



**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING AGENDA  
April 24, 2018**

**9:05 A.M.**

- I. Approval of Health & Human Services Board Agenda**
- II. Review March 27, 2018 Health & Human Service Board Minutes**
- III. Review Bills**
- IV. Cynthia Bennett, Health & Human Services Director**
  - A. New Board Format**
  - B. Legislative Updates**
- V. Contract/Agreements**
  - A. Purchase of Service Agreement to provide Semi-Independent Living Services (SILS) for Jan 1, 2018 through Dec 31, 2018, between Woodview Support Services/Oakridge Homes, Inc. and ACH&HS.**
  - B. Purchase of Service Agreement to provide Guardianship/Conservator services for Jan 1, 2018 through Dec 31, 2018 between Lutheran Social Services of Minnesota and ACH&HS.**
- VI. Jessi Schultz, Child Social Services Supervisor**
  - A. Foster Care Grievance Policy**
- VII. Carli Goble, Accounting Supervisor**
  - A. Financial Reports**
- VIII. Kim Larson, Adult Social Services Supervisor**
  - A. Region V Mental Health Grant Opportunity**
- IX. Committee Reports from Commissioners**
  - A. Joint Powers Board Reports**
    - 1. Tri-County Community Health Services Board (CHS) – Commissioner Westerlund / Erin Melz**
  - B. H&HS Advisory Committee – Commissioners Wedel and/or Pratt**
    - 1. Committee Members attending today: Kristine Layne and Joell Miranda.**
    - 2. Draft Copy of the April 4, 2018 meeting minutes included in packet.**
  - C. AEOA Committee Update – Commissioner Westerlund**
  - D. NEMOJT Committee Update – Commissioner Niemi**
  - E. CJI (Children’s Justice Initiative) – Commissioner Westerlund**
  - F. Lakes & Pines Update – Commissioner Niemi**

**Next Meeting – May 22, 2018**

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS April 24, 2018 – BOARD AGENDA**

- 9:00** 1) **Anne Marcotte, County Board Chair**  
A) **Call to Order**  
B) **Pledge of Allegiance**  
C) **Board of Commissioners Meeting Procedure**  
D) **Approval of Agenda**
- 9:02** E) **Health & Human Services (see separate HHS agenda)**
- 9:45** Break
- 10:00** F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File April 10, 2018 to April 23, 2018**  
B) **Approve April 10, 2018 County Board Minutes**  
C) **Approve Commissioner Warrants**  
D) **Approve Auditor Warrants – Sales & Use Tax**  
E) **Approve Auditor Warrants – Government Center Construction Project**  
F) **Adopt Resolution: 2018 State Boat & Water Agreement Grant**  
G) **Accept \$100 Donation to Sobriety Court from Libby Township**  
H) **Approve Builder's Risk Insurance from The Hartford**  
I) **Approve Township Approval of 3.2% License Application**  
J) **Approve 3.2 Malt Liquor Licenses**
- 10:02** 3) **John Welle, County Engineer**  
A) **Approve Corridor Access Permits**
- 10:15** 4) **Mike Dangers, County Assessor**  
A) **2018 Assessment Summary**
- 10:45** 5) **Terry Neff, Environmental Services Director**  
A) **Approve Purchase FBL Inspection Software**  
B) **Adopt Amendments to Zoning and Shoreland Management Ordinances**
- 11:10** 6) **Jessica Seibert, County Administrator**  
A) **2017 Year End Budget**  
B) **Budget Summary Categories**  
C) **Set Committee of the Whole Meeting**  
D) **Approve Future Board Meeting Location**

