



# AGENDA

## REGULAR MEETING OF THE COUNTY BOARD OF COMMISSIONERS

**Date:** March 24, 2026

**Time:** 9:00 AM

**Where:** Government Center Board Room  
307 2nd Street NW  
Aitkin, MN 56431

District 1 J. Mark Wedel, Chair

District 2 Laurie Westerlund

District 3 Travis Leiviska, Vice Chair

District 4 Bret Sample

District 5 Michael Kearney

For more information and to watch the live stream, click the link on the Aitkin County website ([www.co.aitkin.mn.us](http://www.co.aitkin.mn.us)).

In accordance with Minnesota Statutes §13D.02, one or more commissioners may participate in the meeting via interactive technology. Commissioners joining via interactive technology will be seen and heard in the meeting room and votes will be taken by roll call.

- 1) **J. Mark Wedel, County Board Chair**
  - A) Call to Order
  - B) Pledge of Allegiance
  - C) Approval of the Agenda
  - D) **Citizens Public Comment** - Please see the 2026 Meeting Procedures located on the Aitkin County website for information on Public Participation at Board Meetings.
  
- 2) **Consent Agenda** - All items on the Consent Agenda are considered to be routine and have been made available to the County Board prior to the meeting. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from this Agenda and considered under a separate motion.
  - A) **Correspondence File - Acknowledge-**  
March 10, 2026 - March 23, 2026
  - B) **Approve County Board Minutes-**  
March 10, 2026
  - C) **Approve Auditor Vouchers-**  
Auditor Warrants - R&B 03.06.26
  - D) **Approve Auditor Vouchers-**  
Auditor Warrants - HHS 03.06.26
  - E) **Approve Auditor Vouchers-**  
Auditor Warrants - Sales.Use & Diesel Tax 03.10.26
  - F) **Approve Commissioner's Vouchers**  
Commissioner Warrants 03.13.26
  - G) **Adopt Resolution-**  
LG220 Application for Exempt Gambling - Ducks  
Unlimited Aitkin Area
  - H) **Approve Auditor Vouchers-**  
Auditor Warrants - HHS 03.13.26
  - I) **Approve-**  
Consolidated Civil Rights, Nondiscrimination, and  
Program Access Policy
  - J) **Approve Auditor Vouchers-**  
Auditor Warrants - Motor Pool 03.13.26
  - K) **Approve Manual Warrants/Voids/Corrections-**  
Manual Warrants 03.13.26
  - L) **Approve Manual Warrants/Voids/Corrections-**  
ELAN 02.26.26
  - M) **Information Only**  
Cash Balance Report - January 2026
  - N) **Approve-**  
Award Contract 20265
  - O) **Adopt Resolution-**  
Final Contract Payment Contract 20255
  - P) **Adopt Resolution-**  
Final Contract Payment Contract 202511
  - Q) **Adopt Resolution-**  
Detour Agreement No. 1062370
  - R) **Approve-**  
Equipment Purchase - Bottom Dump Trailer
  - S) **Information Only**  
2026 Lower Potency Edible Registration
  - T) **Approve-**  
New Health & Human Services Advisory Committee  
Appointment
  - U) **Adopt Resolution-**  
Search & Rescue Donation - White Pine Township
  - V) **Adopt Resolution-**  
Search & Rescue Donation - Wealthwood Township

**9:05 a.m.**

- 3) **Mark Jeffers – Economic Development Coordinator**  
A) **American Peat Technology Business Expansion Presentation**  
B) **Adopt Resolution - Supporting American Peat Technology Business Expansion Job Creation Fund Application**

**9:35 a.m.**

- 4) **Board of Commissioners**  
A) **Commissioner Committee Reports**

**9:55 a.m.**

- 5) **David Minke – County Administrator**  
A) **Establish Location for April 21 Special Meeting / COW as the Long Lake Conservation Center**  
B) **Approve County Government Month - Employee Appreciation Event**  
C) **County Administrator David Minke 6 Month Performance Review. This meeting may be closed under Minnesota Statutes §13D.05 subd. 3 (a)**

**ADJOURN**

**AITKIN COUNTY BOARD****March 10, 2026****Call to Order**

The Aitkin County Board of Commissioners met the 10<sup>th</sup> day of March, 2026 at 9:00 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Travis Leiviska, Bret Sample, and Michael Kearney. Also present were County Auditor Kathleen Ryan and Administrative Assistant April Kellerman.

**Approval of Agenda**

Motion made by Commissioner Sample, seconded by Commissioner Kearney and carried 5-0 to approve the March 10, 2026 agenda.

There was no Citizens' Public Comment

**Consent Agenda**

Motion by Commissioner Leiviska, seconded by Commissioner Westerlund and carried 5-0 to approve the Consent Agenda as follows.

- A) Correspondence File Acknowledge – February 24, 2026 to March 9, 2026;
- B) Approve February 24, 2026 County Board Minutes;
- C) Approve Auditor Vouchers – Auditor Warrants paid 02.20.26: Road & Bridge \$563,134.71;
- D) Approve Auditor Vouchers – Auditor Warrants paid 02.20.26: Health & Human Services \$10,021.87;
- E) Approve Auditor Vouchers – Auditor Warrants paid 02.24.26: Human Resources \$4,032.00;
- F) Approve Commissioner Vouchers – Commissioner Warrants paid 02.27.26: General Fund \$129,411.81, Reserves \$2,336.49, Road & Bridge \$69,894.81, Unorganized Townships \$2,522.88, Trust \$13,949.44, Forest Development \$37,001.21, Long Lake Conservation Center \$26,080.53, Parks \$6,510.29, Coronavirus Relief Fund \$3,218.90 for a total of \$290,926.36;
- G) Approve Affidavit for Duplicate of Lost Warrant - #114557 Arrowhead EMS Association, Inc. \$120.00;
- H) Adopt Resolution #20260310-025: LG220 Application for Exempt Permit – Sherwood Forest Owner Association 7-3-26;
- I) Adopt Resolution #20260310-026: LG220 Application for Exempt Permit – Sherwood Forest Owner Association 7-4-26;
- J) Adopt Resolution #20260310-027: LG220 Application for Exempt Permit – Sherwood Forest Owner Association 7-18-26;
- K) Adopt Resolution #20260310-028: LG220 Application for Exempt Permit – Sherwood Forest Owner Association 7-31-26;
- L) Adopt Resolution #20260310-029: LG220 Application for Exempt Permit – Sherwood Forest Owner Association 8-14-26;
- M) Approve Manual Warrants/Voids/Corrections – Manual Warrants paid 02.26.26: Health & Human Services \$264.62;
- N) Approve Auditor Vouchers – Auditor Warrants paid 02.27.26: Townships/Cities/ARDC/Ambulance \$90,778.00;
- O) Approve Auditor Vouchers – Auditor Warrants paid 02.27.26: General Fund \$18.39, Health & Human Services \$13,409.60 for a total of \$13,427.99;
- P) Approve Manual Warrants/Voids/Corrections – Elan paid 02.12.26: General Fund \$2,582.50, Trust

# AITKIN COUNTY BOARD

March 10, 2026

\$660.00, Forest Development \$275.81, Long Lake Conservation Center \$535.06, Health & Human Services \$1,338.53 for a total of \$5,391.90;

Q) Approve Manual Warrants/Voids/Corrections – Manual Warrants 02.27.26: General Fund \$6,523.15;

R) Approve Affidavit for Duplicate of Lost Warrant – #94575 Duane Nygren \$81.00;

S) Adopt Resolution #20260310-030: Bulk Applications to Make Retail Sales of Cigarette & Other Tobacco Products;

T) Adopt Resolution #20260310-031: Keith Smith application to repurchase tax-forfeited property;

U) Adopt Resolution #20260310-032: Joint Powers Agreements between Aitkin County and the State of Minnesota for the use of systems and tools available over the State's criminal justice data communications network;

V) Approve Out-of-State Travel Authorization (Community Health Specialist);

W) Approve eRecording Vendor;

X) Approve Affidavit for Duplicate of Lost Warrant - #94581 Kristine Peterson \$18.00

## Regular Agenda

Dale Lueck, Aitkin-Carlton County Farm Bureau, presented information on agriculture in Aitkin County and requested the board approve a proclamation proclaiming Agriculture Week March 22-28, 2026. Motion by Commissioner Leiviska, seconded by Commissioner Westerlund and carried 5-0 to Approve Proclamation for National Agriculture Week. The Proclamation was presented to Dale Lueck and members of the Aitkin Agriculture Community.

Motion by Commissioner Sample, seconded by Commissioner Leiviska and carried 5-0 to Approve the application for the Childcare Economic Development Grant and authorize the County Administrator and Economic Development Coordinator to manage the grant if awarded.

Motion by Commissioner Westerlund, seconded by Commissioner Sample and carried 5-0 to Adopt Resolution #20260310-033 Allow County Auditor to Act in County Administrator's Absence:

**WHEREAS**, Aitkin County has appointed a County Administrator under Minnesota Statutes §375A.06; and

**WHEREAS**, the County Board desires to name someone to fulfill the duties of the County Administrator when the County Administrator is unavailable due to illness, injury, vacation, or similar other absence.

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners authorizes the Aitkin County Auditor to fulfill the duties of the Aitkin County Administrator as needed during absences of the County Administrator.

Motion by Commissioner Sample, seconded by Commissioner Kearney and carried 4-0 (Commissioner Westerlund abstained from vote due to a potential conflict of interest) to approve Casper Construction, Inc. be awarded Contract 20263 in the amount of \$953,000 for the grading and aggregate base on 2 miles of Malmo Township roads and the chairperson of the Aitkin County Board and the Aitkin County Administrator are authorized and directed to enter into a contract on behalf of Aitkin County upon presentation of proper contract documents.

Motion by Commissioner Leiviska, seconded by Commissioner Westerlund and carried 5-0 to Adopt Resolution #20260310-034 Transfer Municipal State-Aid Construction Funds:

**WHEREAS**, Minnesota Statute 162.08, Subd 4(d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5000 population when approved solely by resolution of the county board.

**NOW, THEREFORE, BE IT RESOLVED**, that the Commissioner of Transportation transfer all Aitkin County Municipal Construction Funds in excess of two years' apportionment into the Aitkin County Regular Construction Account.

Motion by Commissioner Sample, seconded by Commissioner Kearney and carried 5-0 to Adopt Resolution #20260310-035 2025 Budget Reserve: **BE IT RESOLVED**, that the County Board of Commissioners, County of Aitkin, do hereby approve \$551,711 to be placed in reserve funds for the Road and Bridge fund for fiscal year end 2025.

Jim Bright – Facilities Coordinator provided updates on the Health & Human Services building remodel.

Motion by Commissioner Sample, seconded by Commissioner Kearney and carried 5-0 to Approve the purchase of three 2026 Chev Equinox from Atwater Chevrolet for a total of \$87,033.17, with the trade-in of two 2017 Chev Equinox and one 2016 Ford Escape.

Commissioners Travis Leiviska and Michael Kearney provided information from their trip to Washington, D.C., to attend the 2026 NACo Legislative Conference.

The Board discussed: AMC Legislative Conference, MN Rural Counties, Northern Counties Land Use Coordinating Board & Arrowhead Counties Association diner, East Central Regional Library Board, Aitkin County HRA, Natural Resources Advisory Committee, State Capital visit, Arrowhead Economic Opportunity Agency, Mississippi Headwaters Board, Personnel Committee, Economic Development, Aitkin Airport, H&HS Advisory.

**Adjourn**

Motion by Commissioner Kearney, seconded by Commissioner Leiviska and carried 5-0 to adjourn the meeting at 10:27 a.m. with the next regular meeting on Tuesday, March 24, 2026 at the Aitkin County Government Center.

