 0 to 3 percent slopes	4.3	1.6%
B108A	Cathro muck, occasionally ponded, 0 to 1 percent slopes	6.8	2.5%
<b>Totals for Area of Interest</b>		<b>272.3</b>	<b>100.0%</b>

*Hydric soil rating:* Yes

#### **Minor Components**

##### **Dalbo**

*Percent of map unit:* 8 percent

*Hydric soil rating:* No

##### **Hassman**

*Percent of map unit:* 3 percent

*Landform:* Depressions

*Hydric soil rating:* Yes

##### **Sandy substratum**

*Percent of map unit:* 2 percent

*Landform:* Flats

*Hydric soil rating:* Yes

##### **Hamre**

*Percent of map unit:* 2 percent

*Landform:* Depressions

*Hydric soil rating:* Yes

### **Data Source Information**

Soil Survey Area: Aitkin County, Minnesota

Survey Area Data: Version 25, Sep 7, 2024



*Other vegetative classification:* Sloping Upland, Neutral (G088XN002MN)  
*Hydric soil rating:* No

### **Minor Components**

#### **Brickton**

*Percent of map unit:* 5 percent  
*Landform:* Flats  
*Hydric soil rating:* Yes

#### **Well drained soils**

*Percent of map unit:* 2 percent  
*Hydric soil rating:* No

#### **Sandy substratum**

*Percent of map unit:* 1 percent  
*Hydric soil rating:* No

#### **Cathro**

*Percent of map unit:* 1 percent  
*Landform:* Bogs  
*Hydric soil rating:* Yes

#### **Hassman**

*Percent of map unit:* 1 percent  
*Landform:* Depressions  
*Hydric soil rating:* Yes

## **Data Source Information**

Soil Survey Area: Aitkin County, Minnesota  
Survey Area Data: Version 25, Sep 7, 2024

# Livestock and the environment

## MPCA Feedlot Program overview

In Minnesota there are an estimated 18,000 livestock feedlots registered under the state's feedlot rule. They range in size from small farms to large-scale commercial livestock operations.

Agriculture including livestock comprises a major portion of the state's economy. Many organizations and programs work with livestock producers to ensure that Minnesota continues to have a healthy livestock industry and a healthy natural environment.

The Minnesota Pollution Control Agency (MPCA) regulates the collection, transportation, storage, processing and disposal of animal manure and other livestock operation wastes. The MPCA Feedlot Program implements rules governing these activities, and provides assistance to counties and the livestock industry. The feedlot rules apply to most aspects of livestock management including the location, design, construction, operation and management of feedlots and manure handling facilities.



The MPCA feedlot staff are located in six offices: Brainerd, Detroit Lakes, Mankato, Marshall, Rochester, and St. Paul. They work in the areas of land application of manure, permitting, data management, technical assistance, and compliance with feedlot rules. On the web: [www.pca.state.mn.us/water/feedlots](http://www.pca.state.mn.us/water/feedlots).

### Protect water

There are two primary concerns about feedlots in protecting water in our agricultural areas:

- Ensuring that manure on a feedlot or manure storage area does not run into water;
- Ensuring that nutrient-rich manure is applied to cropland at a rate, time and method that prevents nutrients and other possible contaminants from entering streams, lakes and ground water.

The MPCA works with farmers to make sure their feedlots are environmentally safe. Staff provides technical assistance to farmers, and conducts inspections at feedlots to be certain they comply with environmental requirements. Some of those requirements for feedlots include:

- Construction specifications for manure storage areas;
- Manure management plans for medium and large-sized feedlots; and
- Land application of manure on fields.

### Feedlot rule

Feedlot rules have been in effect in Minnesota since the early 1970s. In October 2000 a major revision of the feedlot rule (Minn. R. ch. 7020) went into effect, followed by an update in 2014. The main goals are:

- Register all feedlots capable of holding 50 or more animal units (AU-see page 4), or 10 or more animal units within shoreland areas;
- Focus on animal feedlots and manure storage areas that have the greatest potential for environmental impact;
- Support the role of delegated counties in the feedlot program; and
- Maintain agency and delegated-county staff field presence.

The feedlot rule does not specifically regulate pasture operations; however, they still must abide by Minnesota Rules chapter 7050 prohibiting pollution of state waters.

## Delegated county program

In 50 counties (current as of January 2021) the feedlot program is conducted through a cooperative arrangement between the MPCA and county government. County feedlot programs have responsibility for implementing state feedlot regulations for facilities with fewer than 1,000 animal units (AU) that are not subject to state or federal operating permit requirements. These responsibilities include: registration, permitting, inspections, education and assistance, and complaint follow-up. Current map of delegated counties: [www.pca.state.mn.us/sites/default/files/wq-f1-12.pdf](http://www.pca.state.mn.us/sites/default/files/wq-f1-12.pdf)



Delegated counties receive state grants to help fund their programs. Funds are awarded based on the number of feedlots in the county with more than 50 AU (10 or more AU in shoreland) and the level of inspections completed. In recent years annual grants statewide have totaled nearly \$2 million. Delegated counties work together through the Minnesota Association of County Feedlot Officers: [www.pca.state.mn.us/water/minnesota-association-county-feedlot-officers](http://www.pca.state.mn.us/water/minnesota-association-county-feedlot-officers)

## Feedlot permits

Most smaller-sized feedlots are not required to have permits. Most large feedlots operate with state and federal permits. The National Pollutant Discharge Elimination System (NPDES) permit and the State Disposal System (SDS) permit require specific conditions to comply with state law and the federal Clean Water Act. Of the approximately 1,200 feedlots operating with an NPDES or SDS permit, most have a general permit; about 50 have individual permits. A general permit is a single document that can apply to all livestock facilities whose operations are similar. The MPCA or delegated counties also issue permits for feedlot construction, and interim permits allowing feedlots with pollution problems to operate in a two-year period during which the problems are corrected.

## Nutrient and manure management

Livestock manure is a valuable resource if managed properly. It has been estimated that the amount of manure generated by livestock in Minnesota would be equivalent to that of a human population of about 50 million. Land application removes livestock manure from feedlots and provides fertilizer for crops. There are many ways to ensure that land-applied manure does not run off into waters, and is not over-applied beyond crop nutrient needs. Manure management plans are required when producers need to apply for a feedlot permit, or when a facility has 300 or more AU and does not use a licensed commercial applicator. Manure management plans help ensure that application rates do not exceed crop nutrient needs, and that setbacks from waters and drain tile intakes are observed.



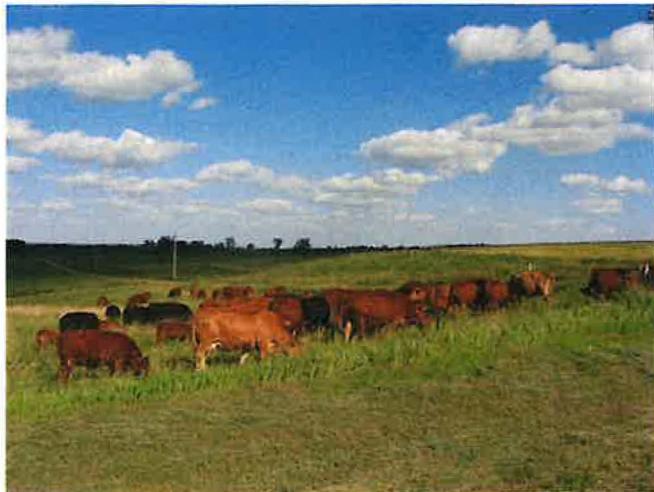
## Environmental assessment at large feedlots

An environmental assessment looks at how a proposed feedlot project will affect the air, water and land, and at ways to mitigate any problems so that the project can go forward and be environmentally safe. Environmental Assessment Worksheets (EAWs) are mandatory for proposed feedlots over 1,000 AU, or over 500 AU in a sensitive area. More information is available on the Environmental Quality Board Web site: [www.eqb.state.mn.us/](http://www.eqb.state.mn.us/).

## Pasture

Pastures are a common type of livestock operation. Typical examples include beef grazing and cow/calf operations. A pasture operation is not required to have a feedlot permit. Distinguishing pastures from feedlots is not always easy. Some operations include both pasture and feedlot components. An area of an operation with accumulated manure and a lack of vegetative cover beyond the immediate vicinity of supplemental feeding or watering devices, working areas, or access lanes, will not be considered to be pasture.

Winter feeding areas are exempt from feedlot rules, but they must be part of a larger grazing area where grass or other growing plants are used for grazing. Even if an operation is not required to get a permit because it is considered to be pasture, that operation is not allowed to discharge to waters of the state. For example, a pasture with a flow of manure-contaminated runoff from a supplemental feeding or watering area to a stream will be required to terminate the discharge. Seasonal or crop residue grazing may also be considered pasture. However, if the concentration of animals is such that unvegetated "feedlot" conditions develop and adequate forage is not available for livestock, requiring regular feed to be provided, the MPCA will require a feedlot permit for animals confined on cropland.



## Air quality

As some livestock operations have grown larger and more people are living near livestock farms, odor (particularly hydrogen sulfide) has become an issue. There are regulations for hydrogen sulfide, which can be toxic at high levels. The MPCA does not regulate odor in general; however some local units of government may have restrictions related to odor.

The MPCA does regulate hydrogen sulfide emissions and requires the following:

- Requiring odor management plans to be included in the permits of large feedlots; and
- Monitoring hydrogen sulfide emissions at feedlots where there have been odor complaints.



## Training and technical assistance

The MPCA provides training opportunities and assistance to counties and livestock producers. County feedlot officers receive inspection and permitting training, covering all aspects of the program. MPCA technical staff conduct workshops and presentations for county staff and producer groups.

## Contacts

Contact information for feedlot program staff is available at [www.pca.state.mn.us/water/mpca-feedlot-staff-contacts](http://www.pca.state.mn.us/water/mpca-feedlot-staff-contacts), or by calling the MPCA at 651-296-6300, or 800-657-3864.

## For more information

Producer organizations also provide environmental management information to their members. The following Web sites are good information sources for feedlots and manure management:

- Manure and Odor Education Research – University of Minnesota Extension: [extension.umn.edu/livestock-operations/manure-management](http://extension.umn.edu/livestock-operations/manure-management).
- Minnesota Department of Agriculture: [www.mda.state.mn.us/siting-livestock-farms-minnesota](http://www.mda.state.mn.us/siting-livestock-farms-minnesota).
- National Agriculture Compliance Assistance Center: [www.epa.gov/oecaagct/anafocom.html](http://www.epa.gov/oecaagct/anafocom.html).

## Animal units

Minnesota uses animal units to quantify the size of livestock feedlots. One animal unit is equivalent to the amount of manure produced by a 1,000-lb. steer. Following is a list of animal unit factors for several livestock types. The number livestock times the animal unit factor gives the number of animal units.

Mature dairy cow over 1,000 lbs.....	1.4	AU
Cow/calf pair .....	1.2	"
Stock cow/steer.....	1.0	"
Horse .....	1.0	"
Dairy heifer.....	0.7	"
Swine 55-300 lbs.....	0.3	"
Sheep.....	0.1	"
Broiler (over 5 lbs., dry manure) .....	0.005	"
Turkey over 5 lbs. .....	0.018	"

(Example: 3,334 market hogs = 1,000 AU)





# Board of County Commissioners Agenda Request

Requested Meeting Date: April 8, 2025

7A  
Agenda Item #

Title of Item: 2025 Assessment Summary

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

**Submitted by:**  
Mike Dangers

**Department:**  
County Assessor

**Presenter (Name and Title):**  
Mike Dangers, County Assessor

**Estimated Time Needed:**  
15 minutes

**Summary of Issue:**

This is the annual assessment summary report. Please see the attachment for details.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?

Yes

No

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

Is this budgeted?

Yes

No

Please Explain:



## AITKIN COUNTY ASSESSOR

Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

assessor@co.aitkin.mn.us  
Phone: 218-927-7327  
Fax: 218-927-7379

## MEMO

April 2, 2025

To: Board of County Commissioners  
Township Boards and City Councils

From: Mike Dangers, County Assessor

Re: 2025 Assessment Summary and 2026 Assessment Preview

Spring appeal meetings start on April 21 and the valuation notices were mailed with property tax statements on March 26. This memo, along with the attached charts and schedules, summarize the assessment changes made for the 2025 assessment.