**11:50 7) Committee Updates**

**12:20 Adjourn**

# AITKIN COUNTY BOARD

2B  
April 10, 2018

<p>The Aitkin County Board of Commissioners met this 10<sup>th</sup> day of April, 2018 at 9:02 a.m. with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.</p>	<p><b>CALL TO ORDER</b></p>
<p>Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to approve the April 10, 2018 agenda.</p>	<p><b>APPROVED AGENDA</b></p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: March 27, 2018 to April 9, 2018; B) Approve County Board Minutes: March 27, 2018; C) Approve Commissioner Warrants: General Fund \$159,388.09, Road &amp; Bridge \$41,434.44, Health &amp; Human Services \$226.00, Trust \$16,448.22, Forest Development \$190.00, Long Lake Conservation Center \$19,559.56, Parks \$1,023.23 for a total of \$238,269.94; D) Approve March Manual Warrants: General Fund \$13,260.06, Road &amp; Bridge \$9,181.40, Health &amp; Human Services \$4,424.79, State \$32,072.76, Trust \$802.01, Agency \$123,796.00, Long Lake Conservation Center \$1,995.34, Parks \$213.20 for a total of \$185,745.56; E) Accept \$100 Donation to Sobriety Court from Township of Lakeside; F) Approve Consumption &amp; Display Permit – Larson’s Barn; G) Adopt Resolution: LG214 Premises Permit – Minnewawa Sportsmen’s Club; H) Accept Anonymous \$203 Donation to Loki and the Aitkin County K-9 Program; I) Approve Reliance Systems Inmate Text Location Agreement; J) Approve ePoll Books-Election Equipment; K) Approve Children’s Mental Health Screening Allocation; L) Award Contract for Application of Calcium Chloride; M) Award Pavement Marking Quote</p>	<p><b>CONSENT AGENDA</b></p>
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following Application for Consumption &amp; Display (Set Up) Permit:</p>	<p><b>CONSUMPTION &amp; DISPLAY PERMIT LARSON’S BARN</b></p>
<p>Larson, Leonard and Kathy, d/b/a Larson’s Barn – Workman Township</p>	
<p>Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – LG214 Premises Permit – Minnewawa Sportsmen’s Club:</p>	
<p><b>BE IT RESOLVED</b>, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Minnewawa Sportsmen’s Club, at Prairie River Retreat – Shamrock Township. This establishment has an address of 51272 Lake Ave., McGregor, MN 55760.</p>	<p><b>RESOLUTION 20180410-024 LG214 PREMISES PERMIT – MINNEWAWA SPORTSMEN’S CLUB</b></p>
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve Reliance Systems Inmate Text Location Agreement and authorize signatures. There is no cost to employ these devices as the revenue generated is split with the equipment provider.</p>	<p><b>RELIANCE SYSTEMS INMATE TEXT LOCATION AGREEMENT</b></p>

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the purchase of 55 e-poll books from knowINK under the state contract at a cost of \$88,620.00. The county match of \$25,669.45 will be made from budgeted county funds in the election department.

**e-POLL BOOKS-ELECTION EQUIPMENT**

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the \$30,492.00 budget for the Children’s Mental Health Allocation per DHS requirements.

**CHILDREN’S MENTAL HEALTH SCREENING ALLOCATION**

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – Award Contract for Application of Calcium Chloride:

**WHEREAS**, Contract No. 20181 is for the placement of calcium chloride on various county highways and township roads, and

**RESOLUTION 20180410-025 AWARD CONTRACT FOR APPLICATION OF CALCIUM CHLORIDE**

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, March 26, 2018 with a total of two bids received, and

**WHEREAS**, EnviroTech Services, Inc. - Greeley, CO - was the lowest responsible bidder in the amount of \$246,400.

**NOW THEREFORE, BE IT RESOLVED**, that EnviroTech Services, Inc. be awarded Contract 20181.

**BE IT FURTHER RESOLVED**, that the chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to accept quote of \$59,017.48 for pavement marking from AAA Striping Service.

**AWARD PAVEMENT MARKING QUOTE**

Senator Carrie Ruud and Representative Dale Lueck provided updates to the Board and answered questions related to the current legislative session via teleconference including No Net Gain and recent proposed legislation.

**SENATOR RUUD AND REP. LUECK**

Ann Schwartz with Aitkin County Habitat for Humanity gave a presentation to the Board about the agency and current projects.