\_\_\_\_\_  
J. Mark Wedel, Board Chair  
Aitkin County Board of Commissioners

\_\_\_\_\_  
David J. Minke, County Administrator  
Clerk to the County Board

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

WLB1  
3/5/26 9:32AM

# Aitkin County



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

**3** Road & Bridge

Vendor Name  
No.

Amount

7050 Anderson Brothers Construction

32,181.55

3 Transactions

**3 Fund Total:**

**32,181.55**

**Road & Bridge**

**1 Vendors**

**3 Transactions**

**Final Total:**

**32,181.55**

**1 Vendors**

**3 Transactions**

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	32,181.55	Road & Bridge
<b>All Funds</b>	<b>32,181.55</b>	<b>Total</b>

Approved by, .....

.....

.....

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: Y

Health &amp; Human Services

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
88284	Aitkin Co Recorder	26.00	2 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	329.94	1 Transactions
14436	ANDERSON/CORY	292.12	6 Transactions
10874	ARCpoint Labs of Apple Valley	504.68	2 Transactions
9177	BAYLISS/KELLI	202.90	1 Transactions
10931	Bobenmoyer, Wayne	3.00	1 Transactions
10843	Bowser/Rebecca	1,458.24	1 Transactions
10142	Campbell/Leigh	608.70	3 Transactions
9105	CHOSEN VALLEY TESTING INC.	774.00	1 Transactions
9085	Climate Makers Inc	9,262.31	1 Transactions
13545	Contegrity Group, Inc.	20,327.10	2 Transactions
10399	Cox/Lisa	77.81	1 Transactions
10855	Culligan Soft Water	144.10	3 Transactions
9682	DREWES/VICKI	201.90	1 Transactions
10721	Ebert Construction	32,431.53	1 Transactions
6111	Ekelund/Gordon	202.90	1 Transactions
11908	FIXSEN/FRED	202.90	1 Transactions
12541	FOSTER/DAWN	202.90	1 Transactions
9100	Frye/Duel	123.30	3 Transactions
1754	Garrison Disposal Company, Inc	1,911.00	1 Transactions
10655	Geionety/Timothy	1,065.12	1 Transactions
10826	Hallberg Engineering, Inc	1,150.00	1 Transactions
10415	Heins/Darla	202.90	1 Transactions
10539	Henderson/Amy	202.90	1 Transactions
9032	Henricksen PSG	324,802.24	1 Transactions
10605	Herrick/Richard	274.94	2 Transactions
14958	Holden Electric Co.	48,990.31	1 Transactions
10762	JK Mechanical & Electrical Contractors	17,731.09	1 Transactions
10515	Kliber/Kurt	202.90	1 Transactions
13920	LANE/TONI	90.15	1 Transactions
10351	Larsen/Raechel	202.90	1 Transactions
9836	LARSON RENTAL PROPERTIES OF AITKIN	750.00	1 Transactions
10108	Lewis/Shawn M	202.90	1 Transactions
10182	Loeffelholz/Keith	202.90	1 Transactions
9456	Meger/Shanda	876.66	6 Transactions
10935	Merten/Stormy	315.72	1 Transactions

# Aitkin County



<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
9689	Mid Central Door	30,276.58	1 Transactions
9692	Minnesota Energy Resources Corporation	2,696.52	3 Transactions
10842	Nelson LADC/Robert	350.00	1 Transactions
13296	NORDQUIST/JOHN	202.90	1 Transactions
10401	Olson/Shelley	202.90	1 Transactions
10863	Paulson/Megan Jo	202.90	1 Transactions
10770	Pool/Jaime	94.90	2 Transactions
12010	RADUENZ/ RODNEY	202.90	1 Transactions
9127	RUSCHMEIER/JEFF A	202.90	1 Transactions
10903	Schablitsky/Kristina	173.17	2 Transactions
10275	Seebeck/Robert & Patricia	2,717.40	2 Transactions
9618	Seffl/Michelle	202.90	1 Transactions
10550	Skinaway Fineday/Julie	749.91	14 Transactions
10455	Temco	1,175.95	1 Transactions
9567	THOMPSON/ANESSA	154.55	2 Transactions
9736	Timber Lakes Portable Services, LLC	565.00	1 Transactions
11728	Tuil/Jennifer	202.90	1 Transactions
10601	Ukutegebe/Zachariah	202.90	1 Transactions
10659	Zapf/Joan	202.90	1 Transactions
<b>Final Total .....</b>		<b>507,331.04</b>	<b>55 Vendors</b>
			<b>94 Transactions</b>

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	506,981.04	Health & Human Services
25	350.00	Opioid Remediation Settlement
<b>All Funds</b>	<b>507,331.04</b>	<b>Total</b>

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



WLB1  
3/6/26 9:54AM

# Aitkin County



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

**1** General Fund

Vendor Name  
No.

Amount

10784 Old National Bank

132.04

19 Transactions

**1 Fund Total:**

**132.04**

**General Fund**

**1 Vendors**

**19 Transactions**

WLB1  
3/6/26 9:54AM

# Aitkin County



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

**3** Road & Bridge

Vendor Name  
No.

Amount

10784 Old National Bank

1,079.58

26 Transactions

**3 Fund Total:**

**1,079.58**

**Road & Bridge**

**1 Vendors**

**26 Transactions**

WLB1  
3/6/26 9:54AM

19 Long Lake Conservation Cen

# Aitkin County

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



Vendor No.	Name	Amount			
10784	Old National Bank	256.95	10 Transactions		
<b>19 Fund Total:</b>		<b>256.95</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>10 Transactions</b>

WLB1  
3/6/26 9:54AM  
21 Parks

# Aitkin County

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



Vendor No.	Name	Amount			
10784	Old National Bank	94.82		10 Transactions	
<b>21 Fund Total:</b>		<b>94.82</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>10 Transactions</b>
<b>Final Total:</b>		<b>1,563.39</b>	<b>4 Vendors</b>	<b>65 Transactions</b>	

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	132.04	General Fund
3	1,079.58	Road & Bridge
19	256.95	Long Lake Conservation Center
21	94.82	Parks
<b>All Funds</b>	<b>1,563.39</b>	<b>Total</b>

Approved by, .....

.....

.....

WLB1  
3/10/26

9:11AM

# Aitkin County



**2F**

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

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



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

1 General Fund

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
10253	A&B Mishaps Towing	178.19	1 Transactions
9562	Advanced Business Methods, Inc.	2,440.00	10 Transactions
50	Aitkin Body Shop, Inc	485.48	1 Transactions
117	Aitkin County Sheriff	143.75	4 Transactions
86222	Aitkin Independent Age	204.50	2 Transactions
170	Aitkin Motor Company	4,101.31	2 Transactions
9561	Amazon Business	741.33	13 Transactions
14005	American Tower Corporation	425.60	1 Transactions
14563	Anoka County Corrections	12,167.00	1 Transactions
9138	ASAP Towing	115.00	1 Transactions
10452	AT&T Mobility	372.17	2 Transactions
9687	AutoSmith McGregor	94.65	1 Transactions
10981	Bakken/Glen A.J.	100.00	1 Transactions
13725	Beartooth Hardware Inc	28.76	1 Transactions
783	Canon Financial Services, Inc	225.51	1 Transactions
5398	CDW Government, Inc	5,502.69	2 Transactions
10520	Charter Communications Holding (Sheriff)	211.12	1 Transactions
15142	Christensen/Charles	186.43	2 Transactions
12780	CliftonLarsonAllen LLP	2,100.00	1 Transactions

# Aitkin County



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

1 General Fund

Vendor No.	Name	Amount	
9243	Command Central, LLC	2,091.85	2 Transactions
10855	Culligan Soft Water	152.60	2 Transactions
8694	Department of Transportation	400.00	1 Transactions
1775	Galls LLC	664.85	6 Transactions
11634	Gammello & Pearson PLLC	510.00	9 Transactions
10426	Grainger	1,275.36	1 Transactions
4173	Grams/Lori	21.23	1 Transactions
15362	GuidePoint Pharmacy #114 Aitkin	2,324.41	2 Transactions
1976	Haberkorn & Bright Law Offices, LTD	9,920.00	8 Transactions
2390	Itasca Co Sheriff	550.00	1 Transactions
14967	KNOWiNK LLC	135.00	1 Transactions
14832	Kulifaj / Stephen	165.55	2 Transactions
11990	Lange/David	188.60	2 Transactions
9046	Loffler Companies, Inc.	1,641.54	42 Transactions
9208	Mapes FNP-C, Mary	6,250.00	1 Transactions
12048	McDowell Agency, Inc./The	149.60	1 Transactions
9825	McGregor Print Pros, LLC	338.00	1 Transactions
3334	MCIT	10,000.00	1 Transactions
9692	Minnesota Energy Resources Corporation	3,847.60	4 Transactions
11997	Minnesota Monitoring, Inc	2,121.50	1 Transactions

# Aitkin County



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

1 General Fund

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
3371	Minnesota Sheriffs' Association	525.00	2 Transactions
3336	Office Of MN. IT Services	1,338.65	1 Transactions
10677	Olsen/Gerald D	50.00	1 Transactions
10036	OSM	41.31	1 Transactions
3789	Pan-O-Gold Baking Company	194.00	3 Transactions
3810	Paulbeck's County Market	496.54	2 Transactions
9808	Performance Foodservice	7,366.37	7 Transactions
3950	Public Utilities	11,103.92	9 Transactions
3987	Ramsey County Medical Examiner	1,781.00	1 Transactions
4010	Rasley Oil Company	91.11	2 Transactions
9151	River Valley Forensic Services PA	1,450.00	1 Transactions
9261	RTVision, Inc.	3,474.18	2 Transactions
10879	Shred-It	262.44	2 Transactions
14814	Snyder/Tara	190.24	2 Transactions
13424	Sonnee/Dennise J	153.08	2 Transactions
4258	St Louis County Auditor	1,753.01	1 Transactions
4681	Streichers	76.94	1 Transactions
10273	T-Mobile USA Inc	165.00	1 Transactions
9691	The Master's Touch, LLC	1,390.86	1 Transactions
86235	The Office Shop Inc	302.84	5 Transactions

# Aitkin County



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

**1** General Fund

Vendor No.	Name	Amount	
13934	The Tire Barn	1,401.33	4 Transactions
5173	Thomson Reuters-West Publishing	2,213.41	2 Transactions
10930	Tidholm Productions	363.50	2 Transactions
9617	Timber Lakes Septic Service, Inc.	325.00	1 Transactions
10939	USA TODAY	540.00	1 Transactions
9894	Vault Health	56.30	1 Transactions
14558	Verizon Wireless-VCET	150.00	1 Transactions
11970	Wikelius/Charles	50.00	1 Transactions
15294	Wipper Law and Custody Evaluation Center	787.50	1 Transactions
9255	Witt/Warren	50.00	1 Transactions
9063	Workman/Jeff	50.00	1 Transactions

**1 Fund Total:** **110,764.71** **General Fund** **70 Vendors** **200 Transactions**

WLB1  
3/10/26 9:11AM

# Aitkin County



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

**2** Reserves Fund

Vendor No.	Name	Amount			
7525	Hometown Bldg Supply	232.62	1 Transactions		
<b>2 Fund Total:</b>		<b>232.62</b>	<b>Reserves Fund</b>	<b>1 Vendors</b>	<b>1 Transactions</b>