The value changes made this year are very different than last year. Most areas of the County are seeing single digit increases in value, and not the double digit percentage increases that were more common in the last few years. The largest exception to this is Mille Lacs Lake properties that are typically seeing 15%+ value increases. This is following a value reduction last year.

All the value changes we make are to ensure that our average values are within 10% of sales prices as required by the MN Department of Revenue. Most of what assessors do are guided by State Laws, and Department of Revenue directives.

Looking at the attached documents, page 3 shows a comparison of the 2024 and 2025 assessments. The overall estimated market value of the County increased 3.5% which is slightly less than last year, but still at an all-time high. New Construction value has dipped from last year's all-time high, but remains strong. With the value changes described here, we would expect a tax shift away from rural woodland, agricultural and swamp acreage properties and towards all other classes.

On page 4 is the pie chart that shows the sizes of the property classes in the County. For this year, due to value changes, the seasonal slice of the pie increased by 1% and the rural vacant land decreased by 1%. This is the opposite of what happened last year when seasonal decreased and rural vacant land increased. The point of the chart is to show that our tax base has a diverse mix of properties.

Page 5 shows a ten-year history of overall estimated market value, net tax capacity, and new construction value. The tax base continues to grow at rates that are lesser than prior years, but significant.

Page 6 is the ten-year history of the sales ratio study for the residential and seasonal class properties in the County. The sales ratio is a measure of the assessment level when the property sells and is calculated by dividing the estimated market value by the sales price. A 100% ratio is perfect. Assessors around Minnesota attempt to attain a final median ratio in the 90% to 105% range in areas with enough sales. The chart on the right side of the page shows how the sales numbers of these property classes have changed in recent years. As you can see, the amount of sales and value levels don't always follow each other since the number of sales has gone down since 2021 and now is at the lowest level seen in at least the past decade. The COD statistic numbers decreased for residential but not seasonal. Having fewer sales to base value changes contributes to this number being higher.

Page 7 is a collection of several assessment statistics. The number of improved parcels with buildings continues to grow faster than the number of taxable parcels. The use of Pictometry Eagleview aerial photography has improved the ability to locate and analyze remote improvements that were unpermitted and previously unassessed. New for this year, the total County building value history is in the chart showing a nearly 68% increase to building value in 5 years. This big change is due to the Enbridge pipeline new construction, general market changes to value, and the increased cost to build. Agricultural property shows a slow decline with less productive ag land and slightly fewer ag homesteads. The Sustainable Forest Incentive Act continues to expand as its payments per acre continue to increase over time.

Also on page 7, the value of the exclusions, including both the veterans and homestead exclusions, has increased substantially. These benefits play an important role in helping to keep taxes affordable. The number of local board appeals continue to decrease and this appears to follow the value trends.

Page 8 shows a statewide map of value changes comparing the 2023 and 2024 assessments. This new map shows how our value changes compare to our neighbors and other areas of the State.

Page 9 shows the reassessment notification postcard that we sent last year. We plan to send out something similar this year in May to just the property owners in the areas that are being reassessed. The QR code shown directs a person with a smartphone to the Aitkin County website. Our staff plan to reassess the following areas for the 2026 Assessment, starting in May: Haugen Township, McGrath, McGregor Township, Shamrock Township, Unorganized 45-24, 50-25, 51-25, 51-27, and Waukenabo Township.

Pages 10 through 14 show an itemized list of the major changes to the 2025 assessment. The large number of changes can make it difficult to pinpoint a single reason why a property changed in value. Changes are made to keep our valuations consistent and close to full market value. The assessment staff can help property owners understand these details.

Page 15 shows the actual final value change percentage for residential and seasonal property with buildings for each township and city. Some areas have much larger changes than others due to reassessments, new construction, or the impact of lakeshore value changes.

Page 16 is the acreage schedule for the whole county that includes the base rates of the different land types for each area. The blue townships generally have acreage values that are about 13% more than the red townships. These rates were developed using a 5 year history of acreage sales in each township.

Page 17 is the Local Board of Appeal and Equalization Schedule. This is also posted on the Aitkin County website under the appeals section on the County Assessor's page.

Please contact Mike if you have any questions.



## Countywide Value Changes 2025 Assessment

Taxable Property Only

	2024	2025	% Change
Overall Estimated Market Value	\$ 5,339,109,000	\$ 5,525,516,700	3.5%
New Construction EMV	\$ 59,172,900	\$ 46,284,400	-21.8%
Agricultural Homestead EMV	\$ 400,307,631	\$ 404,484,010	1.0%
Residential Homestead EMV	\$ 1,595,201,534	\$ 1,676,068,629	5.1%
Seasonal Recreational EMV	\$ 2,151,122,800	\$ 2,247,752,500	4.5%
Commercial/Industrial EMV	\$ 132,688,600	\$ 144,232,100	8.7%
Apartment EMV	\$ 27,324,300	\$ 29,517,900	8.0%
Rural Vacant Land EMV	\$ 696,054,600	\$ 667,073,500	-4.2%

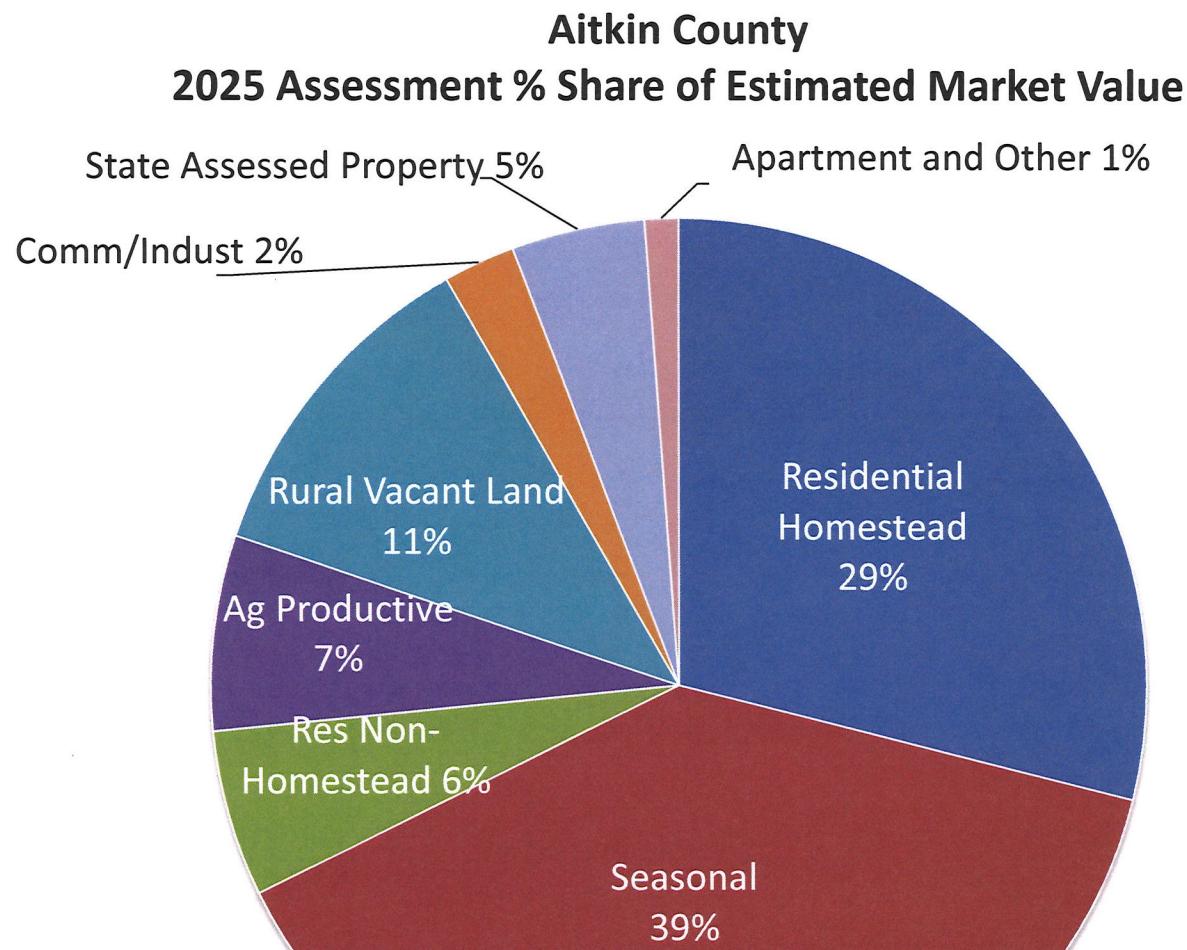
**Notes:**

Overall Estimated Market Value is at an all-time high.

**These values do not include State Assessed Property - (Pipeline, Railroad, and Power Company)**

Rural Vacant Land includes the ag-homestead non-productive land value.

Figures taken from the Assessment Summary Reports in Spring 2024 and 2025.





## Ten Year History of Aitkin County Total Valuation

2016 through 2025 Assessment

Asmt Year	County Estimated Market Value	County Net Tax Capacity (NTC)	County New Construction Value
2016	\$ 2,887,027,200	\$ 27,685,475	\$ 20,302,400
2017	\$ 2,887,138,695	\$ 27,747,676	\$ 25,869,350
2018	\$ 3,011,228,900	\$ 28,990,544	\$ 24,282,800
2019	\$ 3,170,368,200	\$ 30,626,879	\$ 22,081,900
2020	\$ 3,340,653,300	\$ 32,511,167	\$ 24,883,900
2021	\$ 3,468,681,400	\$ 33,825,425	\$ 26,068,900
2022	\$ 4,701,325,706	\$ 48,571,299	\$ 41,971,500
2023	\$ 5,370,783,200	\$ 55,792,789	\$ 50,157,050
2024	\$ 5,619,418,600	\$ 57,913,227	\$ 59,231,000
2025	\$ 5,807,761,900	\$ 60,193,023	\$ 46,284,400

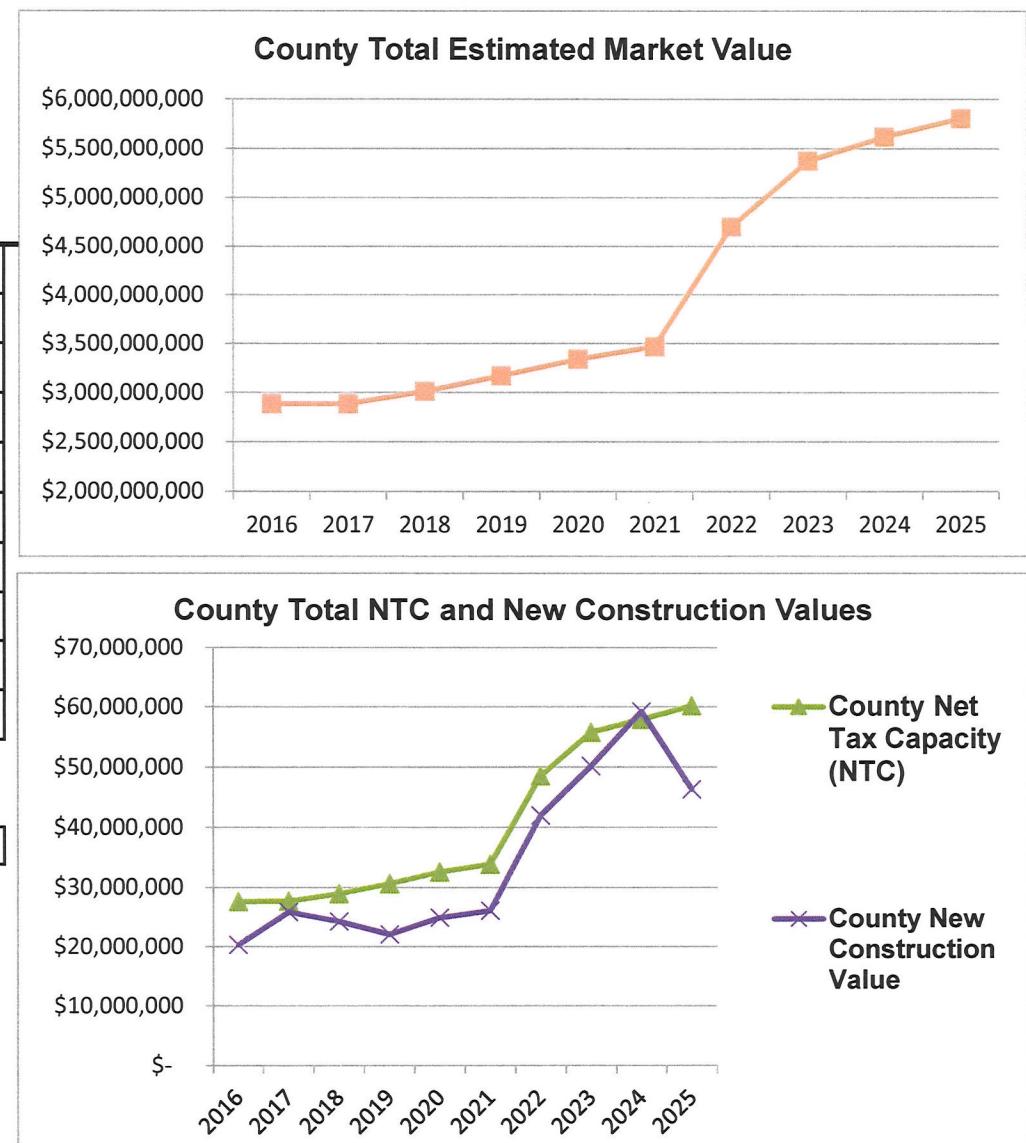
All-time high figures for comparison

	\$ 5,807,761,900	\$ 60,193,023	\$ 59,231,000
--	------------------	---------------	---------------