**HABITAT FOR HUMANITY**

Curt Lugert, Executive Director ANGELS explained to the Board that ANGELS was denied a 2018 Live Well at Home grant by MN Department of Human Services. Due to the financial hardship this has created, ANGELS is requesting an appropriation of \$25,000 from Aitkin County to sustain the organization for the remainder of calendar

**ANGELS FUNDING REQUEST**

year 2018. Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting to table the request until a later date. Commissioner Wedel stated he would like ANGELS and Aitkin County CARE to meet and discuss the possibility of merging the two organizations prior to bringing this back to the Board.

Motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve resolution - Cooperative Construction Agreement with the City of Aitkin:

**WHEREAS**, the City of Aitkin is planning to perform grading, aggregate base, plant mixed bituminous pavement, concrete curb and gutter, ADA improvements, storm sewer, landscaping, and related appurtenances on 1st Street Northwest from 2<sup>nd</sup> Avenue Northwest to 4<sup>th</sup> Avenue Northwest within the corporate limits of the City of Aitkin in accordance with construction plans, specifications and special provisions prepared and designated by the City as State Aid Project (SAP) 001-594-003; and

**WHEREAS**, the City and County have mutually agreed that a new storm sewer outlet is needed at the 3<sup>rd</sup> Avenue intersection to eliminate occasional flooding in the vicinity of this intersection caused by the lack of adequate capacity in the existing storm sewer system; and

**WHEREAS**, the County has requested and the City has agreed to include additional items and quantities of work into the project to improve the existing diagonal parking spaces on both the north and south sides of 1<sup>st</sup> Street Northwest between 2<sup>nd</sup> Avenue and 3<sup>rd</sup> Avenue to state-aid standards; and

**WHEREAS**, a Cooperative Construction Agreement between the City of Aitkin and Aitkin County for State-Aid Project 001-594-003 has been presented the Aitkin County Board of Commissioners outlined cost participation and future maintenance responsibilities associated with this project.

**NOW THEREFORE, BE IT RESOLVED**, that the Aitkin County Administrator is hereby authorized and directed on behalf of Aitkin County to enter into the Cooperative Construction Agreement between the City of Aitkin and Aitkin County for State-Aid Project 001-594-003.

Jessica Seibert, County Administrator discussed the upcoming AMC District One Spring Meeting with the Board.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Bridge Priority:

**WHEREAS**, Aitkin County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, and

**WHEREAS**, Aitkin County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

**RESOLUTION  
20180410-026  
COOPERATIVE  
CONSTRUCTION  
AGREEMENT WITH  
CITY OF AITKIN**

**AMC DISTRICT  
ONE SPRING MTG**

**RESOLUTION  
20180410-027  
BRIDGE PRIORITY**

**NOW, THEREFORE BE IT RESOLVED** that the following deficient bridges are high priority and Aitkin County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

Old Bridge Number	Road Number	Section/ Twp/Range	Project Cost	State Aid Funds	Town Funds	Local Funds	Bond	Program Year
NA	155 <sup>th</sup> Place Millward/Beaver	6-45N-	\$115,000		\$105,000	\$10,000		2018
NA	155 <sup>th</sup> Place Millward	6-45N-	\$115,000		\$105,000	\$10,000		2018
NA	CSAH 5	23-	\$170,000	\$100,000			\$70,000	2019
01503	CSAH 14	19-	\$500,000	\$290,000			\$210,000	2019
L2357	490 <sup>th</sup> Lane Waukenabo	15-	\$200,000		\$180,000	\$20,000		2021
88100	CSAH 11	6-45N-	\$250,000	\$175,000			\$75,000	2022

Motion by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting yes to approve purchase of one Caterpillar 120M2 motor grader from Zeigler, Inc. for \$222,440 plus taxes and fees.

**MOTOR GRADER PURCHASE**

Motion for a resolution by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution - Resolution Authorizing Issuance, Awarding Sale, Prescribing the Form and Details and Providing for the Payment of \$10,390,000 General Obligation Capital Improvement Plan Bonds, Series 2018A. The resolution in its entirety is attached to the minutes.