# Aitkin County



**3 Road & Bridge**

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

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
14943	1ST AYD CORPORATION	452.52	1 Transactions
50	Aitkin Body Shop, Inc	367.13	1 Transactions
9561	Amazon Business	255.31	2 Transactions
86467	Auto Value Aitkin	148.99	1 Transactions
11895	Cargill, Incorporated	2,383.76	1 Transactions
14887	Cintas Corporation	22.94	2 Transactions
2763	Countryside Sanitation, LLC	193.05	2 Transactions
10855	Culligan Soft Water	55.00	1 Transactions
1430	Dotzler Power Equipment	354.06	3 Transactions
7935	East Central Energy	186.82	2 Transactions
8622	Frontier Communications Holdings LLC	718.95	3 Transactions
12500	Frontier Precision, Inc	33,587.90	1 Transactions
1754	Garrison Disposal Company, Inc	140.28	1 Transactions
11406	Innovative Office Solutions, LLC	112.99	1 Transactions
9046	Loffler Companies, Inc.	180.16	2 Transactions
15300	MCGREGOR ACE HARDWARE	86.30	3 Transactions
12927	Midwest Machinery Co.	570.51	4 Transactions
8540	Minnesota Department Of Public Safety	150.00	6 Transactions
9692	Minnesota Energy Resources Corporation	1,753.90	1 Transactions

# Aitkin County



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

**3** Road & Bridge

Vendor No.	Name	Amount	
5556	MN Board Of Water & Soil Resources	500.00	1 Transactions
8446	Northern Star Coop Service	1,024.44	1 Transactions
10720	Nuss Truck Group Inc	494.43	1 Transactions
10412	O'Reilly Auto Parts	570.69	7 Transactions
3950	Public Utilities	267.01	4 Transactions
10514	Quality Disposal Systems, Inc	83.40	1 Transactions
4070	Riley Auto Supply	78.74	1 Transactions
11605	Shred Right	42.53	1 Transactions
10455	Temco	61.50	1 Transactions
6097	Verizon Wireless	505.85	1 Transactions
9642	WEX BANK - Highway Dept	2,026.93	13 Transactions

**3 Fund Total: 47,376.09 Road & Bridge 30 Vendors 70 Transactions**

WLB1  
3/10/26 9:11AM  
4 Unorganized Townships

# Aitkin County

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



Vendor No.	Name	Amount			
173	City Of Hill City	11,401.62	3 Transactions		
<b>4 Fund Total:</b>		<b>11,401.62</b>	<b>Unorganized Townships</b>	<b>1 Vendors</b>	<b>3 Transactions</b>

WLB1  
3/10/26 9:11AM

# Aitkin County



5 Health & Human Services

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

Page 10

Vendor No.	Name	Amount			
9046	Loffler Companies, Inc.	790.78	8 Transactions		
<b>5 Fund Total:</b>		<b>790.78</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>8 Transactions</b>

WLB1  
3/10/26 9:11AM  
9 State

# Aitkin County



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

Vendor No.	Name	Amount			
4580	Mn Dept Of Finance	5,338.00		5 Transactions	
3375	Mn Dept Of Health	418.50		1 Transactions	
<b>9 Fund Total:</b>		<b>5,756.50</b>	<b>State</b>	<b>2 Vendors</b>	<b>6 Transactions</b>

WLB1  
 3/10/26 9:11AM  
 10 Trust

# Aitkin County



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

Vendor No.	Name	Amount			
9562	Advanced Business Methods, Inc.	281.99		2 Transactions	
170	Aitkin Motor Company	75.40		1 Transactions	
9561	Amazon Business	46.20		2 Transactions	
10452	AT&T Mobility	680.66		1 Transactions	
10855	Culligan Soft Water	92.70		1 Transactions	
1754	Garrison Disposal Company, Inc	110.30		1 Transactions	
9046	Loffler Companies, Inc.	80.07		2 Transactions	
9692	Minnesota Energy Resources Corporation	468.85		1 Transactions	
10412	O'Reilly Auto Parts	168.99		1 Transactions	
3950	Public Utilities	255.41		1 Transactions	
5938	Rieger Logging	2,925.99		2 Transactions	
5173	Thomson Reuters-West Publishing	3,333.22		2 Transactions	
14141	Wayrynen/Matt	1,311.20		1 Transactions	
10180	WEX Bank - Land Dept	1,626.42		1 Transactions	
<b>10 Fund Total:</b>		<b>11,457.40</b>	<b>Trust</b>	<b>14 Vendors</b>	<b>19 Transactions</b>

WLB1  
3/10/26 9:11AM

# Aitkin County



11 Forest Development

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

Page 13

Vendor No.	Name	Amount			
15226	Data Activation Center	180.00	1	Transactions	
9046	Loffler Companies, Inc.	40.03	2	Transactions	
2880	Long Lake Conservation Ctr	14,141.15	1	Transactions	
<b>11 Fund Total:</b>		<b>14,361.18</b>	<b>Forest Development</b>	<b>3 Vendors</b>	<b>4 Transactions</b>

# Aitkin County



19 Long Lake Conservation Cen

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

Vendor No.	Name	Amount			
9562	Advanced Business Methods, Inc.	198.62	2	Transactions	
9561	Amazon Business	220.26	3	Transactions	
10365	Antoine Electric, Inc.	665.62	2	Transactions	
246	Brothers Fire & Security	862.00	2	Transactions	
2763	Countryside Sanitation, LLC	157.95	1	Transactions	
2340	Hyytinen Hardware Hank	15.48	1	Transactions	
15300	MCGREGOR ACE HARDWARE	857.61	1	Transactions	
10844	Midcontinent Communications	1,449.18	1	Transactions	
8819	Mille Lacs Energy Coop-Aitkin	531.35	1	Transactions	
10076	PFS Minnesota	986.75	2	Transactions	
10934	Reiter/Andrew	350.00	1	Transactions	
86235	The Office Shop Inc	50.14	1	Transactions	
4968	Upper Lakes Foods, Inc	1,049.68	2	Transactions	
<b>19 Fund Total:</b>		<b>7,394.64</b>			
			<b>Long Lake Conservation Center</b>	<b>13 Vendors</b>	<b>20 Transactions</b>

WLB1  
3/10/26 9:11AM  
21 Parks

# Aitkin County



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

Vendor No.	Name	Amount			
13725	Beartooth Hardware Inc	25.77	1	Transactions	
1805	Giese Sno-Cruisers Trail Assn.	3,928.90	1	Transactions	
12182	Northwoods Quads	1,552.69	1	Transactions	
3950	Public Utilities	75.84	2	Transactions	
<b>21 Fund Total:</b>		<b>5,583.20</b>	<b>Parks</b>	<b>4 Vendors</b>	<b>5 Transactions</b>

WLB1  
3/10/26 9:11AM  
22 Coronavirus Relief Fund

# Aitkin County

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



<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>			
9085	Climate Makers Inc	4,820.00		1 Transactions	
<b>22 Fund Total:</b>		<b>4,820.00</b>	<b>Coronavirus Relief Fund</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		<b>219,938.74</b>	<b>140 Vendors</b>	<b>337 Transactions</b>	

# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	110,764.71	General Fund
	2	232.62	Reserves Fund
	3	47,376.09	Road & Bridge
	4	11,401.62	Unorganized Townships
	5	790.78	Health & Human Services
	9	5,756.50	State
	10	11,457.40	Trust
	11	14,361.18	Forest Development
	19	7,394.64	Long Lake Conservation Center
	21	5,583.20	Parks
	22	4,820.00	Coronavirus Relief Fund
<b>All Funds</b>		<b>219,938.74</b>	<b>Total</b>

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

**2G**  
Agenda Item #

**Requested Meeting Date:** March 24, 2026

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

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

<b>Submitted by:</b> Christy M. Bishop	<b>Department:</b> Auditor's Office
---	--

<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
------------------------------------	-------------------------------

**Summary of Issue:**

Event Date (Bingo and Raffle): April 11, 2026

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:*

**Resolution #20260324-xxx LG 220 Permit – Ducks Unlimited Aitkin Area Chapter**

**NOW THEREFORE BE IT RESOLVED, BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – for the Ducks Unlimited Aitkin Area Chapter, at the following location: Castaways 32360 215<sup>th</sup> Lane - Isle, MN 56342 – Lakeside Township. (Note: Date of activity for Bingo and Raffle – April 11, 2026.)

Adopted this 24<sup>th</sup> Day of March, 2026 By The Aitkin County Board of Commissioners.

Attest:

\_\_\_\_\_  
J. Mark Wedel  
County Board Chair

\_\_\_\_\_  
David J. Minke, County Administrator  
Clerk to the County Board

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

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

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
10181	Anderson/Marcia	75.24	6 Transactions
10110	AT&T Mobility (HHS)	1,963.04	3 Transactions
14406	BLAKESLEY/JEFF	791.56	8 Transactions
10152	Blunt/Patrick	68.42	6 Transactions
9716	BOBER/ANDY & JILL	236.10	2 Transactions
9593	Boser/Alissa	35.00	3 Transactions
10822	Bourassa/Mathew	1,306.88	4 Transactions
10940	Convene, LLC	70.00	1 Transactions
10342	DHS-Anoka Metro Rtc	8,972.80	2 Transactions
9220	Dhs-Msop	10,388.00	4 Transactions
89965	DHS-ST PETER-SEE LIST	3,505.60	1 Transactions
9846	Ehlike-Bejcek/Sara	65.23	6 Transactions
9271	Family Pathways	360.00	2 Transactions
10876	Follmer/Jacquelyn	71.98	6 Transactions
10683	Heikkila/Danielle	872.76	1 Transactions
10710	Heinecke/Pamela K. G.	3,590.99	5 Transactions
12695	HENKE/JENNIFER	301.26	1 Transactions
10297	Johnson/Jodie	51.60	6 Transactions
10928	Koolmo/Mary	81.11	6 Transactions
10435	LexisNexis Risk Solutions FL Inc.	180.00	1 Transactions
11072	Lutheran Social Service MN Guardianship	1,449.00	4 Transactions
10936	Manley/Erin	1,105.32	10 Transactions
9073	McMillen/Dez	184.10	4 Transactions
11189	MEDICA	257.14	1 Transactions
88127	MFWCAA CONFERENCE	250.00	1 Transactions
5910	Mille Lacs Band Family Services	11,681.40	9 Transactions
10362	MN Assoc for Children's MH	425.00	1 Transactions
10792	Nexus-Mille Lacs Family Healing	9,141.44	1 Transactions
3639	Northland Counseling Ctr Inc	3,344.00	1 Transactions
10740	Paul Bunyan Communications	90.00	1 Transactions
86066	Port Girl's Group Home	1,663.24	1 Transactions
10109	Quadient, Inc	1,419.88	3 Transactions
4010	Rasley Oil Company	362.20	1 Transactions
9489	Redwood Toxicology Laboratory, Inc	30.69	2 Transactions
10414	Sarkela/Erik	397.41	3 Transactions
13876	SCHOENROCK/ADAM	248.14	2 Transactions

# Aitkin County



<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>		
86177	Sheriff Aitkin County	325.85	1 Transactions	
86944	Sheriff Crow Wing County	80.00	1 Transactions	
15347	St Louis County - PHHS	576.53	2 Transactions	
10530	The Therapist PLC	1,170.00	7 Transactions	
10927	Ulrich/Nicole	74.80	6 Transactions	
13084	WELLNESS IN THE WOODS	700.00	1 Transactions	
9615	WEX BANK - HHS	80.00	2 Transactions	
10943	Wichita State University	475.00	1 Transactions	
<b>Final Total .....</b>		<b>68,518.71</b>	<b>44 Vendors</b>	<b>140 Transactions</b>

# Aitkin County

Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	362.20	General Fund
5	68,156.51	Health & Human Services
<b>All Funds</b>	<b>68,518.71</b>	<b>Total</b>

Approved by,

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



# Board of County Commissioners Agenda Request

**21**  
Agenda Item #

**Requested Meeting Date:** 3/24/2026

**Title of Item:** Consolidated Civil Rights, Nondiscrimination, and Program Access Policy

<input type="checkbox"/> REGULAR AGENDA  <input checked="" 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 <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Bobbie Danielson <i>Bobbie Danielson</i>		<b>Department:</b> HR Dept.
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> N/A, consent agenda
<b>Summary of Issue:</b> <p>Several federal and state grant applications require submission of the County's civil rights, nondiscrimination, and program access policies. For example, the recent VCET grant application for the Sheriff's Office required detailed documentation demonstrating compliance with federal laws.</p> <p>This policy consolidates our compliance efforts into a single document. This approach improves administrative efficiency when we're filling out grant applications and reports, ensures consistency across departments, and reduces risk associated with fragmented or inconsistent policy documentation.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to approve the Aitkin County Civil Rights, Nondiscrimination, and Program Access Policy as presented.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

**AITKIN COUNTY**  
**CIVIL RIGHTS, NONDISCRIMINATION, AND PROGRAM ACCESS POLICY**  
*(Applicable to All Federally and State Funded Programs)*

3/3/2026

**I. Purpose**

The purpose of this policy is to ensure Aitkin County's compliance with all applicable federal and state civil rights laws and regulations, including but not limited to:

- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972 (where applicable)
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act (ADA)
- Age Discrimination Act of 1975
- Violence Against Women Act (VAWA), if applicable
- 28 C.F.R. Part 42
- Minnesota Human Rights Act (Minn. Stat. §363A)

Aitkin County prohibits discrimination in employment and in the delivery of services.