### Notes:

Figures taken from the year end assessment summary report except for 2025

2025 EMV and NTC are before we know the updated State assessed values

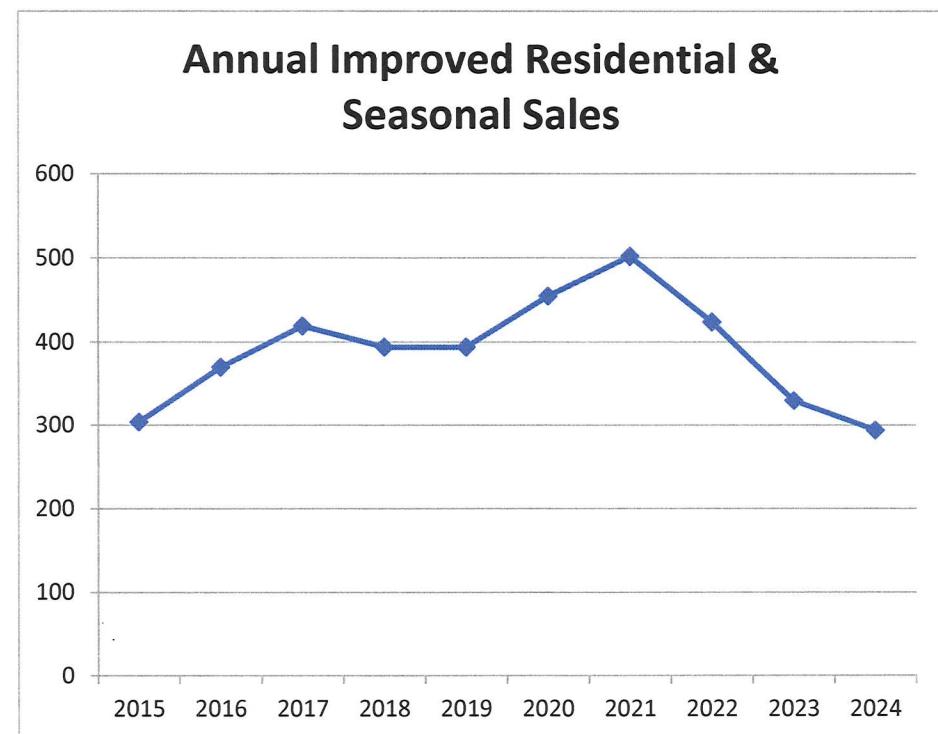




## Aitkin County Sales Ratio Study and Assessment Quality Information

Ten Year History of Residential and Seasonal Improved Sales

Study Year	# of Residential and Seasonal Sales	Residential Median Sales Ratio	Seasonal Median Sales Ratio	Residential COD	Seasonal COD
2015	304	97.1	97.3	14.4	16.3
2016	370	96.3	94.8	13.8	16.2
2017	419	93.1	96.0	15.8	18.5
2018	394	92.9	91.1	18.5	17.2
2019	394	95.4	91.6	15.8	14.9
2020	455	93.5	90.6	14.9	14.6
2021	502	93.4	87.8	16.6	18.4
2022	424	93.4	91.6	16.4	15.8
2023	330	95.9	91.1	14.2	15.2
2024	294	96.7	91.6	14.0	17.0



**Notes:**

Sales Ratio is the assessor's Estimated Market Value divided by the Sale Price of a property.

Median Sales Ratio is the middle ratio in an array of all sales ratios. The closer the median is to 100.0, the more accurate the assessment level.

COD is the Coefficient of Dispersion or a measure of how consistent assessor valuations are with respect to the sale price.

The lower the COD, the greater the assessment quality and consistency.

The MN Department of Revenue considers a COD of 20.0 or less as an acceptable number for these property types.

Sales numbers above are only for sales that the Department of Revenue has determined are "good".



## Aitkin County Assessor's Office Five Year History of Key Countywide Figures

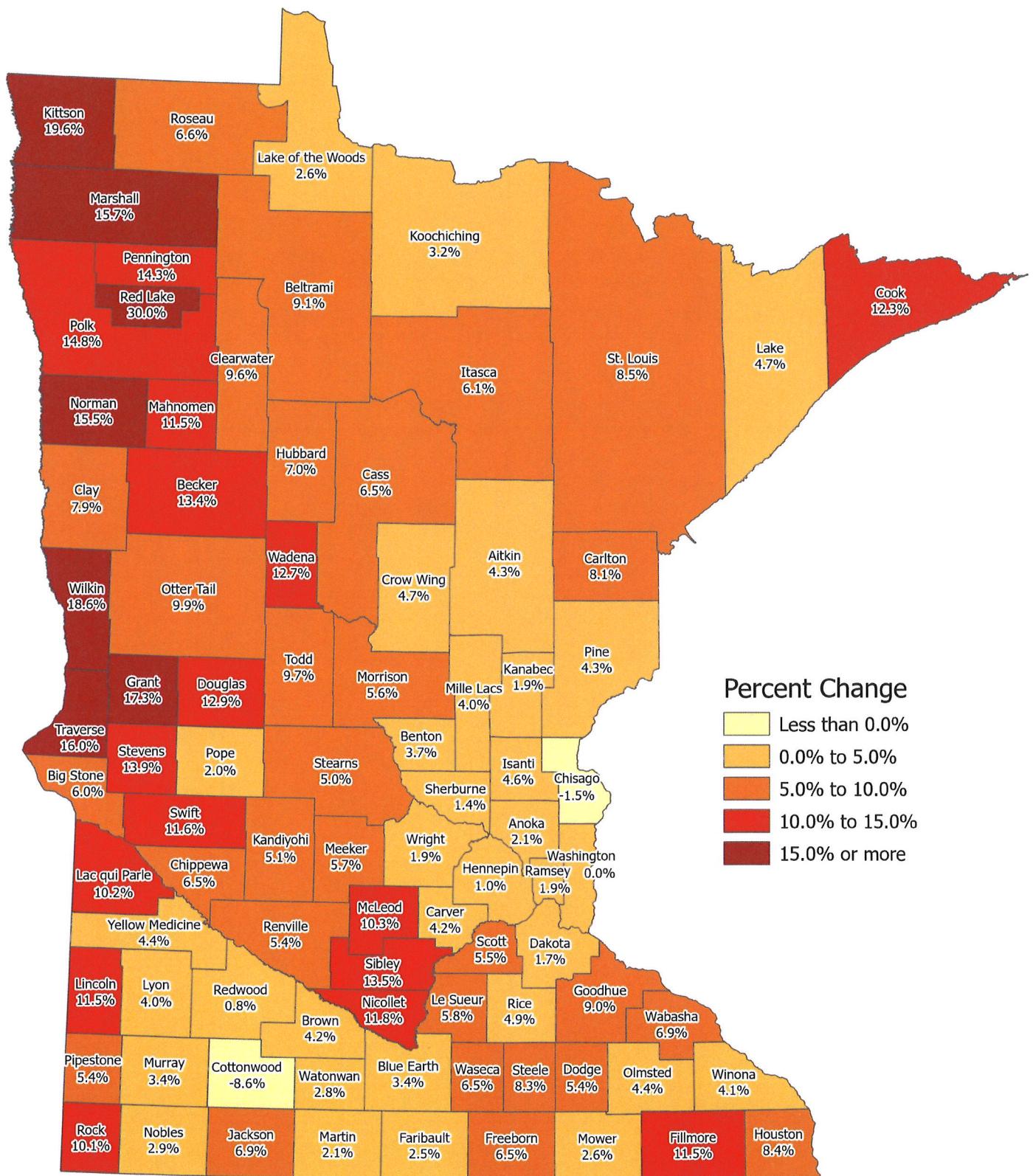
	2020	2021	2022	2023	2024
A Number of Taxable Parcels	34,170	34,256	34,311	34,350	34,325
B Number of Parcels with Buildings	18,203	18,317	18,437	18,580	18,694
C Total Building/Improvement Value	1,508,426,120	1,630,773,500	2,179,498,300	2,451,150,800	2,526,751,600
D Taxable Parcels Reassessed	6,838	7,733	7,413	6,561	6,481
E Number of CRV's (total sales over \$3000)	1116	1164	910	790	720
G Total Residential Homesteads	5,111	5,271	5,309	5,319	5,327
H Total Ag Homesteads	816	821	822	808	806
I Total Ag Productive Acreage (2a)	94,497	94,628	94,802	94,325	93,889
J SFIA Enrolled Acres	51,798	52,641	53,073	55,893	57,372
K Average Residential Homestead Market Value	197,700	209,000	270,200	305,000	309,300
L Average Agricultural Homestead Market Value	313,000	313,800	410,700	455,600	508,681
M Average Seasonal Residential Parcel Market Value	106,900	110,400	142,500	167,000	169,300
N Average Commercial/Industrial Parcel Market Value	142,000	140,600	150,700	155,900	183,800
O Total Homestead Value Exclusion (Not Veterans)	\$ 86,237,231	\$ 88,885,650	\$ 72,059,063	\$ 64,487,315	\$ 97,895,240
P Total Disabled Veterans Exclusion Value	\$ 24,506,278	\$ 25,134,616	\$ 31,617,969	\$ 35,060,068	\$ 40,248,250
Q Local Board/Open Book Appeals	75	61	243	113	98
R New Tax Court Appeals	0	0	1	0	1

**Notes:**

Number of Parcels does not include personal property.

There are approx 450 personal property parcels not included in the total above.

# Percent Change in Total Estimated Market Value 2023-2024





Attention Aitkin County Property Owner:

Appraisers from the County Assessor's Office will be reassessing the following areas starting in May 2024 through the rest of the year: Aitkin Township, Farm Island Township, Hill Lake Township, Lakeside Township, Palisade, Tamarack, Unorganized 48-27, Unorganized 49-27, and Unorganized 52-22.

If an appraiser contacts you, please answer their questions. They will leave a card in your door if you are not there. Please call 218-927-7327 or email [assessor@co.aitkin.mn.us](mailto:assessor@co.aitkin.mn.us) if you have questions.