**RESOLUTION 20180410-028**

The Board discussed: ECRL, Meeting with DNR, Planning & Zoning, HRA, Extension, DAC, ATV, Fisheries, AMC Leadership, NRAC, McGregor Airport, Historical Society, Aitkin Airport, Seven County Senior Federation, and Budget Committee.

**BOARD DISCUSSION**

Break: 11:54 a.m. to 12:07 p.m.

**BREAK**

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting to close the meeting at 12:07 p.m. under MN Statute 13D.03 Subd. 1(b) Labor Negotiations.

**CLOSED SESSION**

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting to reopen the meeting at 1:14 p.m.

**REOPEN MEETING**

Motion by Commissioner Pratt seconded by Commissioner Wedel and carried, all members voting yes to adjourn the meeting at 1:14 p.m. until Tuesday, April 24, 2018 at 9:00 a.m.

**ADJOURN**

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Anne Marcotte, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert, County Administrator

Commissioner Pratt introduced the following resolution and moved its adoption, which motion was seconded by Commissioner Niemi:

RESOLUTION NO. 20180410-028

RESOLUTION AUTHORIZING ISSUANCE, AWARDING SALE, PRESCRIBING THE FORM AND DETAILS AND PROVIDING FOR THE PAYMENT OF \$10,390,000 GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2018A

BE IT RESOLVED by the Board of County Commissioners (the "Board") of Aitkin County, Minnesota (the "County"), as follows:

SECTION 1. AUTHORIZATION AND SALE.

1.01. Authorization. On March 28, 2017, this Board held a public hearing on the adoption of its Capital Improvement Plan ("the Plan") and the question of issuing General Obligation Capital Improvement Plan Bonds pursuant to Minnesota Statutes, Section 373.40 in an amount not to exceed \$10,500,000 for the purpose of financing the construction of an addition to the existing County courthouse, public safety and security improvements to existing facilities, the remodeling of existing facilities and the demolition of the West Annex addition to the courthouse, and other related building and grounds improvements described in the Plan (collectively, the "Project"), after notice duly published in the official newspaper of the County as set forth in Minnesota Statutes, Section 373.40, subdivision 2. No valid petition requesting a vote on the question of adopting the Plan or issuing the Bonds was filed within 30 days of March 28, 2017. By resolution duly adopted on March 13, 2018, this Board authorized the issuance, and called for the sale on the date hereof, of its General Obligation Capital Improvement Plan Bonds, Series 2018A (the Bonds), to finance the Project, pursuant to Minnesota Statutes, Section 373.40 and Chapter 475.

The maximum principal and interest to become due in any year on the Bonds (\$712,890) and all other bonds issued by the County under Minnesota Statutes, Section 373.40 is less than 0.12 percent (\$3,304,445) of the taxable market value of property in the County (approximately \$2,753,703,844). This Board hereby finds that the Bonds may be issued without an election pursuant to Minnesota Statutes, Section 373.40, subdivision 2.

1.02. Sale. The County has retained Springsted Incorporated as independent municipal advisor in connection with the sale of the Bonds. Pursuant to Minnesota Statutes, Section 475.60, subdivision 2, paragraph 9, the requirements as to public sale do not apply to the issuance of the Bonds. Pursuant to the Official Statement prepared on behalf of the County by Springsted Incorporated, proposals for the purchase of the Bonds were received at or before the time specified for receipt of proposals. The proposals have been opened, publicly read and considered and the purchase price, interest rates and net interest cost under the terms of each proposal have been determined. The most favorable proposal received is that of Stifel, Nicolaus

& Company, Incorporated of Denver, Colorado (the Purchaser). It is hereby determined to issue the Bonds in the principal amount of \$10,390,000 at a price of \$10,492,935.60 plus accrued interest, if any, and upon the further terms and conditions set forth herein.

1.03. Award. The sale of the Bonds is hereby awarded to the Purchaser, and the Chairperson and County Administrator are hereby authorized and directed to execute a contract on behalf of the County for the sale of the Bonds in accordance with the Official Statement. The good faith deposit of the Purchaser shall be retained and deposited by the County until the Bonds have been delivered, and shall be deducted from the purchase price paid at settlement.