---

**II. Nondiscrimination in Employment and Services**

Aitkin County does not discriminate against employees, applicants, program participants, beneficiaries, or prospective participants or beneficiaries on the basis of:

- Race
- Color
- National origin
- Religion
- Sex
- Sexual orientation
- Gender identity
- Age
- Disability
- Creed
- Marital status
- Familial status
- Pregnancy
- Public assistance status
- Veteran status
- Genetic information
- Political affiliation
- Any other protected status under federal or state law

This prohibition applies to all employment practices and to the delivery of all County programs and services.

---

**III. Notification of Rights**

Aitkin County provides notice of its nondiscrimination obligations by:

- Publishing nondiscrimination statements in policies
- Including nondiscrimination language on recruitment job descriptions
- Posting policies on the County intranet

- Providing policies to new hires
- Making policies available upon request

---

#### **IV. Complaint Procedure (Program Participants and Beneficiaries)**

Any program participant, beneficiary, prospective participant, or beneficiary who believes they have been subjected to discrimination may file a complaint by contacting:

##### **Human Resources Director**

Aitkin County Government Center  
307 2nd Street NW, Room 312  
Aitkin, MN 56431  
Phone: (218) 927-7306

Complaints may be made verbally or in writing.

The County will:

- Promptly review and investigate complaints
- Provide a fair and equitable resolution process
- Refer complaints to appropriate state or federal agencies when required
- Notify Minnesota OJP when referral to EEOC, Minnesota Department of Human Rights, or other agencies occurs, if required

Program participants also retain the right to file complaints directly with:

- Minnesota Department of Human Rights
- U.S. Department of Justice, Office for Civil Rights
- Equal Employment Opportunity Commission (for employment matters)

---

#### **V. Employment Discrimination Complaints, ADA/Section 504 Coordination**

Aitkin County maintains grievance procedures that provide due process and prompt, equitable resolution of employment-related discrimination complaints, including disability discrimination under ADA and Section 504.

The Human Resources Director serves as the County's:

- EEO Coordinator
- ADA/Section 504 Employment Compliance Coordinator

In this capacity, the Human Resources Director is responsible for:

- Employment-related disability accommodation requests
- Disability discrimination complaints related to employment
- Intake of program-related discrimination complaints
- Oversight of grievance procedures under Section 504

Responsibility for structural accessibility, building access, and physical facility compliance under the Americans with Disabilities Act is assigned to the appropriate County department responsible for facilities management and capital improvements.

The County Administrator retains overall responsibility for ensuring County-wide compliance with ADA and Section 504 requirements.

---

## **VI. Disability Nondiscrimination and Accommodation**

Aitkin County:

- Prohibits discrimination on the basis of disability
  - Provides reasonable accommodations in employment and program access
  - Maintains grievance procedures compliant with ADA standards
  - Notifies employees of disability nondiscrimination protections
  - Posts a public notice of nondiscrimination for program participants
- 

## **VII. Limited English Proficiency (LEP)**

Aitkin County is committed to meaningful access for individuals with Limited English Proficiency (LEP).

The County will:

- Coordinate language assistance services upon request
  - Train staff to appropriately respond to language access requests
  - Ensure that LEP individuals are not denied meaningful access to services
- 

## **VIII. Religious Nondiscrimination**

Aitkin County provides federally funded services regardless of religion, religious belief, refusal to hold a religious belief, or refusal to participate in religious practices.

The County does not engage in explicitly religious activities as part of federally funded programs.

Aitkin County is not a religious institution or faith-based organization.

---

## **IX. VAWA Compliance**

If receiving VAWA or OVW funding, Aitkin County:

- Serves all eligible victims regardless of gender
  - Does not discriminate based on sexual orientation or gender identity
  - Does not provide impermissible sex-segregated services
- 

## **X. Training and Oversight**

Aitkin County:

- Provides training to leadership and supervisors on EEO, civil rights, affirmative action, lawful hiring practices, reasonable accommodation, and documentation
  - Ensures policies are consistently applied
  - Complies with any mandatory reporting to OCR-USDOJ
- 

## **XI. Reporting of Findings**

If any federal or state court or administrative agency issues findings of discrimination against the County on protected grounds, the County will comply with applicable reporting requirements and any legally binding orders, subject to its rights to administrative or judicial review as permitted by law.

---

## **XII. Policy Availability**

This policy shall be:

- Available upon request
  - Maintained in official policy records
  - Posted on the internet
  - Provided to all departments administering grant-funded programs
-



WLB1  
3/12/26 12:47PM

# Aitkin County



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

**1** General Fund

Vendor Name  
No.

Amount

10087 Atwater Chevrolet Buick GMC

13,033.17

1 Transactions

**1 Fund Total:**

**13,033.17**

**General Fund**

**1 Vendors**

**1 Transactions**

WLB1  
3/12/26 12:47PM

# Aitkin County



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

**2** Reserves Fund

Vendor Name  
No.

Amount

10087 Atwater Chevrolet Buick GMC

74,000.00

1 Transactions

**2 Fund Total:**

**74,000.00**

**Reserves Fund**

**1 Vendors**

**1 Transactions**

**Final Total:**

**87,033.17**

**2 Vendors**

**2 Transactions**

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	13,033.17	General Fund
2	74,000.00	Reserves Fund
<b>All Funds</b>	<b>87,033.17</b>	<b>Total</b>

Approved by, .....

.....

.....

WLB1  
3/13/26

9:18AM

# Aitkin County



**2K**

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

Page 1

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

WLB1  
3/13/26 9:18AM

# Aitkin County



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

**1** General Fund

Vendor Name  
No.

Amount

10784 Old National Bank

0.03

2 Transactions

10785 Old National Bank

2,014.38

8 Transactions

**1 Fund Total:**

**2,014.41**

**General Fund**

**2 Vendors**

**10 Transactions**

WLB1  
3/13/26 9:18AM

# Aitkin County



9 State

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

Page 3

Vendor No.	Name	Amount			
10784	Old National Bank	51,869.56	2 Transactions		
<b>9 Fund Total:</b>		<b>51,869.56</b>	<b>State</b>	<b>1 Vendors</b>	<b>2 Transactions</b>

WLB1  
3/13/26 9:18AM  
19 Long Lake Conservation Cen

# Aitkin County



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

Vendor	<u>Name</u>	<u>Amount</u>			
10785	Old National Bank	350.79		2 Transactions	
<b>19 Fund Total:</b>		<b>350.79</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>		<b>54,234.76</b>	<b>4 Vendors</b>	<b>14 Transactions</b>	

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	2,014.41	General Fund
9	51,869.56	State
19	350.79	Long Lake Conservation Center
<b>All Funds</b>	<b>54,234.76</b>	<b>Total</b>

Approved by, .....

.....

.....

WLB1  
3/13/26 10:38AM

# Aitkin County



**2L**

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

Page 2

**1** General Fund

Vendor Name  
No.

Amount

10789 Old National Bank (ELAN)

4,746.16

25 Transactions

**1 Fund Total:**

**4,746.16**

**General Fund**

**1 Vendors**

**25 Transactions**

WLB1  
3/13/26 10:38AM

# Aitkin County



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

**11** Forest Development

Vendor Name  
No.

Amount

10789 Old National Bank (ELAN)

208.72

2 Transactions

**11 Fund Total:**

**208.72**

**Forest Development**

**1 Vendors**

**2 Transactions**

WLB1  
3/13/26 10:38AM

19 Long Lake Conservation Cen

# Aitkin County



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

Vendor No.	Name	Amount			
10789	Old National Bank (ELAN)	56.32		1 Transactions	
<b>19 Fund Total:</b>		<b>56.32</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		<b>5,011.20</b>	<b>3 Vendors</b>	<b>28 Transactions</b>	

WLB1  
3/13/26 10:38AM

# Aitkin County



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

**3** Road & Bridge

Vendor No.	Name	Amount			
10789	Old National Bank (ELAN)	59.00		1 Transactions	
<b>3 Fund Total:</b>		<b>59.00</b>	<b>Road &amp; Bridge</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		<b>59.00</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	4,746.16	General Fund
11	208.72	Forest Development
19	56.32	Long Lake Conservation Center
<b>All Funds</b>	<b>5,011.20</b>	<b>Total</b>

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

# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	3	59.00	Road & Bridge
<b>All Funds</b>		<b>59.00</b>	<b>Total</b>

Approved by, .....

.....

.....

Total Elan pd 2.26.26 = \$5070.20



# Board of County Commissioners Agenda Request

**2M**  
Agenda Item #

**Requested Meeting Date:** March 24, 2026

**Title of Item:** Cash Balance Report - January 2026

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

<b>Submitted by:</b> Kathleen Ryan, County Auditor	<b>Department:</b> Auditor
---	-------------------------------

<b>Presenter (Name and Title):</b> Kathleen Ryan, County Auditor	<b>Estimated Time Needed:</b>
---	-------------------------------

**Summary of Issue:**

Report of Cash Balances for the County as of February 28, 2026.