## 2025 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
A	COUNTYWIDE LAND		Increased the campground full utilities site values from \$4000 to \$5000 (25.0%) per unit.
B	COUNTYWIDE LAND		Increased the mobile home site value for mobile home parks from \$6000 to \$7500 (25.0%) per unit.
C	COUNTYWIDE LAND		Ag homestead site values were increased from \$20,000 to \$23,000 per unit.
D	COUNTYWIDE LAND		Increased Gravel Pit acreage values from \$3000 to \$3500 (16.7%) per acre.
E	COUNTYWIDE LAND		Increased Cell Tower sites from \$40,000 to \$45,000 (12.5%) per unit.
F	COUNTYWIDE LAND		Increased Mississippi River frontage value from \$100 to \$125 (25.0%) per front foot base. This affects all frontage parcels in Libby Township and platted river lots in the rest of the County.
G	COUNTYWIDE LAND		Increased county minimum lakeshore value rate from \$175 to \$200 (14.3%) per foot. This affects many small private lakes and was done to ensure lots on these lakes are valued at least as high as non-riparian lots.
H	COUNTYWIDE LAND		Decreased High Wooded (HWD) and Low Wooded (LWD) acreage value base rates 5%.
I	COUNTYWIDE LAND		Changed off road acreage discount from -30% to -25% countywide.
J	COUNTYWIDE LAND		Increased apartment and assisted living land square foot values 10%.
O	COUNTYWIDE BUILDING		Increased single wide mobile home rates 10%. Increased single wide mobile home addition areas 25%.
P	COUNTYWIDE BUILDING		Increased all home, cabin, and doublewide base rates 5%.
Q	COUNTYWIDE BUILDING		Increased stick-built garage values 5%.
R	COUNTYWIDE BUILDING		Reduced value on homes with 2500 or more square feet on main floor by 5%.
S	COUNTYWIDE BUILDING		Increased apartment and assisted living building values 10%.

## 2025 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
1	AITKIN TWP		Reassessment. Increased Riverside Point land values.
2	BALL BLUFF		Increased acreage values 5.9%
3	BALSAM		Reduced acreage values by 5%.
4	BEAVER		Increased building rates 9.5%. Reduced acreage values by 5%.
5	CLARK		Reduced acreage values by 5%.
6	CORNISH		Reduced acreage values by 5%.
7	FARM ISLAND		Reassessment. Increased Blue Lake frontage base rate from \$700 to \$750 per front foot (7.1%).
8	FLEMING		Reduced acreage values by 13.6%. Increased building rates 4.2%. Increased Fleming Lake frontage base rate from \$875 to \$925 per front foot (5.7%).
9	GLEN		No major changes.
10	HAUGEN		No major changes.
11	HAZELTON		Increased Mille Lacs Lake frontage base rate from \$1950 to \$2300 per front foot (+17.9%). Increased Camp and Spectacle Lakes frontage base rate from \$350 to \$380 per front foot (+8.6%). Increased Sherwood Forest building rates 10%.
12	HILL LAKE		Reassessment. Increased acreage values 5.9%. Decreased building values 8.7%.
13	IDUN		No major changes.

## 2025 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
14	JEVNE		Reduced acreage values by 13.6%.
15	KIMBERLY		No major changes.
16	LAKESIDE		Reassessment. Increased Mille Lacs Lake frontage base rate from \$1950 to \$2300 per front foot (+17.9%). Increased Sunset Harbor Townhome building rates by 9.1%.
17	LEE		No major changes.
18	LIBBY		No major changes.
19	LOGAN		No major changes.
20	MACVILLE		Reduced acreage values 5%.
21	MALMO		Increased Mille Lacs Lake frontage base rate from \$1950 to \$2300 per front foot (+17.9%). Increased building rates 3.8%.
22	MCGREGOR TWP		Reduced acreage values 5%.
23	MORRISON		Reduced acreage values 5%.
24	NORDLAND		Increased Lone Lake frontage base rate from \$1900 to \$2000 per front foot (+5.3%). Increased Lingroth Lake frontage base rate from \$505 to \$530 per front foot (+5.0%).
25	PLINY		Reduced acreage values 5%. Increased Snake River frontage base rate from \$150 to \$175 per front foot (+16.6%).
26	RICE RIVER		Reduced acreage values 5%. Increased building rates 10.5%.
27	SALO		Reduced acreage values 5%.
28	SEAVEY		Increased building rates 9.5%.

## 2025 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
29	SHAMROCK		Increased building rates 4.3%. Decreased Minnewawa Lake frontage base rate from \$2000 to \$1950 per front foot (-2.5%). Decreased Big Sandy Lake frontage base rate from \$2350 to \$2300 per front foot (-2.1%). Increased Sandy River Lake frontage base rate from \$1150 to \$1250 per front foot (8.7%). Increased Flowage Lake frontage base rate from \$950 to \$1000 per front foot (5.3%).
30	SPALDING		Reduced acreage values 5%. Increased building rates 10.5%.
31	SPENCER		Reduced acreage values 5%.
32	TURNER		No major changes.
33	VERDON		Reduced acreage values 5%. Increased Oxbow Lake frontage base rate from \$225 to \$275 per front foot (+22.2%).
34	WAGNER		Reduced acreage values 5%.
35	WAUKENABO		Increased Waukenabo Beach lot values by 40%. Increased Round Lake frontage base rate from \$1650 to \$1800 per front foot (+9.1%).
36	WEALTHWOOD		Increased Mille Lacs Lake frontage base rate from \$1950 to \$2300 per front foot (+17.9%). Increased building rates 4.5%.
37	WHITE PINE		Reduced acreage values 5%.
38	WILLIAMS		Reduced acreage values 5%. Increased Snake River frontage base rate from \$150 to \$175 per front foot (+16.6%). Reduced building rates by 13.6%.
39	WORKMAN		No major changes.
41	MILLWARD		Reduced acreage values 5%.
42	UNORG 51-22		Reduced acreage values 5%.
43	UNORG 52-22		Reassessment. Reduced acreage values 5%.
44	UNORG 45-24		No major changes.
45	UNORG 47-24		No major changes.

## 2025 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
46	UNORG 52-24		Reduced acreage values 5%.
47	UNORG 50-25		No major changes.
48	UNORG 51-25		Reduced acreage values 5%.
49	UNORG 52-25		Reduced acreage values 5%.
50	UNORG 50-26		Reduced acreage values 5%. Increased building rates 15%. Reassessment. Increased Coon Lake lakeshore base rate from \$175 to \$250 per front foot (42.8%). Increased building rates 4.4%.
51	UNORG 48-27		
52	UNORG 49-27		Increased building rates 14.3%.
53	UNORG 50-27		Reduced acreage values 5%.
54	UNORG 51-27		Reduced acreage values 5%.
55	UNORG 52-27		Reduced acreage values 5%.
56	AITKIN CITY		Increased Central Res neighborhood building rates 4.3%. Increased Ryan's Knoll building rates 4.3%. Increased Floodplain Res neighborhood 6.3%. Increased most commercial and industrial building values 10%.
57	HILL CITY		Reduced the non-Quadna residential building rate 9.1%. Increased many commercial and industrial building values 10%.
58	MCGRATH CITY		Increased building rates 16.7%.
59	MCGREGOR CITY		Some changes from 2024 Reassessment applied to this year. Increased many commercial and industrial building values 10%.
60	PALISADE CITY		Reassessment.
61	TAMARACK CITY		No major changes.
			(Last Updated on 3/7/25)

Aitkin County Value Changes and Final Ratios Res/Seasonal Improved 25 Assessment				
	24 Asmt Value Change	25 Asmt Value Change	2024 Good Sale Count	Final County Median Ratio After Changes
Aitkin County	1.33%	4.81%	295	94.6%
Aitkin TWP	2.35%	2.51%	5	92.3%
Ball Bluff	2.08%	3.97%	4	93.5%
Balsam	21.16%	5.22%	0	0.0%
Beaver	11.47%	8.10%	4	77.5%
Clark	13.06%	4.77%	1	45.8%
Cornish	2.09%	3.44%	1	92.0%
Farm Island	4.58%	4.24%	17	98.9%
Fleming	1.96%	5.84%	10	94.0%
Glen	2.43%	3.76%	10	95.7%
Haugen	3.48%	2.39%	1	75.8%
Hazelton	1.60%	4.84%	13	95.1%
Hill Lake	5.75%	3.23%	4	100.1%
Idun	10.38%	3.62%	3	97.6%
Jevne	3.19%	2.14%	4	96.7%
Kimberly	6.70%	2.73%	2	106.1%
Lakeside	-3.89%	8.24%	13	91.1%
Lee	9.07%	2.84%	0	0.0%
Libby	0.45%	3.48%	1	86.6%
Logan	5.32%	5.23%	1	127.3%
Macville	9.49%	3.50%	0	0.0%
Malmo	-2.61%	9.27%	7	93.2%
McGregorTWP	11.91%	1.49%	3	96.7%
Morrison	1.33%	4.68%	1	95.0%
Nordland	2.88%	4.03%	12	92.0%
Pliny	6.43%	3.52%	3	80.5%
Rice River	7.24%	14.26%	3	92.2%
Salo	13.40%	6.66%	2	79.1%
Seavey	21.68%	5.77%	2	89.5%
Shamrock	-2.34%	4.09%	52	93.4%
Spalding	5.10%	10.40%	1	102.3%
Spencer	3.61%	3.91%	5	101.6%
Turner	-6.64%	1.75%	2	139.5%
Verdon	24.95%	3.22%	3	95.0%
Wagner	-1.90%	3.25%	2	108.5%
Waukenabo	2.58%	5.43%	13	95.4%
Wealthwood	-7.20%	13.04%	8	98.7%
White Pine	26.55%	2.10%	0	0.0%
Williams	8.98%	-4.20%	6	101.9%
Workman	-1.63%	2.51%	4	94.2%
Millward	20.78%	5.40%	1	115.2%
Unorg.45-24	13.44%	2.36%	0	0.0%
Unorg.47-24	3.40%	2.26%	0	0.0%
Unorg.48-27	1.81%	27.02%	2	76.4%
Unorg.49-27	3.22%	11.03%	5	93.9%
Unorg.50-25	20.20%	11.38%	0	0.0%
Unorg.50-26	8.07%	15.92%	2	75.8%
Unorg.50-27	15.53%	1.04%	0	0.0%
Unorg.51-22	7.36%	-0.92%	1	92.9%
Unorg.51-25	12.54%	-2.16%	0	0.0%
Unorg.51-27	16.74%	7.66%	0	0.0%
Unorg.52-22	18.48%	-1.45%	0	0.0%
Unorg.52-24	2.10%	3.66%	0	0.0%
Unorg.52-25	7.54%	2.60%	1	112.6%
Unorg.52-27	12.40%	10.12%	0	0.0%
Aitkin City	0.81%	6.23%	36	91.3%
Hill City	11.89%	3.77%	12	102.6%
McGrath	8.94%	15.02%	1	66.7%
McGregor	3.70%	14.24%	7	98.0%
Palisade	9.52%	2.69%	3	111.7%
Tamarack	6.48%	5.53%	0	0.0%

### Aitkin County Acreage Land Schedule 2025 Assessment

<u>Unorg 52-27</u>	<u>Hill Lake</u> GA/RP HWD 2790 1675 LWD 1700 1020 OPN 2485 2485 LOP 1735 1735 SWP 415 210 TIL 2485 2485 LTL 1735 1735 SITE 20000	<u>Unorg 52-25</u>	<u>Unorg 52-24</u>	<u>Ball Bluff</u>	<u>Unorg 52-22</u>
	<b>←Green Zone C Values→</b>				
<u>Unorg 51-27</u>	<u>Macville</u>	<u>Unorg 51-25</u>	<u>Verdon</u>	<u>Cornish</u>	<u>Unorg 51-22</u>
<u>Unorg 50-27</u>	<u>Unorg 50-26</u>	<u>Unorg 50-25</u>	<u>Libby</u>	<u>Turner</u>	<u>Balsam</u>
<u>Unorg 49-27</u>	<u>Waukenaboo</u>	<u>Logan</u>	<u>Workman</u>	<u>Shamrock</u>	<u>Haugen</u>
<u>Unorg 48-27</u>	<u>Morrison</u>	<u>Fleming</u>	<u>Jevne</u>	<u>McGregor</u>	<u>Clark</u>
<u>Aitkin</u>	<u>Spencer</u>	<u>Kimberly</u>	<u>Unorg 47-24</u>	<u>Spalding</u>	<u>Salo</u>
<u>Farm Island</u>	<u>Nordland</u>	<u>Glen</u> GA/RP HWD 3410 2045 LWD 2075 1245 OPN 3040 3040 LOP 2120 2120 SWP 510 255 TIL 3040 3040 LTL 2120 2120 SITE 20000	<u>Lee</u>	<u>Rice River</u>	<u>Beaver</u> GA/RP HWD 2945 1765 LWD 1790 1075 OPN 2620 2620 LOP 1830 1830 SWP 435 220 TIL 2620 2620 LTL 1830 1830 SITE 20000
<u>Blue Zone A Values →</u>			<b>Red Zone B Values →</b>		
<u>Hazelton</u>	<u>Wealthwood</u>	<u>Malmo</u>	<u>Unorg 45-24</u>	<u>White Pine</u>	<u>Millward</u>
		<u>Lakeside</u>	<u>Seavey</u>	<u>Pliny</u>	
			<u>Idun</u>	<u>Williams</u>	<u>Wagner</u>
(updated 2/18/25)					

Land Type Definitions:

HWD: High Wooded

LWD: Low Wooded

OPN: High Open Meadow

LOP: Low Open Meadow

SWP: Swamp/Waste

TIL: High Tillable

LTL: Low Tillable/Rice Paddy

Values listed above are per acre values.