1.04. Issuance of Bonds. All acts, conditions and things which are required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed precedent to and in the valid issuance of the Bonds having been done, now existing, having happened and having been performed, it is now necessary for the Board to establish the form and terms of the Bonds, to provide security therefor and to issue the Bonds forthwith.

SECTION 2. BOND TERMS; REGISTRATION; EXECUTION AND DELIVERY.

2.01. Maturities; Interest Rates; Denominations and Payment. The Bonds shall be originally dated as of May 10, 2018, shall be in the denomination of \$5,000 each, or any integral multiple thereof, of single maturities. The Bonds shall mature on February 1 in the years and amounts stated below, and shall bear interest from date of original issue until paid or duly called for redemption at the annual rates set forth opposite such years and amounts, as follows:

<u>Maturity</u>	<u>Principal Amount</u>	<u>Rate</u>	<u>Maturity</u>	<u>Principal Amount</u>	<u>Rate</u>
2020	\$375,000	3.000%	2030	\$525,000	2.875%
2021	385,000	3.000	2031	540,000	3.000
2022	395,000	3.000	2032	555,000	3.000
2023	405,000	3.000	2033	570,000	3.000
2024	420,000	5.000	2034	590,000	3.100
2025	440,000	5.000	2035	610,000	3.100
2026	460,000	5.000	2036	625,000	3.125
2027	485,000	2.500	2037	645,000	3.200
2028	500,000	2.600	2038	665,000	3.200
2029	510,000	2.700	2039	690,000	3.250

The Bonds shall be issuable only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof shall be payable by check or draft issued by the Registrar described herein, provided that, so long as the Bonds are registered in the name of a securities depository, or a nominee thereof, in accordance with Section 2.07 hereof, principal and interest shall be payable in accordance with the operational arrangements of the securities depository.

2.02. Dates and Interest Payment Dates. Upon initial delivery of the Bonds pursuant to Section 2.06 and upon any subsequent transfer or exchange pursuant to Section 2.05, the date of

authentication shall be noted on each Bond so delivered, exchanged or transferred. Interest on the Bonds shall be payable semiannually on February 1 and August 1, commencing February 1, 2019, each such date being referred to herein as an Interest Payment Date, to the person in whose name the Bonds are registered on the Bond Register, as hereinafter defined, at the Registrar's close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date, whether or not such day is a business day. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months.

2.03. Redemption. Bonds maturing in 2027 and later years shall be subject to redemption and prepayment at the option of the County, in whole or in part, in such order of maturity dates as the County may select and, within a maturity, by lot as selected by the Registrar (or, if applicable, by the bond depository in accordance with its customary procedures) in multiples of \$5,000, on February 1, 2026, and on any date thereafter, at a price equal to the principal amount thereof and accrued interest to the date of redemption. The County Administrator shall cause notice of the call for redemption thereof to be published if and as required by law and, at least thirty days prior to the designated redemption date, shall cause notice of call for redemption to be mailed, by first class mail, to the registered holders of any Bond to be redeemed at their addresses as they appear on the bond register described in Section 2.05 hereof, provided that notice shall be given to any securities depository in accordance with its operational arrangements. No defect in or failure to give such mailed notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure. Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified and from and after such date (unless the County shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon partial redemption of any Bond, a new Bond or Bonds will be delivered to the registered owner without charge, representing the remaining principal amount outstanding.

2.04. Appointment of Initial Registrar. The County hereby appoints U.S. Bank National Association, in St. Paul, Minnesota, as the initial registrar, transfer agent and paying agent (the "Registrar"). The Chairperson and County Administrator are authorized to execute and deliver, on behalf of the County, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, such corporation shall be authorized to act as successor Registrar. The County agrees to pay the reasonable and customary charges of the Registrar for the services performed. The County reserves the right to remove the Registrar, effective upon not less than thirty (30) days' written notice and upon the appointment of (and acceptance of such appointment by) a successor Registrar, in which event the predecessor Registrar shall deliver all cash and Bonds in its possession to the successor Registrar and shall deliver the bond register to the successor Registrar.