**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:*

3/16/2026

CASH BALANCE SHEET

	BALANCE 01/31/26	BALANCE 02/28/26	BALANCE 03/31/26	BALANCE 12/31/24	BALANCE 12/31/23	BALANCE 12/31/22	BALANCE 12/31/21
<b>INVESTMENTS</b>	<b>25,373,081.17</b>	<b>29,206,253.91</b>	<b>0.00</b>	<b>32,710,928.19</b>	<b>31,308,294.70</b>	<b>28,382,342.23</b>	<b>27,157,710.56</b>
<b>CASH BALANCES</b>							
General - Fund 1 and Reserves Fund 2	15,926,196.89	14,740,784.77	0.00	18,141,683.73	15,954,763.57	14,528,551.70	14,109,614.93
ROAD & BRIDGE - Fund 3	3,629,148.39	4,954,570.00	0.00	3,838,217.82	4,058,895.47	2,230,541.57	1,531,679.66
Unorgized Townships - Fund 4	262,883.88	274,330.21	0.00	377,829.52	418,377.64	428,656.35	513,900.22
HEALTH & HUMAN SERVICES - Fund 5	5,067,215.15	4,378,026.39	0.00	6,602,382.97	6,550,169.79	6,433,926.12	5,915,541.36
MA ESTATE RECOVERIES - Fund 5	70,247.00	70,247.00	0.00	70,247.00	70,247.00	70,247.00	70,247.00
DEBT SERVICE - Fund 6	147,937.01	147,937.01	0.00	819,903.27	766,520.88	712,886.12	667,237.20
Ditch - Fund 7	38,844.81	38,945.36	0.00	38,952.73	38,262.78	37,280.97	36,921.80
STATE - Fund 9	63,291.34	62,486.06	0.00	138,944.53	176,481.53	152,930.30	140,016.66
TRUST - Fund 10	2,362,918.38	2,361,899.14	0.00	1,841,674.87	2,037,464.17	2,354,738.83	1,819,303.22
LAND - Fund 11	384,199.67	461,081.56	0.00	545,061.38	602,221.06	647,195.90	788,950.96
TOWNSHIPS/SCHOOLS/ARDC - Fund 12	44,758.58	130,793.01	0.00	662,621.04	762,783.47	702,259.77	584,881.42
TAXES & PENALTIES - FUND 13	97,981.70	192,709.29	0.00	0.00	429.00	0.00	3,796.54
COLLABORATIVE AGENCY - FUND 15	92,950.42	114,752.42	0.00	91,168.71	70,557.33	77,102.14	72,411.03
ENVIRONMENTAL TRUST - FUND 18	457,761.67	457,843.29	0.00	457,677.38	482,753.04	457,818.59	457,818.59
LLCC - Fund 19	(307,678.78)	(382,657.74)	0.00	38,514.78	21,327.43	0.00	0.00
PARKS - Fund 21	(617,920.35)	(501,204.25)	0.00	(500,440.18)	(170,531.73)	101.00	119,713.47
ARPA - Fund 22	339,907.68	334,957.68	0.00	664,700.96	1,697,676.83	2,070,440.91	1,308,817.34
OPIOID SETTLEMENT - Fund 25	681,363.07	681,363.07	0.00	650,908.93	285,894.22	250,088.50	0.00
HOUSING TRUST FUND - Fund 85	236,198.00	236,198.00	0.00	194,444.00	97,222.00	0.00	0.00
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>28,978,204.51</b>	<b>28,755,062.27</b>	<b>0.00</b>	<b>34,674,493.44</b>	<b>33,921,515.48</b>	<b>31,131,255.09</b>	<b>28,140,851.40</b>

FUND BALANCE as of 12/31/2024

<b>General Fund - Unassigned</b>	<b>Fund Balance Minimum Recommended Amount</b>
\$10,888,099	\$7,803,560 40% of Operations
	\$9,754,451 50% of Operations
<b>Road &amp; Bridge Fund - Unassigned</b>	<b>Fund Balance Minimum Recommended Amount</b>
\$2,922,163	\$3,106,936 40% of Operations
	\$3,752,670 50% of Operations
<b>Health &amp; Human Services - Unassigned</b>	<b>Fund Balance Minimum Recommended Amount</b>
\$4,419,969	\$3,278,912 40% of Operations
	\$4,098,641 50% of Operations



# Board of County Commissioners Agenda Request

## 2N

Agenda Item #

**Requested Meeting Date:** 3-24-26

**Title of Item:** Award Contract 20265

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway
------------------------------------	-------------------------------

<b>Presenter (Name and Title):</b> NA	<b>Estimated Time Needed:</b> NA
--	-------------------------------------

**Summary of Issue:**

Bids for annual application of 550,000 gallons of calcium chloride were opened on March 9, 2026. Three bids were received as shown on the attached abstract of bids, with Edwards Oil, Virginia, MN submitting the low bid in the amount of \$824,450, which was 6.31% lower than the estimated cost of \$880,000.

Based on the results on the bid, the total cost for 400-foot dust control treatments for 2026 will be \$284, with 50% of the cost (\$142) paid by the requesting landowner.

Approximately 50% of the quantity of calcium chloride placed under this contract is anticipated to be placed on township roads as requested by each individual township. Townships are billed at the contract price per gallon for calcium chloride applied on their roads.

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

**Recommended Action/Motion:**

Edwards Oil be awarded Contract 20265 in the amount of \$824,450 and the chairperson of the Aitkin County Board and the Aitkin County Administrator are authorized and directed to enter into a contract on behalf of Aitkin County upon presentation of proper contract documents.

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

What is the total cost, with tax and shipping? \$ 824,450

Is this budgeted?       Yes       No      Please Explain:

\$860,000 was budgeted in 2026.

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

## Aitkin County Bid Abstract

Contract No: 20265  
 Project No: 2026 Calcium Chloride Application  
 Bid Opening: March 9, 2026 at 2:00 PM

		Project: 2026 Calcium Chloride Application			Engineers Estimate		Edwards Oil - Virginia, MN		KNIFE RIVER - Sauk Rapids, MN		Crow River Construction LLC - New London, MN	
Line	Number	Description	Unit	Quantity	Est Price	Est Total	Price	Total	Price	Total	Price	Total
1	2131.506	CALCIUM CHLORIDE SOLUTION	GAL	550,000	\$1.600	\$880,000.00	\$1.499	\$824,450.00	\$1.619	\$890,450.00	\$1.800	\$990,000.00
		Total for Project 2026 Calcium Chloride Application/Contract 20265				\$880,000.00		\$824,450.00		\$890,450.00		\$990,000.00
		% of Estimate for Project 2026 Calcium Chloride Application/Contract 20265						-6.31%		1.19%		12.50%

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

Certified By: John Welle Digitally signed by John Welle  
Date: 2026.03.09 15:01:47 -05'00' License No. 24340

Date: 3-9-26



# Board of County Commissioners Agenda Request

## 20

Agenda Item #

**Requested Meeting Date:** 3-24-26

**Title of Item:** Final Contract Payment Contract 20255

<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 <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> NA		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> <p>Authorization by the attached resolution is requested to make final payment to Lot Pros Inc., Fergus Falls, MN in the amount of \$1,509.94 for Contract No. 20255, which included CP 001-090-044 - Bituminous Crack Sealing on CH 2, CH 12, CH 13, and CH 38.</p> <p>The final contract amount of \$150,994.20 is 4.2% above the bid amount of \$144,865.50 due to a \$5,734.50 change order to the original contract adding 1.8 of Glen Township road to the contract.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve resolution.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ 1,509.94 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> <p>\$120,000 was budgeted for this contract in 2025. The \$5,734.50 cost of the change order has been reimbursed by Glen Township.</p>		

Contract Number: 20255  
 Final Pay Request Number: 4

Project Number	Project Description
CP 001-090-044	2025 Crack Sealing CP 001-090-044

<b>Contractor:</b> Lot Pros Inc. P.O.Box 423 Fergus Falls, MN 56537	<b>Vendor Number:</b> 15335 <b>Up To Date:</b> 10/10/2025
---	--

Contract Amount		Funds Encumbered	
Original Contract	\$144,865.50	Original	\$144,865.50
Contract Changes	\$5,699.00	Additional	N/A
Revised Contract	\$150,564.50	Total	\$144,865.50

Work Certified To Date	
Base Bid Items	\$145,259.70
Contract Changes	\$5,734.50
Material On Hand	\$0.00
Total	\$150,994.20

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 001-090-044	\$0.00	\$150,994.20	\$0.00	\$149,484.26	\$1,509.94	\$150,994.20

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	\$150,994.20	\$0.00	\$149,484.26	\$1,509.94	\$150,994.20
Percent: Retained: 0%			Percent Complete: 100.29 %		
<b>Amount Paid this Final Pay Request: \$1,509.94</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	Date	Lot Pros Inc.	Date	
Aitkin County Highway Engineer				

Account Number

Project No. : CP 001-090-044  
Final Pay Request No. : 4  
Contract No.: 20255

**Certificate of Final Contract Acceptance**  
**Final Voucher Number: 4**

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 \_\_\_\_\_ Signature \_\_\_\_\_ 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 \$150,994.20 and agrees to the amount of \$1,509.94 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Lot Pros Inc. By \_\_\_\_\_

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

On This \_\_\_\_\_ Day \_\_\_\_\_, \_\_\_\_\_, Before me appeared \_\_\_\_\_ To me known to

(Individual Acknowledgment)

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

(Corporate Acknowledgment)

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

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

\_\_\_\_\_ 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 \_\_\_\_\_ County

Seal Expires \_\_\_\_\_ Signature \_\_\_\_\_

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

Contract No: 20255  
Final Pay Request No. 4

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

Contract Number: 20255  
Contractor: Lot Pros Inc.  
Date Certified: 10/10/2025  
Payment Number: 4

Whereas; Contract No. 20255 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	2025-06-29	\$145,259.70	\$7,262.99	\$137,996.71
2	2025-07-17	\$5,734.50	\$286.72	\$5,447.78
3	2025-08-12	\$0.00	(\$6,039.77)	\$6,039.77
4	2025-10-10	\$0.00	(\$1,509.94)	\$1,509.94

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
CP 001-090-043		\$150,994.20	\$0.00	\$149,484.26	\$1,509.94	\$150,994.20

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
Local	Local - Maintenance	\$1,509.94	\$150,564.50	\$144,865.50	\$150,994.20

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
CP 001-090-044	1	2025-06-29	\$145,259.70	\$7,262.99	\$137,996.71
CP 001-090-044	2	2025-07-17	\$5,734.50	\$286.72	\$5,447.78
CP 001-090-044	3	2025-08-12	\$0.00	(\$6,039.77)	\$6,039.77
CP 001-090-044	4	2025-10-10	\$0.00	(\$1,509.94)	\$1,509.94

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 001-090-044	CP 001-090-043	\$150,994.20	\$0.00	\$149,484.26	\$1,509.94	\$150,994.20

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 001-090-044	Local	\$1,509.94	\$150,564.50	\$144,865.50	\$150,994.20

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 001-090-044	1	2021.501	MOBILIZATION	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	2	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$100.00	653.7	0	\$0.00	657.42	\$65,742.00
CP 001-090-044	3	2563.601	TRAFFIC CONTROL	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	4	2021.501	MOBILIZATION	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	5	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$120.00	29.6	0	\$0.00	30.43	\$3,651.60

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 001-090-044	6	2563.601	TRAFFIC CONTROL	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	7	2021.501	MOBILIZATION	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	8	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$100.00	284.6	0	\$0.00	286.04	\$28,604.00
CP 001-090-044	9	2563.601	TRAFFIC CONTROL	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	10	2021.501	MOBILIZATION	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	11	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$135.00	322.1	0	\$0.00	320.46	\$43,262.10
CP 001-090-044	12	2563.601	TRAFFIC CONTROL	LS	\$500.00	1	0	\$0.00	1	\$500.00
<b>Base Bid Totals:</b>								<b>\$0.00</b>		<b>\$145,259.70</b>

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
CP 001-090-044	CSAH 38	\$0.00	\$44,262.10
CP 001-090-044	CSAH 2 from TH 47 to TH 65	\$0.00	\$66,742.00
CP 001-090-044	CSAH 13	\$0.00	\$29,604.00
CP 001-090-044	CSAH 12 from TH 47 to US Hwy 169	\$0.00	\$4,651.60

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
CP 001-090-044	CO1	13	2021.501 MOBILIZATION (LS)	\$500.00	1	\$500.00	ITM	0	\$0.00	1	\$500.00
CP 001-090-044	CO1	14	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS (RDST)	\$50.00	93.98	\$4,699.00	ITM	0	\$0.00	94.69	\$4,734.50
CP 001-090-044	CO1	15	2563.601 TRAFFIC CONTROL (LS)	\$500.00	1	\$500.00	ITM	0	\$0.00	1	\$500.00
<b>Contract Change Totals:</b>									<b>\$0.00</b>		<b>\$5,734.50</b>

Contract Change Totals			
Number	Description	Effective Date	Amount
1	The engineer requested that the contractor seal cracks on three Glen Township roads - 280th Street, 315th Avenue, and 292nd Street for a total of approximately 93.98 road stations. The contractor agreed to perform the mobilization, crack sealing, and traffic control for the unit prices shown below.	07/11/2025	\$5,699.00

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

<b>Contract Total</b>					<b>\$150,994.20</b>	
-----------------------	--	--	--	--	---------------------	--

**Resolution #20260324-xxx Final Contract Payment Contract 20255**

**WHEREAS**, Contract No. 20255 has 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 \$1,509.94.

Adopted this 24th Day of March, 2026 By The Aitkin County Board of Commissioners.