SITE: Full Building Site Value (Access \$2000, Electric \$3000, Septic \$8000, Well \$7000)

AGSITE: Full Building Site Value on Ag Property (Land \$3000, Access \$2000, Electric \$3000, Septic \$8000, Well \$7000)

Green Acres and Rural Preserve program values are listed in the second columns above.

Off public road HWD, LWD and SWP values are typically 25% less than values listed.

Tracts under 31 acres carry a positive size adjustment.

Tracts over 80 acres carry a size discount of up to 15%.

2025 Board of Appeal and Equalization Schedule				
Date	Twp/City	Time	Meeting Location	
Monday	4/21/2025	Turner Township	11:00	Turner Town Hall
		Jevne Township	1:00	Jevne Town Hall
		<b>Lakeside Township</b>	2:00	Lakeside Town Hall
Tuesday	4/22/2025	<b>Salo Township</b>	9:00	Salo Town Hall
		Spalding Township	11:00	Township Clerk's Residence (19298 Driftwood Street)
		Rice River Township	1:00	Rice River Town Hall
Wednesday	4/23/2025	McGregor Township	9:00	McGregor Town Hall
		Kimberly Township	11:00	Glen/Kimberly Town Hall
		<b>Waukenabo Township</b>	1:00	Waukenabo Town Hall
Thursday	4/24/2025	Verdon Township	9:00	Verdon Town Hall
		Ball Bluff Township	11:00	Jacobson Fire Hall
		Morrison Township	2:00	Morrison Town Hall
Friday	4/25/2025	<b>Farm Island Township</b>	9:00	Farm Island Town Hall
		Malmo Township	1:00	Malmo Town Hall
Monday	4/28/2025	Shamrock Township	9:00	Shamrock Town Hall
Tuesday	4/29/2025	Macville Township	9:00	Macville Town Hall
		<b>City of Hill City</b>	11:00	Hill City Community Room
Wednesday	4/30/2025	City of McGregor	9:00	McGregor Ambulance Station (Old Fire Hall)
		Nordland Township	1:00	Bethlehem Lutheran Church
		Spencer Township	2:00	Spencer Town Hall
Thursday	5/1/2025	Clark Township	9:00	Clark Town Hall
		Haugen Township	10:30	Haugen Town Hall
		Glen Township	1:00	Glen/Kimberly Town Hall
Friday	5/2/2025	Wealthwood Township	9:00	Wealthwood Town Hall
		Wagner Township	1:00	Wagner Town Hall
		Fleming Township	1:00	Fleming Town Hall
Monday	5/5/2025	Hazelton Township	9:00	Hazelton Town Hall
		<b>Aitkin Township</b>	1:00	Members Coop Credit Union Meeting Room
Tuesday	5/6/2025	Seavey Township	10:00	Seavey Town Hall
		Idun Township	11:00	Holden Lutheran Church
		Williams Township	1:00	McGrath Fire Hall
Wednesday	5/7/2025	<b>OPEN BOOK MEETING</b>	<b>9AM to 7PM</b>	<b>Assessor's Office in Government Center</b>
Tuesday	6/17/2025	County Board of Appeal and Equalization	Starts at 3pm	Aitkin County Boardroom Call for Appointment
2025 Reassessment Areas in <b>Blue</b> :	<b>Aitkin Township, Farm Island Township, Hill Lake Township, Lakeside Township, Unorg 48-27, Unorg 49-27, Unorg 52-22, Palisade City, Tamarack City</b>			
Open Book Meeting Areas in <b>Red</b> :	<b>Aitkin City, Balsam Twp, Beaver Twp, Cornish Twp, Hill City, Hill Lake Twp, Lee Twp, Libby Twp, Logan Twp, McGrath, Millward Twp, Pliny Twp, Palisade, Tamarack, All Unorganized, Waukenabo Twp, White Pine Twp, Workman Twp.</b>			
		meetings in red on the schedule are open book held at that location		
		(last revised on 2/6/2025)		



# Board of County Commissioners Agenda Request

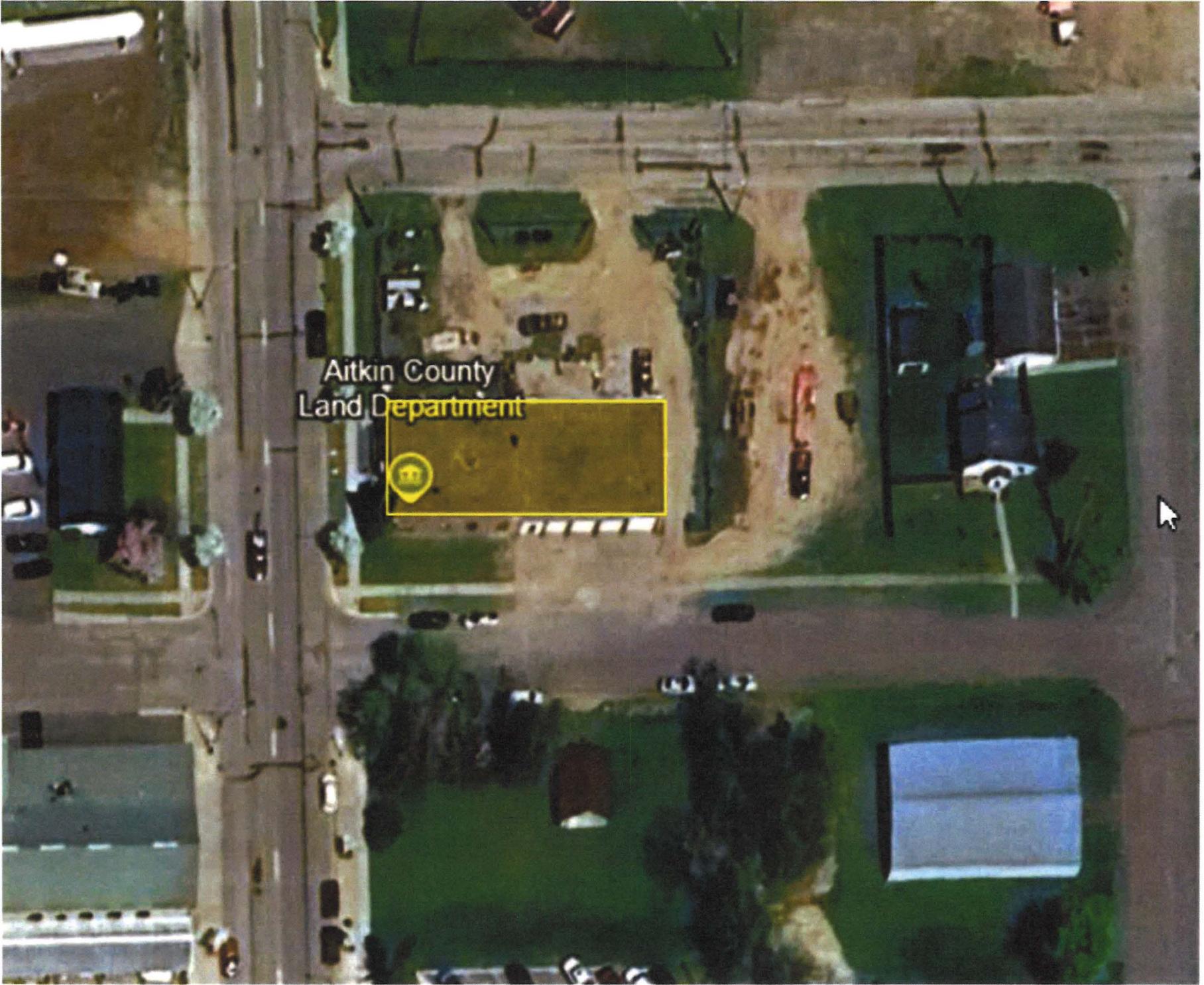
Requested Meeting Date: April 8, 2025

**8A**  
Agenda Item #

Title of Item: Widseth agreement for roofing design

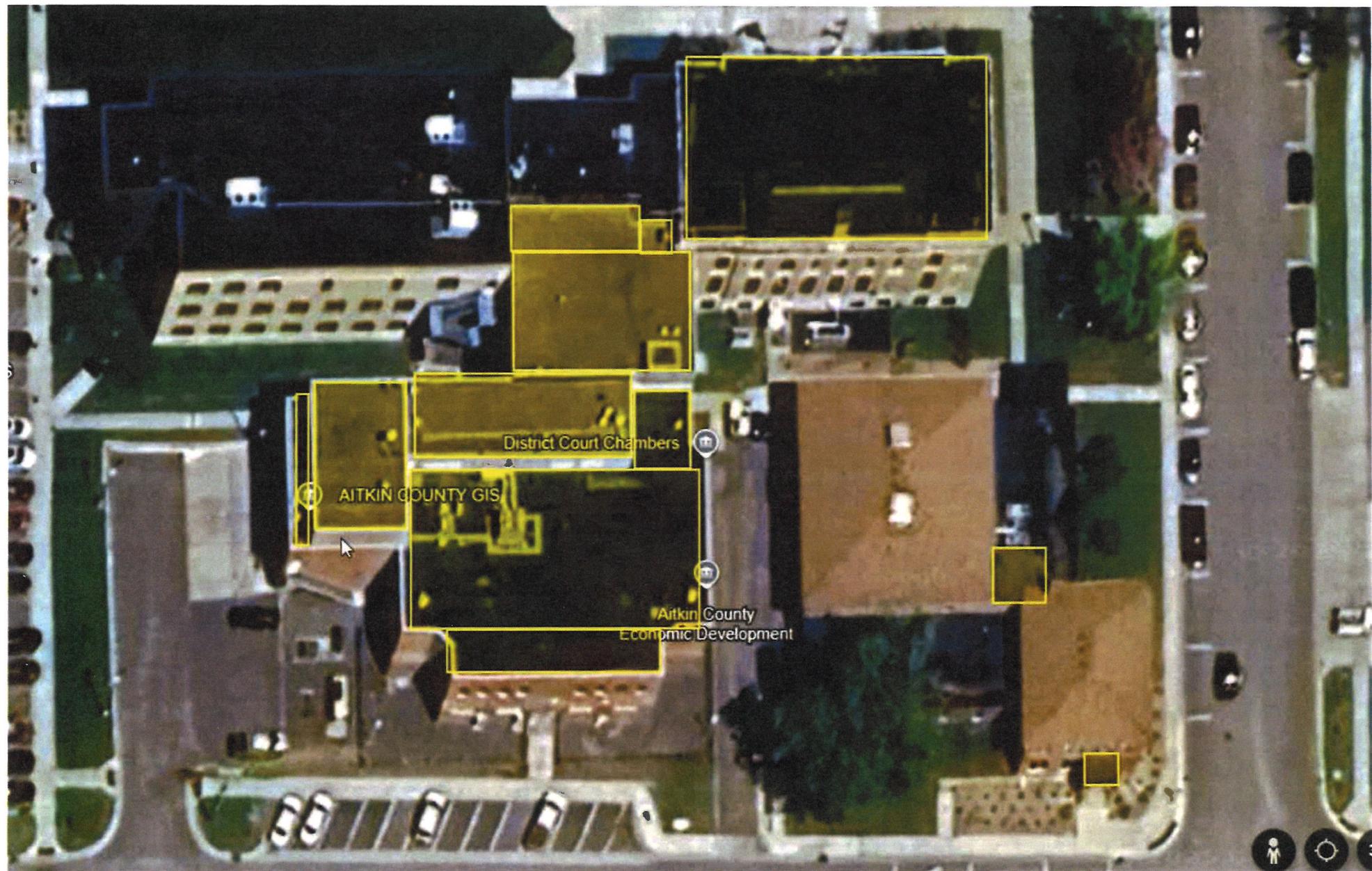
<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jim Bright	<b>Department:</b> Maintenance	
<b>Presenter (Name and Title):</b> Jim Bright Facilities Coordinator	<b>Estimated Time Needed:</b> 5 Minutes	
<b>Summary of Issue:</b>  I am presenting a professional agreement between Widseth and Aitkin County for the design and bidding process for roof replacement on Jail, Center Annex, Judicial Center, Land Department and 2 small roofs on HHS, (see attached map) The agreement has been reviewed and approved by the county attorney.		
<b>Alternatives, Options, Effects on Others/Comments:</b>        		
<b>Recommended Action/Motion:</b> Approve the agreement between Widseth and Aitkin County for design and bidding for roof replacement.		
<b>Financial Impact:</b> 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? \$ 54,000.00 (8.5% of total project) EST. \$640,000 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: The roof replacements are part of the CIP. This project is funded with a planned use of fund balance.		