2.05. Registration. The effect of registration and the rights and duties of the County and the Registrar with respect thereto shall be as follows:

(a) Register. The Registrar shall keep at its principal corporate trust office a bond register in which the Registrar shall provide for the registration of ownership of

Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of any Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until such interest payment date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar shall authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity, as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the County.

(e) Improper or Unauthorized Transfer. When any Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The County and the Registrar may treat the person in whose name any Bond is at any time registered in the bond register as the absolute owner of the Bond, whether the Bond shall be overdue or not, for the purpose of receiving payment of or on account of, the principal of and interest on the Bond and for all other purposes; and all payments made to any registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability upon Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. For every transfer or exchange of Bonds (except for an exchange upon a partial redemption of a Bond), the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. In case any Bond shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Bond or in lieu of and in substitution for any

Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the County and the Registrar shall be named as obligees. All Bonds so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the County. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it shall not be necessary to issue a new Bond prior to payment.

(i) Authenticating Agent. The Registrar is hereby designated authenticating agent for the Bonds, within the meaning of Minnesota Statutes, Section 475.55, Subdivision 1, as amended.

(j) Valid Obligations. All Bonds issued upon any transfer or exchange of Bonds shall be the valid obligations of the County, evidencing the same debt, and entitled to the same benefits under this Resolution as the Bonds surrendered upon such transfer or exchange.

2.06. Execution, Authentication and Delivery. The Bonds shall be prepared under the direction of the County Administrator and shall be executed on behalf of the County by the signatures of the Chairperson and County Administrator, provided that the signatures may be printed, engraved or lithographed facsimiles of the originals. In case any officer whose signature or a facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of any Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Notwithstanding such execution, no Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on each Bond shall be conclusive evidence that it has been authenticated and delivered under this Resolution. When the Bonds have been prepared, executed and authenticated, the County Administrator shall deliver them to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore executed, and the Purchaser shall not be obligated to see to the application of the purchase price.

2.07. Securities Depository. (a) For purposes of this section the following terms shall have the following meanings:

“Beneficial Owner” shall mean, whenever used with respect to a Bond, the person in whose name such Bond is recorded as the beneficial owner of such Bond by a Participant on the records of such Participant, or such person’s subrogee.

“Cede & Co.” shall mean Cede & Co., the nominee of DTC, and any successor nominee of DTC with respect to the Bonds.

“DTC” shall mean The Depository Trust Company of New York, New York.

“Participant” shall mean any broker-dealer, bank or other financial institution for which DTC holds Bonds as securities depository.

“Representation Letter” shall mean the Representation Letter pursuant to which the sender agrees to comply with DTC’s Operational Arrangements.

(b) The Bonds shall be initially issued as separately authenticated fully registered bonds, and one Bond shall be issued in the principal amount of each stated maturity of the Bonds. Upon initial issuance, the ownership of such Bonds shall be registered in the bond register in the name of Cede & Co., as nominee of DTC. The Registrar and the County may treat DTC (or its nominee) as the sole and exclusive owner of the Bonds registered in its name for the purposes of payment of the principal of or interest on the Bonds, selecting the Bonds or portions thereof to be redeemed, if any, giving any notice permitted or required to be given to registered owners of Bonds under this resolution, registering the transfer of Bonds, and for all other purposes whatsoever, and neither the Registrar nor the County shall be affected by any notice to the contrary. Neither the Registrar nor the County shall have any responsibility or obligation to any Participant, any person claiming a beneficial ownership interest in the Bonds under or through DTC or any Participant, or any other person which is not shown on the bond register as being a registered owner of any Bonds, with respect to the accuracy of any records maintained by DTC or any Participant, with respect to the payment by DTC or any Participant of any amount with respect to the principal of or interest on the Bonds, with respect to any notice which is permitted or required to be given to owners of Bonds under this resolution, or with respect to any consent given or other action taken by DTC as registered owner of the Bonds. So long as any Bond is registered in the name of Cede & Co., as nominee of DTC, the Registrar shall pay all principal of and interest on such Bond, and shall give all notices with respect to such Bond, only to Cede & Co. in accordance with DTC's Operational Arrangements, and all such payments shall be valid and effective to fully satisfy and discharge the County’s obligations with respect to the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than DTC shall receive an authenticated Bond for each separate stated maturity evidencing the obligation of the County to make payments of principal and interest. Upon delivery by DTC to the Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the Bonds will be transferable to such new nominee in accordance with paragraph (e) hereof.