Attest:

---

J. Mark Wedel  
County Board Chair

---

David J. Minke, County Administrator  
Clerk to the County Board

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



# Board of County Commissioners Agenda Request

## 2P

Agenda Item #

**Requested Meeting Date:** 3-24-26

**Title of Item:** Final Contract Payment Contract 202511

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
------------------------------------	--

<b>Presenter (Name and Title):</b> NA	<b>Estimated Time Needed:</b> NA
--	-------------------------------------

**Summary of Issue:**

Authorization by the attached resolution is requested to make final payment to Sir Lines-A-Lot LLC, Edina, MN in the amount of \$3,029.64 for Contract No. 202511, which included SP 001-070-009 - Enhanced Pavement Markings on portions of CH 1, 3, 10, 22, and 39.

The final contract amount of \$302,963.54 is 0.1% above the bid amount of \$302,525.20 due minor variations in quantities.

**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?* \$ 3,029.64

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

\$303,000 was budgeted for this contract in 2026.

**Contract Number:** 202511  
**Final Pay Request Number:** 4

<b>Project Number</b>	<b>Project Description</b>
SP 001-070-009	HSIP Pavement Marking

<b>Contractor:</b> Sir Lines-A-Lot, LLC 7175 Cahill Road Edina, MN 55439	<b>Vendor Number:</b> 13604 <b>Up To Date:</b> 02/12/2026
--	--

<b>Contract Amount</b>		<b>Funds Encumbered</b>	
Original Contract	\$302,525.20	Original	\$302,525.20
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$302,525.20	Total	\$302,525.20

<b>Work Certified To Date</b>	
Base Bid Items	\$302,963.54
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$302,963.54

<b>Project</b>	<b>Work Certified This Request</b>	<b>Work Certified To Date</b>	<b>Less Amount Retained</b>	<b>Less Previous Payments</b>	<b>Amount Paid This Request</b>	<b>Total Amount Paid To Date</b>
SP 001-070-009	\$0.00	\$302,963.54	\$0.00	\$299,933.90	\$3,029.64	\$302,963.54

<b>Work Certified This Request</b>	<b>Work Certified To Date</b>	<b>Less Amount Retained</b>	<b>Less Previous Payments</b>	<b>Amount Paid This Request</b>	<b>Total Amount Paid To Date</b>
\$0.00	\$302,963.54	\$0.00	\$299,933.90	\$3,029.64	\$302,963.54
Percent: Retained: 0%			Percent Complete: 100.14 %		
<b>Amount Paid this Final Pay Request: \$3,029.64</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  
 Aitkin County Highway Engineer

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Sir Lines-A-Lot, LLC

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Account Number

Project No. : SP 001-070-009  
Final Pay Request No. : 4  
Contract No.: 202511

**Certificate of Final Contract Acceptance**  
**Final Voucher Number: 4**

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 \_\_\_\_\_ Signature \_\_\_\_\_ 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 \$302,963.54 and agrees to the amount of \$3,029.64 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Sir Lines-A-Lot, LLC By \_\_\_\_\_

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

On This \_\_\_\_\_ Day \_\_\_\_\_, \_\_\_\_\_, Before me appeared \_\_\_\_\_ To me known to

(Individual Acknowledgment)

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

(Corporate Acknowledgment)

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

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

\_\_\_\_\_ 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 \_\_\_\_\_ County

Seal Expires \_\_\_\_\_ Signature \_\_\_\_\_

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

Contract No: 202511  
Final Pay Request No. 4

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

Contract Number: 202511  
Contractor: Sir Lines-A-Lot, LLC  
Date Certified: 2/12/2026  
Payment Number: 4

Whereas; Contract No. 202511 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	2025-09-08	\$289,110.66	\$14,455.53	\$274,655.13
2	2025-11-03	\$13,852.88	\$692.65	\$13,160.23
3	2026-01-02	\$0.00	(\$12,118.54)	\$12,118.54
4	2026-02-12	\$0.00	(\$3,029.64)	\$3,029.64

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
SP 001-070-009		\$302,963.54	\$0.00	\$299,933.90	\$3,029.64	\$302,963.54

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
001	Regular (CSAH)	\$306.91	\$30,252.52	\$30,252.52	\$30,690.86
006	Federal	\$2,722.73	\$272,272.68	\$272,272.68	\$272,272.68

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
SP 001-070-009	1	2025-09-08	\$289,110.66	\$14,455.53	\$274,655.13
SP 001-070-009	2	2025-11-03	\$13,852.88	\$692.65	\$13,160.23
SP 001-070-009	3	2026-01-02	\$0.00	(\$12,118.54)	\$12,118.54
SP 001-070-009	4	2026-02-12	\$0.00	(\$3,029.64)	\$3,029.64

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
SP 001-070-009	SP 001-070-009	\$302,963.54	\$0.00	\$299,933.90	\$3,029.64	\$302,963.54

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
SP 001-070-009	001	\$306.91	\$30,252.52	\$30,252.52	\$30,690.86
SP 001-070-009	006	\$2,722.73	\$272,272.68	\$272,272.68	\$272,272.68

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SP 001-070-009	1	2021.501	MOBILIZATION	LS	\$7,000.00	1	0	\$0.00	1	\$7,000.00
SP 001-070-009	2	2563.601	TRAFFIC CONTROL	LS	\$7,000.00	1	0	\$0.00	1	\$7,000.00
SP 001-070-009	3	2582.503	6" SOLID LINE MULTI-COMPONENT	L F	\$0.40	103015	0	\$0.00	104538	\$41,815.20
SP 001-070-009	4	2582.503	6" BROKEN LINE MULTI-COMPONENT	L F	\$0.40	23470	0	\$0.00	23700	\$9,480.00
SP 001-070-009	5	2582.503	6" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	L F	\$0.78	304773	0	\$0.00	304445	\$237,467.10

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SP 001-070-009	6	2582.503	6" DOTTED LINE MULTI-COMPONENT GROUND IN (WR)	L F	\$0.78	267	0	\$0.00	258	\$201.24
<b>Base Bid Totals:</b>								<b>\$0.00</b>		<b>\$302,963.54</b>

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SP 001-070-009		\$0.00	\$302,963.54

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
<b>Contract Change Totals:</b>									<b>\$0.00</b>		<b>\$0.00</b>

Contract Change Totals			
Number	Description	Effective Date	Amount

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

<b>Contract Total</b>	<b>\$302,963.54</b>
-----------------------	---------------------

**Resolution #20260324-xxx Final Contract Payment Contract 202511**

**WHEREAS**, Contract No. 202511 has 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 Sir Lines-A-Lot LLC in the amount of \$3,029.64.

Adopted this 24th Day of March, 2026 By The Aitkin County Board of Commissioners.

Attest:

\_\_\_\_\_  
J. Mark Wedel  
County Board Chair

\_\_\_\_\_  
David J. Minke, County Administrator  
Clerk to the County Board

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 3-24-26

**Title of Item:** Detour Agreement No. 1062370

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
------------------------------------	--

<b>Presenter (Name and Title):</b> NA	<b>Estimated Time Needed:</b> NA
--	-------------------------------------

**Summary of Issue:**

The attached Agreement No. 1062370 is proposed by MnDOT for utilization of Aitkin County highways during the 2026 construction season to accommodate the replacement of the bridge on Trunk Hwy 18 over Marmon Creek 1 mile west of Malmo. The proposed detour route includes County Highway 12 from State Highway 47 in Glen to County Highway 28, and County Highway 28 from County Highway 12 to State Highway 169 as shown on the attached map. The detour is proposed to be in place for 46 days from approximately July 7th to August 21st. For use of the county highway routes as a detour, an estimated payment of \$3,333.80 will be paid to Aitkin County.

The Aitkin County Attorney has been asked to review this agreement prior to the meeting.

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

**Recommended Action/Motion:**  
Approve 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:*

**STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
AND  
AITKIN COUNTY  
DETOUR AGREEMENT  
For Trunk Highway No. 18 Detour**

State Project Number (S.P.):	<u>0102-29</u>	Original Amount Encumbered
Trunk Highway Number (T.H.):	<u>18=157</u>	<u>\$3,333.80</u>

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and Aitkin County acting through its Board of Commissioners ("County").

**Recitals**

- 1. The State is about to perform bridge replacement construction upon, along, and adjacent to Trunk Highway No. 18 on bridge No. 0729 over Marmon Creek in Aitkin County under State Project No. 0102-29 (T.H. 18=157); and
- 2. The State requires a detour to carry T.H. 18 traffic on County State Aid Highway (C.S.A.H.) No. 28 and County State Aid Highway (C.S.A.H.) No. 12 during the construction; and
- 3. The State is willing to reimburse the County for the road life consumed by the detour as hereinafter set forth; and
- 4. Minnesota Statutes § 471.59, subdivision 10, § 161.25, and § 161.20, subdivision 2(b), authorize the parties to enter into this Agreement.

**Agreement**

**1. Term of Agreement; Incorporation of Exhibits**

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when the State removes all detour signs, returns the temporary Trunk Highway detour to the County, and pays for the detour compensation.

**2. Agreement Between the Parties**

- 2.1. **Detour.**
  - A. **Location.** The State will establish the T.H. 18 detour route on the following County Road(s) as detailed in the project plans or Special Provisions:  
C.S.A.H. 28 and C.S.A.H. 12 for a total distance of 11.43 miles.
  - B. **Modification of the Detour Route.** The State may modify the detour route or may add additional roadways to the official detour during construction. The State will request concurrence from the County for changes to the detour route. If such change increases the States total payment amount over the maximum obligation in Article 3.2, the Agreement will be amended.
  - C. **Axle Loads and Over-Dimension Loads.** The County will permit 10-ton axle loads on the detour route. Over-dimension loads will not be permitted except in cases of extreme emergency.

- D. **Traffic Control Devices.** The State may install, maintain, and remove any traffic control devices it considers necessary to properly control the detoured traffic. The State may paint roadway markings, such as the centerline, edge lines, and necessary messages.
- E. **Detour Maintenance.** The State will perform any necessary bituminous patching and ordinary maintenance on the roadway or shoulder of the County roads used for the detour, at no cost or expense to the County. Bituminous patching is defined as any work, including continuous full width overlays, less than 100 feet in length. All State expenditures beyond those required for bituminous patching and ordinary maintenance will be credited against the road life consumed reimbursement due the County.
- F. **Duration.** The State will provide the County with advance notice identifying the dates the State intends to place and remove the detour signing.

2.2. **Basis of State Cost (Road Life Consumed).** The State will reimburse the County for the road life consumed by the detour using the following methods, as set forth in the Detour Management Study Final Report dated January 1991, and updated by MnDOT's Policy on Cost Participation for Cooperative Construction Projects and Maintenance Responsibilities between MnDOT and Local Units of Government.

- A. The "Gas Tax Method" formula, multiplies the Combined Tax Factor per mile times the Average Daily Traffic ("ADT") count of vehicles diverted from the Trunk Highway times the county road length in miles times the duration of the detour in days to determine the State's cost for the road life consumed by the detour. If an ADT changes, the parties will amend the Agreement.
- B. The County may, at its option, perform an "Equivalent Overlay Method" analysis. A State-approved firm, at no cost or expense to the State, must perform the testing and analysis. The County will keep records and accounts to verify any claim it might bring against the State for additional costs using the "Equivalent Overlay Method".