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



Aitkin County  
Land Department







## **Service Order for use with Master Agreement Between Owner and Architect**

**SERVICE ORDER** number 02 made as of the nineteenth day of March in the year two thousand twenty-five

*(In words, indicate day, month, and year.)*

**BETWEEN** the Owner:

*(Name, legal status, address, and other information)*

Aitkin County  
307 2<sup>nd</sup> Street NW  
Aitkin, MN 56431

and the Architect:

*(Name, legal status, address, and other information)*

Widseth Smith Nolting & Associates, Inc., dba "Widseth"  
216 South Main Street  
Crookston, MN 56716

for the following **PROJECT**:

*(Name, location, and detailed description)*

Aitkin County Roof Replacements

2025-10286

**THE SERVICE AGREEMENT**

This Service Order, together with the Master Agreement between Owner and Architect dated the seventeenth day of June in the year two thousand twenty-four

*(In words, indicate day, month, and year.)*

form a Service Agreement.

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121™-2018, Standard Form of Master Agreement Between Owner and Architect

## TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SERVICES UNDER THIS SERVICE ORDER
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 COMPENSATION
- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

*(Paragraph deleted)*

Project Program Details:

Replace existing roofs at the following facilities with new EPDM roofing.

Aitkin County Jail / Original Courthouse: 22,000sf  
218 1<sup>st</sup> Street NW, Aitkin, MN 56431

Aitkin County Health and Human Services – Canopy / Small Roof: 350sf  
204 1<sup>st</sup> Street NW, Aitkin, MN 56431

Aitkin County Land Department: 5,700sf  
502 Minnesota Ave N, Aitkin, MN 56431

Contractors or Consultants Retained by Owner: N/A

Consultants Retained by Architect:

Northland Consulting Engineers, LLP  
102 S 21<sup>st</sup> Avenue West, Suite 1  
Duluth, MN 55806

Owner's Budget for the Cost of Work as defined by 2.1.3:

Approximately \$640,000

Owner's Anticipated Design Milestone Dates:

Construction Documents: June 2025

Anticipated Procurement Method:

Design-Bid-Build (Public Bid)

Owner's Sustainable Objective: N/A

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

## ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

### § 2.1.1 Basic Services

*(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

#### § 2.1.1.1 General Services:

- .1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.
- .2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in Article 3. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.
- .3 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.
- .4 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

#### § 2.1.1.2 Schematic Design Phase Services:

- .1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.
- .2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.
- .3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.
- .4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.
- .5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

- (a) The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as an Additional Service under Section 2.1.2.
- (b) The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.
- .6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 2.1.3.
- .7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

#### **§ 2.1.1.3 Design Development Phase Services:**

- .1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.
- .2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 2.1.3.
- .3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

#### **§ 2.1.1.4 Construction Documents Phase Services:**

- .1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 2.1.1.6.4 – Submittals.
- .2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.
- .3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.
- .4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 2.1.3.

.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 2.1.3.5, and request the Owner's approval.

#### **§ 2.1.1.5 Procurement Phase Services:**

##### **.1 General**

(a) The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

##### **.2 Competitive Bidding**

(a) Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

(b) The Architect shall assist the Owner in bidding the Project by:

- facilitating the distribution of Bidding Documents to prospective bidders;
- organizing and conducting a pre-bid conference for prospective bidders;
- preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

(c) If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

##### **.3 Negotiated Proposals**

(a) Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

(b) The Architect shall assist the Owner in obtaining proposals by:

- facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- organizing and participating in selection interviews with prospective contractors;
- preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

(c) If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

#### **2.1.1.6 Construction Phase Services**

##### **.1 General**

(a) The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

(b) The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform

the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

(c) Subject to Article 4 of the Master Agreement and except as provided in Section 2.1.1.6.6 (e), the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

## **.2 Evaluations of the Work**

(a) The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 2.1.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

(b) The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

(c) The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

(d) Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

(e) Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

- On written request of either the Owner or the Contractor, the Architect shall interpret and render decisions on matters concerning performance of the Owner and the Contractor under the requirements of the Contract Documents. The Owner will pay the Architect for these services in accordance with the Additional Services provisions of this Agreement. Decisions of the Architect shall be consistent with the design concepts and information contained in the Contract Documents and reasonably inferable therefrom and shall be made with reasonable promptness. The Architect shall attempt to ensure that both the Owner and the Contractor faithfully perform their contractual obligations, and the Architect shall not be partial to either. The Architect shall not be liable to either the Owner or the Contractor for the results of interpretations or decisions rendered by the Architect in good faith.

- Accordingly, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect from any damages, liabilities or costs arising out of or in any way connected with the Architect's service as an initial decision maker.
- In addition, the Owner agrees, and shall require all contractors to agree, to make no claim and to waive, to the fullest extent permitted by law, any claim or cause of action of any nature against the Architect arising out of or in any way connected with the Architect's service as an initial decision maker.

### **.3 Certificates for Payment to Contractor**

- (a) The Architect shall review the Contractor's application for payment and determine the amounts that the Architect recommends the Contractor be paid. The Architect's recommendation for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.1.1.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is generally in accordance with the Contract Documents. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.
- (b) By recommending any payment to the Contractor, the Architect shall not be deemed to have represented that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
- (c) The Architect shall maintain a record of the Applications and Certificates for Payment.

### **.4 Submittals**

- (a) The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.
- (b) The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- (c) If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

- (d) Subject to Section 2.1.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.
- (e) The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

#### **.5 Changes in the Work**

- (a) The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 2.1.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

- (b) The Architect shall maintain records relative to changes in the Work.

#### **.6 Project Completion**

- (a) The Architect shall:
  - conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
  - issue Certificates of Substantial Completion;
  - forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
  - issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.
- (b) The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.
- (c) When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.
- (d) The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.
- (e) Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

#### **§ 2.1.2 Additional Services**

*(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

Additional services are subject to Article 4 of the Master Agreement, the attached Professional Services Proposal, and as described in 2.1.2.1.

**§ 2.1.2.1** To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

**§ 2.1.2.2** The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 One (1) review of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 One (1) visit per month to the site by the Architect during construction
- .3 One (1) observation of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) observation of the Work to determine final completion.

**§ 2.1.2.3** Except for services required under Section 2.1.1.6.6 (e) and those services that do not exceed the limits set forth in Section 2.1.2.2, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

**§ 2.1.2.4** If the services covered by this Agreement have not been completed within eight ( 8 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

### **§ 2.1.3 Cost of Work**

**§ 2.1.3.1** For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

**§ 2.1.3.2** The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Section 1.2. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

**§ 2.1.3.3** In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or

similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 2.1.2, as an Additional Service.

**§ 2.1.3.4** If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

**§ 2.1.3.5** If, prior to the conclusion of the Construction Documents Phase, the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

**§ 2.1.3.6** If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 8.5 of the Master Agreement;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

**§ 2.1.3.7** If the Owner chooses to proceed under Section 2.1.3.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 2.1.3.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work by greater than 10% or due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 9.3 of the Master Agreement; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 2.

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

**§ 3.1** Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

July 2025

.2 Substantial Completion date:

September 2025

### ARTICLE 4 COMPENSATION

**§ 4.1** For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum – N/A  
*(Insert amount)*

.2 Percentage Basis  
*(Insert percentage value)*

Eight and a half percent (8.5 ) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.

Init.

.3 Other  
(Describe the method of compensation)

**§ 4.2** For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

*(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)*

**§ 4.3** For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

*(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)*

**§ 4.4** When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

## ARTICLE 5 INSURANCE

**§ 5.1** Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:

*(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)*

**§ 5.2** In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

*(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)*

Coverage	Limits
----------	--------

## ARTICLE 6 PARTY REPRESENTATIVES

**§ 6.1** The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:  
*(List name, address, and other information.)*

Jessica Seibert, MPNA  
Aitkin County  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431  
Telephone Number: 218-927-7282  
Email Address: Jessica.seibert@co.aitkin.mn.us

**§ 6.2** The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:  
*(List name, address, and other information.)*

Katie Hildenbrand, VP, CID  
Widseth Smith Nolting & Associates, Inc.  
704 East Howard Street  
Hibbing, MN 55746  
Telephone Number: 218-274-6049  
Email Address: katie.hildenbrand@widseth.com

## ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:  
*(Clearly identify any other exhibits incorporated into this Agreement.)*

Exhibit A: Fee Schedule (Current Year's Version)

- .3 Other documents:  
*(List other documents, if any, including additional scopes of service forming part of this Service Order.)*

This Service Order entered into as of the day and year first written above.

\_\_\_\_\_  
**OWNER** (Signature)

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
**ARCHITECT** (Signature)

Katie Hildenbrand, VP, CID, Office Manager  
*(Printed name, title, and license number, if required)*

Init.

AIA Document B221 – 2018. Copyright © 2014 and 2018. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 10:33:53 ET on 03/19/2025 under Order No.3104240140 which expires on 06/30/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1314082873)

## ***Additions and Deletions Report for AIA® Document B221™ – 2018***

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 10:33:53 ET on 03/19/2025.

**PAGE 1**

**SERVICE ORDER** number 02 made as of the nineteenth day of March in the year two thousand twenty-five

...

Aitkin County  
307 2<sup>nd</sup> Street NW  
Aitkin, MN 56431

...

Widseth Smith Nolting & Associates, Inc., dba "Widseth"  
216 South Main Street  
Crookston, MN 56716

...

Aitkin County Roof Replacements

...

2025-10286

...

This Service Order, together with the Master Agreement between Owner and Architect dated the seventeenth day of June in the year two thousand twenty-four

**PAGE 2**

*(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)*

### Project Program Details:

Replace existing roofs at the following facilities with new EPDM roofing.

Aitkin County Jail / Original Courthouse: 22,000sf  
218 1<sup>st</sup> Street NW, Aitkin, MN 56431

Aitkin County Health and Human Services – Canopy / Small Roof: 350sf  
204 1<sup>st</sup> Street NW, Aitkin, MN 56431

Aitkin County Land Department: 5,700sf  
502 Minnesota Ave N, Aitkin, MN 56431

Contractors or Consultants Retained by Owner: N/A

Consultants Retained by Architect:

Northland Consulting Engineers, LLP  
102 S 21<sup>st</sup> Avenue West, Suite 1  
Duluth, MN 55806

Owner's Budget for the Cost of Work as defined by 2.1.3:  
Approximately \$640,000

Owner's Anticipated Design Milestone Dates:  
Construction Documents: June 2025

Anticipated Procurement Method:  
Design-Bid-Build (Public Bid)

Owner's Sustainable Objective: N/A

**PAGE 3**

**§ 2.1.1.1 General Services:**

- .1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.
- .2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in Article 3. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.
- .3 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.
- .4 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

**§ 2.1.1.2 Schematic Design Phase Services:**

- .1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.
- .2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

- .3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.
- .4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.
- .5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

  - (a) The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as an Additional Service under Section 2.1.2.
  - (b) The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.
- .6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 2.1.3.
- .7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

#### **§ 2.1.1.3 Design Development Phase Services:**

- .1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.
- .2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 2.1.3.
- .3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

#### **§ 2.1.1.4 Construction Documents Phase Services:**

- .1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 2.1.1.6.4 – Submittals.

- .2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.
- .3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.
- .4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 2.1.3.
- .5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 2.1.3.5, and request the Owner's approval.