### 3. Payment

3.1. **For Road Life Consumed.** \$3,333.80 is the State's estimated cost for the road life consumed by the detour based on the data below:

<u>Stage</u>	<u>Tax Factor</u>	<u>ADT</u>	<u>Road Length (Miles)</u>	<u>Duration (Days)</u>	<u>Cost</u>
Stage 1	0.00513	1,236	11.43	46	\$3,333.80
Road Life Consumed Amount:					<u>\$3,333.80</u>

The State's total payment for the road life consumed by the detour is equal to the amount computed by using the "Gas Tax Method" formula plus any amount determined by using the "Equivalent Overlay Method" analysis that is in excess of twice the "Gas Tax Method" amount.

- 3.2. **Maximum Obligation.** \$10,000.00 is the maximum obligation of the State under this Agreement and must not be exceeded unless the maximum obligation is increased by execution of an amendment to this Agreement.
- 3.3. **Conditions of Payment.** The State will pay the County the State's total road life consumed payment amount after performing the following conditions.
  - A. Execution of this Agreement and the County's receipt of the executed Agreement.
  - B. State's encumbrance of the State's total payment amount.

- C. State's removal of all detour signs.
- D. State notifies the County of the removal of the detour signs, and the number of days the detour was in effect.
- E. State's receipt of a written request from the County for payment.

#### 4. Release of Road Restoration Obligations

By accepting the State's road life consumed payment plan and total payment amount, the County releases the State of its obligation, under Minnesota Statutes § 161.25, to restore the county roads used as a T.H. 18 detour to as good of condition as they were before designation as temporary trunk highways.

#### 5. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

##### 5.1. The State's Authorized Representative will be:

Name, Title: Scott Zeidler, Engineering Specialist Senior (or successor)  
Address: 7694 Industrial Park Road, Baxter, MN 56425  
Telephone: 218-828-5800  
E-Mail: scott.zeidler@state.mn.us

##### 5.2. The County's Authorized Representative will be:

Name, Title: John Welle, Aitkin County Engineer (or successor)  
Address: 1211 Air Park Drive, Aitkin, MN 56431  
Telephone: 218-927-7469  
E-Mail: jwelle@co.aitkin.mn.us

#### 6. Assignment; Amendments; Waiver; Contract Complete

- 6.1. **Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 6.2. **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 6.3. **Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 6.4. **Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

#### 7. Liability

The County and State will be responsible for their own acts and omissions, to the extent authorized by law. Minnesota Statutes § 3.736 governs the State's liability. Minnesota Statutes, Chapter 466 governs the liability of the County.

**8. State Audits**

Under Minnesota Statutes § 16C.05, subdivision 5, the County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

**9. Government Data Practices**

The County and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the County or the State.

**10. Governing Law; Jurisdiction; Venue**

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**11. Termination; Suspension**

**11.1. *By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

**11.2. *Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the County. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the County will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

**11.3. *Suspension.*** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance, and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

**12. Force Majeure**

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

**STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Purchase Order: 3000867031

**AITKIN COUNTY**

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION**

Approved:

By: \_\_\_\_\_  
(District Engineer)

Date: \_\_\_\_\_

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_  
(With Delegated Authority)

Date: \_\_\_\_\_

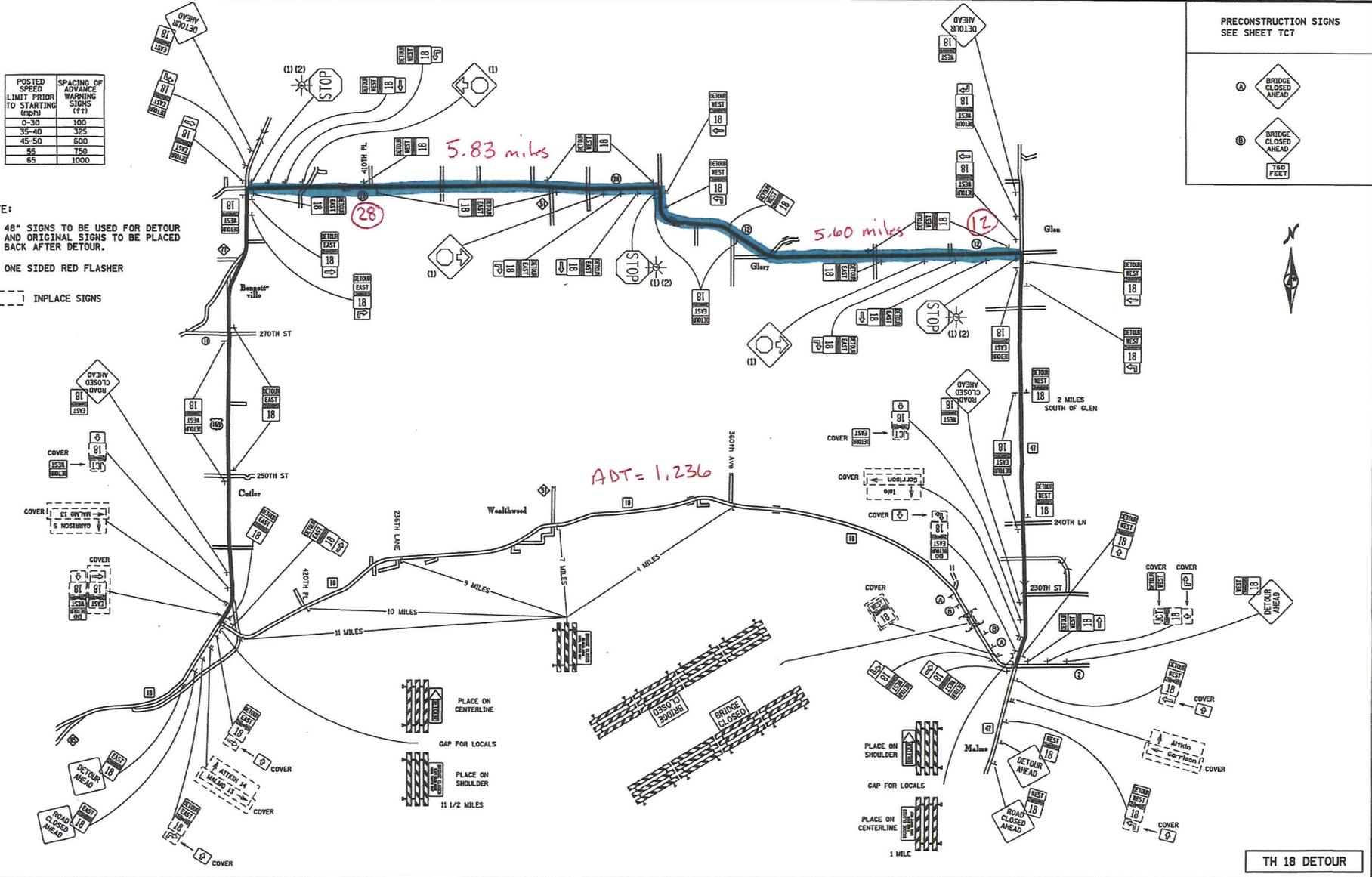
**INCLUDE COPY OF THE RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.**

DISTRICT 3 - BAXTER, MN  
 PLOT NAME: T0102-29\_tc.dgn  
 PLOT DATE: 22-MAY-2025  
 PROJECT DB: BAX1018 0102 029 Traffic Control SP 0102-29\_tc.dgn  
 PLOT FILE NAME:

POSTED SPEED LIMIT PRIOR TO STARTING (MPH)	SPACING OF ADVANCE WARNING SIGNS (FT)
0-30	100
35-40	325
45-50	600
55	750
65	1000

NOTE:  
 (1) 48" SIGNS TO BE USED FOR DETOUR AND ORIGINAL SIGNS TO BE PLACED BACK AFTER DETOUR.  
 (2) ONE SIDED RED FLASHER  
 --- INPLACE SIGNS

PRECONSTRUCTION SIGNS  
 SEE SHEET TC7



TH 18 DETOUR



Griffin Enyart  
 LICENSED PROFESSIONAL ENGINEER  
 GRIFIN ENYART  
 LIC. NO. 60352  
 DATE: 22-MAY-2025

I HEREBY CERTIFY THAT THIS PLAN SHEET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

FULL DETOUR LAYOUT

SP 0102-29	SHEET NO	TC8
(TH 18)	TOTAL SHEETS	TC8

**Resolution #20260324-xxx Detour Agreement No. 1062370**

IT IS RESOLVED THAT Aitkin County enter into MnDOT Agreement No. 1062370 with the State of Minnesota, Department of Transportation for the follow purposes:

To provide for payment by the State to the County for the use of County State-Aid Highway No. 28 and County State-Aid Highway No. 12 as a detour route during the construction to be performed upon, along, and adjacent to Trunk Highway No. 18 on bridge No. 0729 over Marmon Creek in Aitkin County under State Project No. 0102-29 (T.H. 18 =157).

BE IT FURTHER RESOLVED, that the Aitkin County Engineer is hereby authorized to execute the Agreement and any amendments to the Agreement.

Adopted this 24th Day of March, 2026 By The Aitkin County Board of Commissioners.

Attest:

\_\_\_\_\_  
J. Mark Wedel  
County Board Chair

\_\_\_\_\_  
David J. Minke, County Administrator  
Clerk to the County Board

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



# Board of County Commissioners Agenda Request

**2R**  
Agenda Item #

**Requested Meeting Date:** 3-24-26

**Title of Item:** Equipment Purchase - Bottom Dump Trailer

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
------------------------------------	--

<b>Presenter (Name and Title):</b> NA	<b>Estimated Time Needed:</b> NA
--	-------------------------------------

**Summary of Issue:**

The 2026 Capital Equipment Replacement Budget includes a \$40,000 expenditure for the purchase of a bottom dump trailer to replace Unit 499 that was acquired in 1995.

Following is a summary of quotes received for this purchase:

R-Way Trailers, Long Prairie, MN - R-Way T4223 Tri Air - \$54,845.00

Ziegler Inc. - Baxter, MN - Trail King TKBD22-433 Bottom Dump- \$75,154.50

An online auction service will be used to sell Unit 499 at an estimated price of \$12,000-\$15,000.

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

**Recommended Action/Motion:**  
Authorize purchase of R-Way T4223 Tri Air Trailer from R-Way Trailers for \$54,845.

**Financial Impact:**

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

*What is the total cost, with tax and shipping?* \$ \$54,845

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

\$40,000 was budgeted in 2026 budget.



# Board of County Commissioners Agenda Request

**2S**  
Agenda Item #

**Requested Meeting Date:** March 24, 2026

**Title of Item:** 2026 LOWER POTENCY EDIBLE REGISTRATION

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

<b>Submitted by:</b> Christy M. Bishop	<b>Department:</b> Auditor
---	-------------------------------

<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A
---	--------------------------------------

**Summary of Issue:**

The following Businesses will be registered by the Auditors Office as Lower Potency Edible Hemp businesses subject to completion of all paperwork and all required signatures.