#### **§ 2.1.1.5 Procurement Phase Services:**

##### **.1 General**

- (a) The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

##### **.2 Competitive Bidding**

- (a) Bidding Documents shall consist of bidding requirements and proposed Contract Documents.
- (b) The Architect shall assist the Owner in bidding the Project by:
  - facilitating the distribution of Bidding Documents to prospective bidders;
  - organizing and conducting a pre-bid conference for prospective bidders;
  - preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
  - organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.
- (c) If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

##### **.3 Negotiated Proposals**

- (a) Proposal Documents shall consist of proposal requirements and proposed Contract Documents.
- (b) The Architect shall assist the Owner in obtaining proposals by:
  - facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
  - organizing and participating in selection interviews with prospective contractors;
  - preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
  - participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.
- (c) If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

## **2.1.1.6 Construction Phase Services**

### **.1 General**

- (a) The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.**
- (b) The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.**
- (c) Subject to Article 4 of the Master Agreement and except as provided in Section 2.1.1.6.6 (e), the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.**

### **.2 Evaluations of the Work**

- (a) The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 2.1.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.**
- (b) The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.**
- (c) The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.**
- (d) Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.**

(e) Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

- On written request of either the Owner or the Contractor, the Architect shall interpret and render decisions on matters concerning performance of the Owner and the Contractor under the requirements of the Contract Documents. The Owner will pay the Architect for these services in accordance with the Additional Services provisions of this Agreement. Decisions of the Architect shall be consistent with the design concepts and information contained in the Contract Documents and reasonably inferable therefrom and shall be made with reasonable promptness. The Architect shall attempt to ensure that both the Owner and the Contractor faithfully perform their contractual obligations, and the Architect shall not be partial to either. The Architect shall not be liable to either the Owner or the Contractor for the results of interpretations or decisions rendered by the Architect in good faith.
- Accordingly, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect from any damages, liabilities or costs arising out of or in any way connected with the Architect's service as an initial decision maker.
- In addition, the Owner agrees, and shall require all contractors to agree, to make no claim and to waive, to the fullest extent permitted by law, any claim or cause of action of any nature against the Architect arising out of or in any way connected with the Architect's service as an initial decision maker.

### **3 Certificates for Payment to Contractor**

- (a) The Architect shall review the Contractor's application for payment and determine the amounts that the Architect recommends the Contractor be paid. The Architect's recommendation for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.1.1.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is generally in accordance with the Contract Documents. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.
- (b) By recommending any payment to the Contractor, the Architect shall not be deemed to have represented that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
- (c) The Architect shall maintain a record of the Applications and Certificates for Payment.

### **4 Submittals**

- (a) The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.
- (b) The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of

equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

(c) If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

(d) Subject to Section 2.1.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

(e) The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

## **.5 Changes in the Work**

(a) The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 2.1.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

(b) The Architect shall maintain records relative to changes in the Work.

## **.6 Project Completion**

(a) The Architect shall:

- conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- issue Certificates of Substantial Completion;
- forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

(b) The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

(c) When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

(d) The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final

payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

(e) Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

**PAGE 8**

Additional services are subject to Article 4 of the Master Agreement, the attached Professional Services Proposal, and as described in 2.1.2.1.

**§ 2.1.2.1** To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

**§ 2.1.2.2** The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 One (1) review of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 One (1) visit per month to the site by the Architect during construction
- .3 One (1) observation of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) observation of the Work to determine final completion.

**§ 2.1.2.3** Except for services required under Section 2.1.1.6.6 (e) and those services that do not exceed the limits set forth in Section 2.1.2.2, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

**§ 2.1.2.4** If the services covered by this Agreement have not been completed within eight ( 8 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

### **§ 2.1.3 Cost of Work**

**§ 2.1.3.1** For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

**§ 2.1.3.2** The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Section 1.2. Evaluations of the Owner's budget for the Cost of the Work, and

the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 2.1.3.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 2.1.2, as an Additional Service.

§ 2.1.3.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 2.1.3.5 If, prior to the conclusion of the Construction Documents Phase, the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 2.1.3.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 8.5 of the Master Agreement;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 2.1.3.7 If the Owner chooses to proceed under Section 2.1.3.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 2.1.3.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work by greater than 10% or due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 9.3 of the Master Agreement; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 2.

PAGE 10

July 2025

...

September 2025

...

.1 Stipulated Sum – N/A

...

←Eight and a half percent (8.5%) of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.

**PAGE 11**

Jessica Seibert, MPNA  
Aitkin County  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431  
Telephone Number: 218-927-7282  
Email Address: Jessica.seibert@co.aitkin.mn.us

**PAGE 12**

Katie Hildenbrand, VP, CID  
Widseth Smith Nolting & Associates, Inc.  
704 East Howard Street  
Hibbing, MN 55746  
Telephone Number: 218-274-6049  
Email Address: katie.hildenbrand@widseth.com

...

Exhibit A: Fee Schedule (Current Year's Version)

## **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 10:33:53 ET on 03/19/2025 under Order No. 3104240140 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B221™ – 2018, Service Order for use with Master Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.

*(Signed)*



Jennifer F. Masterman

Project Coordinator, CDT, CCCA

*(Title)*

March 19, 2025

*(Dated)*

Exhibit A

**WIDSETH**

**2025 FEE SCHEDULE**

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager	
Level I	\$140 / Hour
Level II	\$165 / Hour
Level III	\$192 / Hour
Level IV	\$200 / Hour
Level V	\$210 / Hour
Technician	
Level I	\$100 / Hour
Level II	\$120 / Hour
Level III	\$140 / Hour
Level IV	\$155 / Hour
Level V	\$170 / Hour
Computer Systems Specialist	\$180 / Hour
Senior Funding Specialist	\$145 / Hour
Marketing Specialist	\$123 / Hour
Funding Specialist	\$120 / Hour
Administrative Assistant	\$ 85 / Hour

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$60 / Day
Photoionization Detection Meter	\$100 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Lath & Hubs	\$150 / Day
Soil Drilling Rig	\$35 / Hour
Groundwater Sampling Equipment	\$125 / Day
Hydrographic Survey System	\$500 / Day
Subcontractors	Cost plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	\$0.10 Each
Black & White Copies: 11" x 17"	\$0.50 Each
Black & White Copies: 24" x 36"	\$3 Each
Color Copies: 8-1/2" x 11"	\$2 Each
Color Copies: 11" x 17"	\$4 Each
Color Copies: 24" x 36"	\$12 Each
Color Plots: 42" x 48"	\$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.



# Board of County Commissioners Agenda Request

**9A**

Agenda Item #

**Requested Meeting Date:** April 8, 2025

**Title of Item:** County Administrator Recruitment Update and Process Moving Forward

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

<b>Submitted by:</b> Bobbie Danielson	<b>Department:</b> Human Resources
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director	<b>Estimated Time Needed:</b> 15 Minutes

#### **Summary of Issue:**

A conditional job offer was made on March 20, 2025, following interviews. After a great deal of consideration, on March 26, 2025, the candidate withdrew from consideration, citing that the timing was not right to move forward with building their new home on their property in Aitkin County and selling their other home.

Multiple options were explored in an effort to recruit the top candidate, including discussions about the County's remote work policy, a delayed start date, interim or part-time work during the home-building process, the possibility of local housing (such as a vacant unit at LLCC), a signing bonus, and any other creative solutions that could be brought before the County Board for consideration, short of a withdrawal. Despite these efforts, the candidate ultimately chose to withdraw, citing the timing of their home construction as the determining factor.

He expressed deep appreciation for the offer made, noting it was generous and that his decision had nothing to do with the terms of employment. He thanked the Board members and staff for their kindness throughout the process and conveyed sincere regret that this was not the outcome he had anticipated when applying. He also apologized for the delay his withdrawal may cause in the County's hiring process.

The second candidate called on March 24, 2025, indicating she has been offered the City Administrator position in Crosby, MN and would be accepting their offer. The third candidate received a courtesy letter.

#### **Alternatives, Options, Effects on Others/Comments:**

The Board has a few options to consider. 1. Revisit the existing applicant pool 2. Re-advertise the position 3. Contract with DDA to conduct a search (\$24,000 cost), 4. Explore other ideas or approaches the Board members have.

#### **Recommended Action/Motion:**

1. Determine whether the full Board or a subcommittee of the Board desires to be involved in this recruitment process here forward.
2. Discussion. Determine how the Board would like to move forward. See options listed above.

#### **Financial Impact:**

*Is there a cost associated with this request?*

Yes

No

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

*Is this budgeted?*

Yes

No

*Please Explain:*



## Job Announcement

### Aitkin County Hiring: County Administrator

Full-time position serving as the chief administrative officer per MN Statute [375A.06](#).

Responsible for the overall operation of county government under administrative direction of the County Board of Commissioners.

**2025 Salary Range:** \$118,751–\$164,115 + excellent benefits.

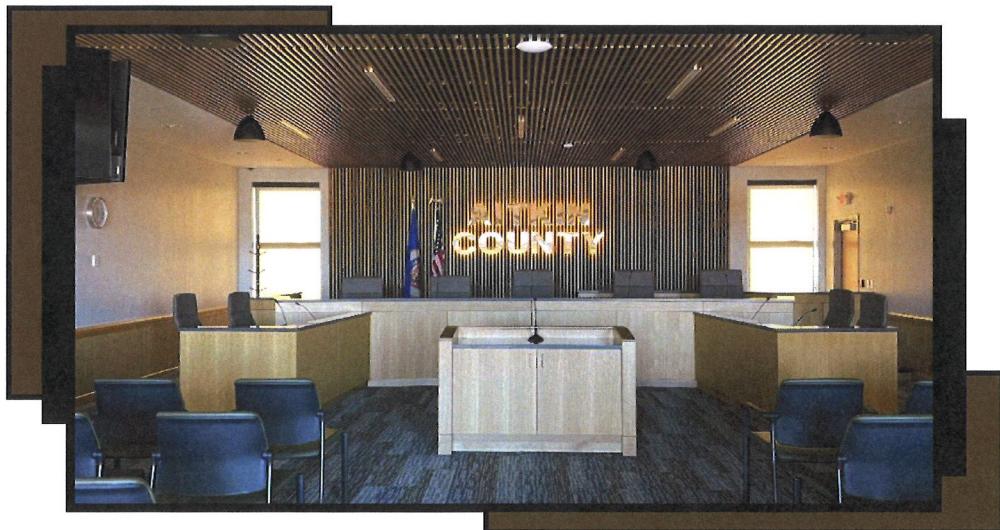
**Deadline:** Open until filled. First review of applications 3/6/2025. Interviews will be held on 3/20/2025 (in-person only). Top finalist will undergo a leadership assessment at Martin McAllister on 3/31/2025.

**Starting benefit package:** Single health [insurance](#) coverage paid by employer. \$2,260 employer contribution to HSA (or \$3,260 single+1 or family). PERA retirement, employer contribution 7.5% of gross salary. Employer paid life insurance. Employer reimbursed LTD insurance. PTO starting at 192 hours annually and up to 48 hours personal leave annually. 11+ paid holidays per year. Supplemental benefits also available.

### Job description, details & application:

<https://aitkincounty.applicantstack.com/x/detail/a2on7moabn67>

**All questions are welcome:** 218-927-7306 or [HR@aitkincountymn.gov](mailto:HR@aitkincountymn.gov)  
(Website and email updates are currently in progress, transitioning from [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us) to [www.aitkincountymn.gov](http://www.aitkincountymn.gov). During this transition, both addresses will remain functional.)