- McGregor Spirits, LLC located at 41561 Highway 65 Suite B McGregor, MN 55760 : Jevne Township
- Zorbaz of Big Sandy Lake, Inc. located at 48760 State Highway 65 McGregor, MN 55760: Shamrock Township

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

**Recommended Action/Motion:**

Information only, no action required.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*



# Board of County Commissioners Agenda Request

## 2T

Agenda Item #

**Requested Meeting Date:** March 24, 2026

**Title of Item:** Approval of New Health & Human Services Advisory Committee Appointment

<input type="checkbox"/> REGULAR AGENDA  <input checked="" 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 <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Paula Arimborgo		<b>Department:</b> H&HS Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Seeking approval for new Health & Human Services Advisory Committee Appointment (Committee Established pursuant Minn. Stat. § 402.03) as follows:  Sue Finney - representing District 4, 2-year term (2026-2027)  Note: After filling this position, the current openings are as follows:  District 1 - 2 openings District 2 - 1 opening		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend approval of new appointment to H&HS Advisory Committee		
<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>		



# HEALTH & HUMAN SERVICES

Aitkin County  
204 1<sup>st</sup> Street NW  
Aitkin, MN 56431

Phone: 218-927-7200  
Toll Free: 800-328-3744  
Fax: 218-927-7210

## Advisory Committee Application Form

NAME: Sue \_\_\_\_\_ L \_\_\_\_\_ Finney \_\_\_\_\_  
 (First) (MI) (Last)

Address: 22153 512th Lane \_\_\_\_\_ Home Phone: 651-253-8390  
 McGregor, MN 55760 \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 \_\_\_\_\_ Cell Phone: 651-253-8390 \_\_\_\_\_

Employer: Retired \_\_\_\_\_ Occupation: Retired \_\_\_\_\_  
 Email Address: sfinney2016@gmail.com \_\_\_\_\_

1. Please state your reason for applying:

I would like to get more involved with and understand better the County that I now live in. Community involvement is very important to me. I believe "you can't complain if you don't participate", and when I participate I do it with the attitude of "working to solve the problem"

2. What has been your past involvement with Public Health Services, Social Services, Financial Services, and other civic and community activities?

Community work has always been a part of who I am. I worked in the Biomedical Services field for 30 years (Healthcare Technology and Asset Management.) 15 of those years developing my company in Biomedical Services. After selling the company I became a licensed Realtor helping others navigate difficult home buying scenarios

3. Are you able to attend meetings during the day?  Yes  No  
 Currently meetings are held at 3:00pm on the first Thursday of each month.
4. Are you able to attend at least 10 meetings per year?  Yes  No
5. Would you be willing to serve a one-year or a two-year term?  1yr  2yr

Signature of Applicant: Sue L Finney Digitally signed by Sue L Finney  
Date: 2026.03.12 15:29:38 -0500 Date: 03122026

PLEASE COMPLETE AND SUBMIT THIS APPLICATION TO:

Aitkin County Health & Human Services Attention:  
Paula Arimborgo  
204 1<sup>st</sup> Street NW  
Aitkin, MN 56431

Or email to [paula.arimborgo@aitkincountymn.gov](mailto:paula.arimborgo@aitkincountymn.gov)  
Questions? Call: 218-927-7203 or 1-800-328-3744

This institution is an equal opportunity provider.

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Health & Human Services Advisory Committee

NAME OF APPLICANT: Sue L Finney

STREET ADDRESS OF APPLICANT:

22153 512th Lane

PHONE NUMBERS:

DAYS (651) 253-8390

EVENINGS (651) 253-8390

AITKIN COUNTY COMMISSIONER DISTRICT 4

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

Community work has always been a part of who I am, the following is a brief example.  
I worked in the Biomedical Services field for 30 years (Healthcare Technology and Asset Management.)  
15 of those years developing my company in Biomedical Services. After selling the company I became  
a licensed Realtor helping others navigate difficult home buying scenarios.  
I have many years of volunteering, mostly as treasurer for non-profits.  
My degrees are, BS in Business Management and MBA in Business Administration and  
Entrepreneurship and Business Organizational Development.  
In around 2015 I volunteered for SBA and coached others on new business startups and how to setup a  
business startup to get an SBA loan.  
In 2020 I also worked for a while with Hennepin Health Services documenting the Covid vaccines in  
their database.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Sue L Finney

Digitally signed by Sue L Finney  
Date: 2026.03.12 15:43:19 -05'00'

03/12/2026

Signature of Applicant

Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority?

Yes

No

Is this application submitted at the suggestion of appointing authority?

Yes

No

**Please return application to the Aitkin County Health & Human Services office, located at  
204 - 1st Street NW, Aitkin, MN 56431**

For Office Use Only

Date Appointed: \_\_\_\_\_

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_



# Board of County Commissioners Agenda Request

**2U**  
Agenda Item #

**Requested Meeting Date:** March 24, 2026

**Title of Item:** Search & Rescue Donation - White Pine Township

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

<b>Submitted by:</b> Sheriff Dan Guida	<b>Department:</b> Sheriff
---	-------------------------------

<b>Presenter (Name and Title):</b> Sheriff Dan Guida	<b>Estimated Time Needed:</b>
---	-------------------------------

**Summary of Issue:**

White Pine Township has donated \$50.00 to the all-volunteer Aitkin County Search & Rescue group to assist with the purchase of equipment and training.

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

**Recommended Action/Motion:**  
Recommend adopting resolution accepting donation

**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:*

**Resolution #20260324-xxx Accept Donation – White Pine Township**

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

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

White Pine Township	\$50.00
---------------------	---------

**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

White Pine Township	Aitkin County Search and Rescue
---------------------	---------------------------------

**WHEREAS**, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

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

Adopted this 24<sup>th</sup> Day of March, 2026 By The Aitkin County Board of Commissioners.

Attest:

\_\_\_\_\_  
J. Mark Wedel  
County Board Chair

\_\_\_\_\_  
David J. Minke, County Administrator  
Clerk to the County Board

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



# Board of County Commissioners Agenda Request

**2V**  
Agenda Item #

**Requested Meeting Date:** March 24, 2026

**Title of Item:** Search & Rescue Donation - Wealthwood Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sheriff Dan Guida	<b>Department:</b> Sheriff	
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Wealthwood Township has donated \$1,000.00 to the all-volunteer Aitkin County Search & Rescue group to assist with the purchase of equipment and training.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend adopting resolution accepting donation		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

**Resolution #20260324-xxx Accept Donation – Wealthwood Township**

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

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

Wealthwood Township	\$1,000.00
---------------------	------------

**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

Wealthwood Township	Aitkin County Search and Rescue
---------------------	---------------------------------

**WHEREAS**, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

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

Adopted this 24<sup>th</sup> Day of March, 2026 By The Aitkin County Board of Commissioners.

Attest:

\_\_\_\_\_  
J. Mark Wedel  
County Board Chair

\_\_\_\_\_  
David J. Minke, County Administrator  
Clerk to the County Board

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



# Board of County Commissioners Agenda Request

**3A**  
Agenda Item #

**Requested Meeting Date:** March 24, 2026

**Title of Item:** Presentation- American Peat Technology business expansion

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

<b>Submitted by:</b> Mark Jeffers	<b>Department:</b> Economic Development
--------------------------------------	--

<b>Presenter (Name and Title):</b> Mark Jeffers, ED Coordinator, Brad Pieper, CEO and Tamara Lowney, VP of Bus. Dev.	<b>Estimated Time Needed:</b> 15 minutes
---	---

**Summary of Issue:**  
 Brad Pieper and Tamara Lowney will join Mark Jeffers to discuss their upcoming business expansion project.

**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:*



# Board of County Commissioners Agenda Request

**3B**  
Agenda Item #

**Requested Meeting Date:** March 24, 2026

**Title of Item:** American Peat Technology business expansion

<input checked="" type="checkbox"/> REGULAR AGENDA <input 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 <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<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> 10 minutes
<b>Summary of Issue:</b> Economic Development is requesting adoption of a Resolution regarding the support of a Job Creation Fund application in connection with American Peat Technology.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt Resolution of support for the Job Creation Fund application.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

**Resolution #20260324-xxx RESOLUTION REGARDING THE SUPPORT OF A JOB CREATION FUND APPLICATION IN CONNECTION WITH AMERICAN PEAT TECHNOLOGY**

**WHEREAS**, American Peat Technology, located in Aitkin County, Minnesota, is proposing a business expansion project that will result in capital investment and the creation of new full time employment opportunities; AND

**WHEREAS**, American Peat Technology intends to apply for assistance through the Minnesota Job Creation Fund administered by the Minnesota Department of Employment and Economic Development; AND

**WHEREAS**, the proposed project is expected to result in the creation of 10 new full-time jobs and approximately \$1.3 million in capital investment in Aitkin County;

**NOW THEREFORE BE IT RESOLVED**, that the Aitkin County Board of Commissioners supports the application of American Peat Technology to the Minnesota Department of Employment and Economic Development for assistance through the Minnesota Job Creation Fund.; AND

**BE IT FURTHER RESOLVED**, that Aitkin County acknowledges the economic benefits of the proposed project and supports the company’s efforts to expand operations and create jobs within the County.

Adopted this 24<sup>th</sup> Day of March, 2026 By The Aitkin County Board of Commissioners.

Attest:

\_\_\_\_\_  
J. Mark Wedel  
County Board Chair

\_\_\_\_\_  
David J. Minke, County Administrator  
Clerk to the County Board

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



## Aitkin County Board of Commissioners Committee Reports Forms



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



# Board of County Commissioners Agenda Request

## 5A

Agenda Item #

**Requested Meeting Date:** March 24, 2026

**Title of Item:** Establish Location for April 21 Special Meeting / COW

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

<b>Submitted by:</b> David Minke	<b>Department:</b> Administration
-------------------------------------	--------------------------------------

<b>Presenter (Name and Title):</b> David Minke	<b>Estimated Time Needed:</b> 2 Minutes
---	--

**Summary of Issue:**

At the January 27 regular county board meeting a special meeting / Committee of the Whole was called for 1:00 p.m. April 21 at the Government Center Training Room for the purpose of discussing the Long Lake Conservation Center. I have been working with DJ to plan that meeting and I think it would be beneficial to meet at the LLCC.

Meeting on site will facilitate staff participation as well as allow for a tour. Therefore I request commissioners consider setting the meeting location as the Long Lake Conservation Center.

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

**Recommended Action/Motion:**

Motion to set the April 21 Special Meeting / Committee of the Whole for 1:00 p.m. at the Long Lake Conservation Center (28952 438th Lane; Palisade) for the purpose of discussing the Long Lake Conservation Center.

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

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

Is this budgeted?       Yes       No      *Please Explain:*



# Board of County Commissioners Agenda Request

**5B**  
Agenda Item #

**Requested Meeting Date:** March 24, 2026

**Title of Item:** County Government Month - Employee Appreciation Event

<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"/> Direction Requested
	<input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only

<b>Submitted by:</b> David Minke	<b>Department:</b> Administration
-------------------------------------	--------------------------------------

<b>Presenter (Name and Title):</b> David Minke	<b>Estimated Time Needed:</b> 5 Minutes
---	--

**Summary of Issue:**

April is County Government Month. In past years, Aitkin County has also conducted an employee appreciation event in April.

Do commissioners wish to sponsor an employee appreciation event for 2026? If so, a possible date is Wednesday April 22.

Once a date is established, a planning team can be organized to plan the event.

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

**Recommended Action/Motion:**

Motion to set the 2026 employee appreciation event for Wednesday April 22 and to direct the administrator to coordinate the event.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No Please Explain:



# Board of County Commissioners Agenda Request

**5C**  
Agenda Item #

**Requested Meeting Date:** March 24, 2026

**Title of Item:** Administrator 6 Month Performance Review

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

<b>Submitted by:</b> David Minke	<b>Department:</b> Administration
-------------------------------------	--------------------------------------

<b>Presenter (Name and Title):</b> David Minke	<b>Estimated Time Needed:</b> 20 minutes
---	---

**Summary of Issue:**

My employment agreement calls for a performance review after six months and then annually in January of each year.

I have previously shared my self review for your consideration.

This meeting is an opportunity for commissioners to provide feedback and direction on my performance.

The meeting may be closed under Minnesota Statutes §13D.05 subd. 3 (a) which states:  
 A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

My preference is to conduct the meeting in a closed session.

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

**Recommended Action/Motion:**

Motion to close the meeting as allowed by Minnesota Statutes §13D.05 subd. 3 (a) for the purpose of evaluating the performance of county administrator David Minke.

**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:*