# Welcome to Aitkin County, MN

**County seat:** Aitkin, MN

**Founded:** May 23, 1857

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

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

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

**Estimated 2024 Population:** 16,062

**Board Members:** <https://www.co.aitkin.mn.us/commissioners/>

**County Departments & Services:** <https://www.aitkincountymn.gov/departments/>

**Aitkin County, It's Naturally Better Here:** <https://naturallybetterhere.com/>

**Aitkin County's Long Lake Conservation Center:** <https://www.longlakecc.org/>

**Cities in Aitkin County:** [Aitkin](#), McGregor, Palisade, [Hill City](#), Tamarack, McGrath

## 2025 Budgets:

Fund/Account	Revenues	Reserves	Expenditures
General Fund	\$18,028,476	\$1,000,578	\$19,029,054
Solid Waste	\$434,847	\$45,000	\$479,847
Road and Bridge	\$12,265,760	\$793,240	\$13,059,000
HHS	\$8,319,281	\$0	\$8,319,281
Debt Service	\$620,525	\$78,490	\$699,015
Parks	\$779,925	\$(10,998)	\$768,927
Resource Mgmt	\$460,100	\$152,237	\$612,337

## Local Healthcare:

Riverwood Healthcare Center <https://riverwoodhealthcare.org/about-us/>

Cuyuna Regional Medical Center <https://www.cuyunamed.org/locations/crosby/>

Essential Health <https://www.essentiahealth.org/find-facility/essentia-health-st-josephs-deerwood-clinic>

## Local Schools:

Aitkin Public Schools ISD #1 <https://home.isd1.org/>

Hill City ISD #2 <https://isd002.org/en-us/mission-vision-5c08160e#0>

McGregor ISD #4 <https://www.mcgregor.k12.mn.us/>

# Skills and Qualities

To help guide our search for the next County Administrator, we asked our Commissioners and Department Heads to share the top skills and qualities they believe are most important for this role. Their responses included:

## Personal Qualities

- High ethical standards and integrity
- Strong initiative and ability to work independently
- Adaptability and ability to work under pressure
- Visionary leadership and innovative thinking
- Ability to maintain confidentiality and handle sensitive information

## Leadership & Management

- Strategic planning and goal setting
- Supervisory experience, including hiring, discipline, and performance evaluations
- Delegation and team-building skills
- Ability to work with elected officials and department heads effectively
- Change management and problem-solving

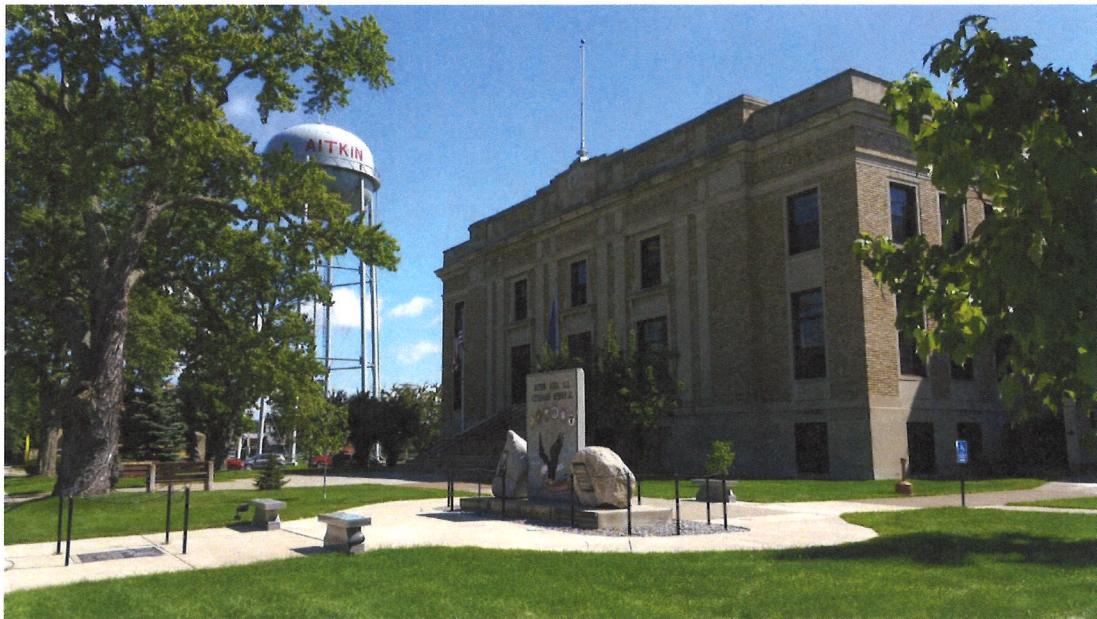
## Government & Public Administration Knowledge

- Understanding of local, state, and federal laws, including open meeting laws and data practices
- Experience in government finance, budgeting, and policy development
- Familiarity with all county government operations and structure
- Knowledge of labor relations, including union contract negotiations
- Risk management and compliance awareness

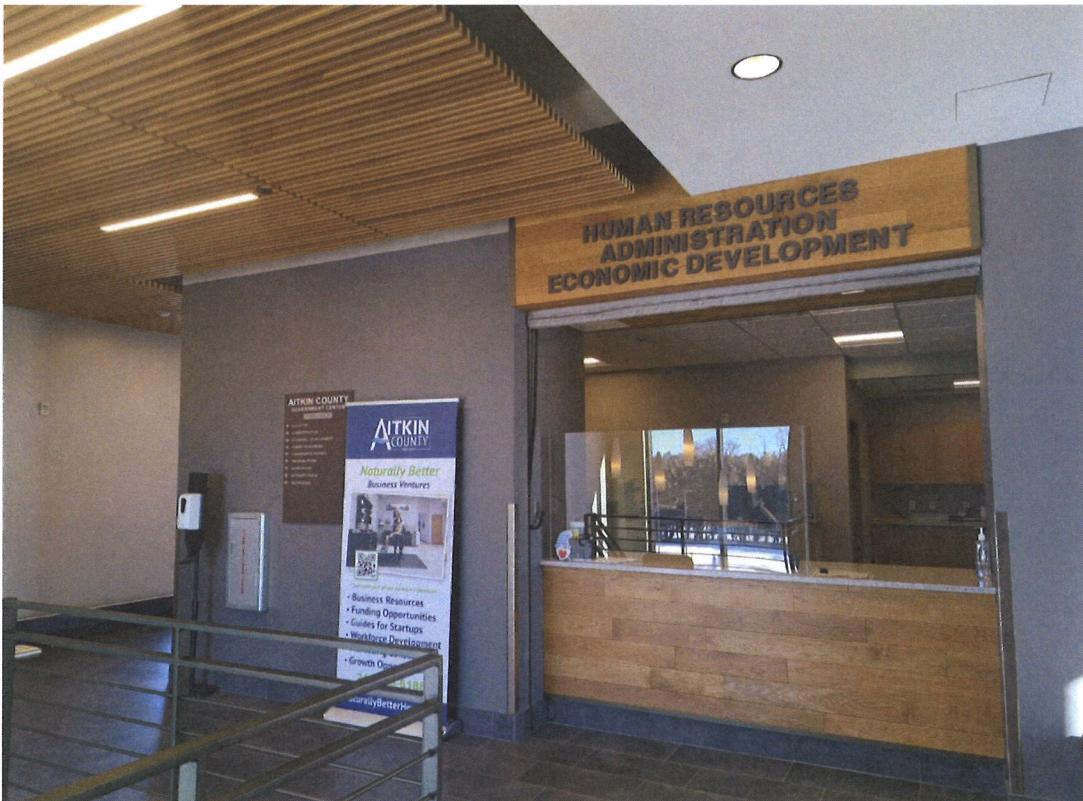
## Communication & Interpersonal Skills

- Strong written and verbal communication skills, including public speaking
- Ability to communicate with Commissioners, staff, media, and the public effectively
- Active listening and conflict resolution abilities
- Public relations and relationship-building with stakeholders, including other government entities

# Our Facilities



The historic courthouse - Aitkin, Minnesota



The new Government Center, featuring the 3rd-floor Administration office.

# Explore the Outdoors & Local Attractions

## Abundant Lakes and Rivers

A quick search on the MN DNR LakeFinder website will give you information on over 100 lakes right here in Aitkin County, MN. <https://www.dnr.state.mn.us/lakefind/index.html>

## Outdoor Recreation Haven

Aitkin County offers year-round outdoor recreation, including fishing, hunting, ATV/SXS and snowmobile trails, plus hiking and camping.

**Northwoods ATV Trails** <https://www.aitkincountymn.gov/departments/atv/>

## Savanna Portage State Park

[https://www.dnr.state.mn.us/state\\_parks/park.html?id=spk00259#homepage](https://www.dnr.state.mn.us/state_parks/park.html?id=spk00259#homepage)

**Rice Lake National Wildlife Refuge** <https://www.fws.gov/refuge/rice-lake>

## Mississippi River and Ripple River Paddle and Kayak Routes

<https://www.aitkincountymn.gov/departments/land/pdf/2020Mississippi%20River%20Paddle%20Route.pdf>

<https://www.aitkincountymn.gov/departments/land/pdf/2020Ripple%20River%20Kayak%20Routes.pdf>

**The Jaques Art Center** <https://www.jaquesart.com/>

**Ripple River Gallery** <https://riplerrivergallery.com/>

**Historic Rialto Theatre** <https://www.facebook.com/AitkinRialto/>

## Chambers of Commerce

Aitkin <https://www.aitkin.com/>

McGregor <https://www.mcgregormn.com/about-the-chamber/>

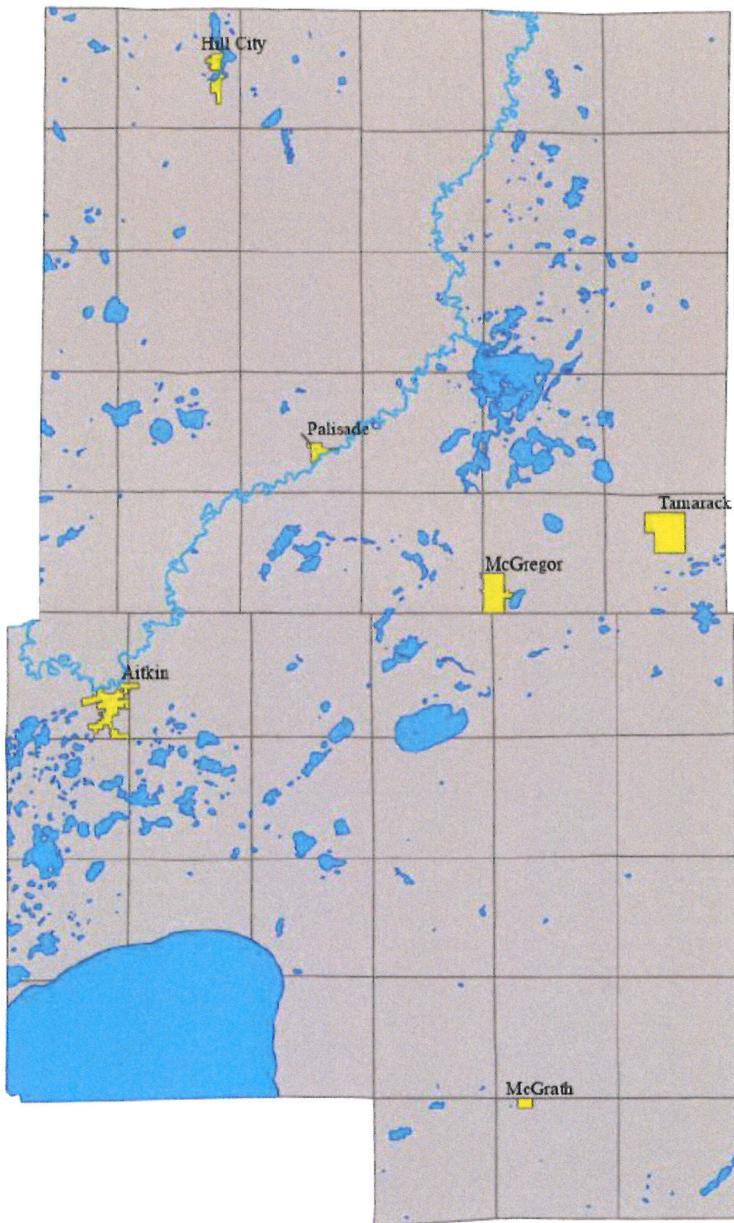
## Location

The county seat is located approximately 28 miles from Brainerd, 53 miles from Grand Rapids, 85 miles from Duluth, and 125 miles from Minneapolis.





*Naturally Better.*



Apply today!

<https://aitkincounty.applicantstack.com/x/detail/a2on7moabn67>

We're happy to answer any questions—even before the interviews. **Got a question?**

Just ask! 218-927-7306 or [HR@aitkincountymn.gov](mailto:HR@aitkincountymn.gov)



## Aitkin County Board of Commissioners Committee Reports Forms

**10A**

Agenda Item #

Committee	Freq	Scheduled	Representative
<b>Association of MN Counties (AMC)</b>			
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