(c) In the event the County determines that it is in the best interest of the Beneficial Owners that they be able to obtain Bonds in the form of bond certificates, the County may notify DTC and the Registrar, whereupon DTC shall notify the Participants of the availability through DTC of Bonds in the form of certificates. In such event, the Bonds will be transferable in accordance with paragraph (e) hereof. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the County and the Registrar and

discharging its responsibilities with respect thereto under applicable law. In such event the Bonds will be transferable in accordance with paragraph (e) hereof.

(d) The execution and delivery of the Representation Letter to DTC by the Chairperson or County Administrator, if not previously filed, is hereby authorized and directed.

(e) In the event that any transfer or exchange of Bonds is permitted under paragraph (b) or (c) hereof, such transfer or exchange shall be accomplished upon receipt by the Registrar of the Bonds to be transferred or exchanged and appropriate instruments of transfer to the permitted transferee in accordance with the provisions of this resolution. In the event Bonds in the form of certificates are issued to owners other than Cede & Co., its successor as nominee for DTC as owner of all the Bonds, or another securities depository as owner of all the Bonds, the provisions of this resolution shall also apply to all matters relating thereto, including, without limitation, the printing of such Bonds in the form of bond certificates and the method of payment of principal of and interest on such Bonds in the form of bond certificates.

2.08. Form of Bonds. The Bonds shall be prepared in substantially form attached as Exhibit A hereto.

SECTION 3. GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2018A CONSTRUCTION FUND. There is hereby established in the official books and records of the County a separate General Obligation Capital Improvement Plan Bonds, Series 2018A Construction Fund (the "Construction Fund"). The County Administrator shall continue to maintain the Construction Fund until all costs and expenses incurred in connection with the Project have been duly paid or provided for. The County hereby appropriates to the Construction Fund proceeds of the Bonds in the amount of \$10,492,935.60. After payment of all costs incurred with respect to the Project, the Construction Fund shall be discontinued and any proceeds of the Bonds remaining therein shall be credited to the Bond Fund described in Section 4 hereof.

SECTION 4. GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2018A BOND FUND. The Bonds shall be payable from a separate General Obligation Capital Improvement Plan Bonds, Series 2018A Bond Fund (the "Bond Fund") of the County, which Bond Fund the County agrees to maintain until the Bonds have been paid in full. Into the Bond Fund shall be paid: (a) any funds received from the Purchaser upon delivery of the Bonds in excess of the amount required by Section 3 to be credited to the Construction Fund and amounts for payment of costs of issuance of the Bonds; (b) the amounts specified in Section 3 above, after payment of all costs of the Project; (c) all taxes levied and collected pursuant to Section 5; and (d) any other funds appropriated by the Board for the payment of the Bonds. The principal of and interest on the Bonds shall be payable from the Bond Fund, and the money on hand in the Bond Fund from time to time shall be used only to pay the principal of and interest on the Bonds. On or before each principal and interest payment date for the Bonds, the County Administrator is directed to remit to the Registrar from funds on deposit in the Bond Fund the amount needed to pay principal and interest on the Bonds on the next succeeding principal and interest payment date. If the balance in the Bond Fund is at any time insufficient to pay all interest and principal then due on all Bonds payable therefrom, the payment shall be made from

any fund of the County which is available for that purpose, subject to reimbursement from the Bond Fund when the balance therein is sufficient, and the County covenants and agrees that it will each year levy a sufficient amount of ad valorem taxes to take care of any accumulated or anticipated deficiency, which levy is not subject to any constitutional or statutory limitation.

**SECTION 5. PLEDGE OF TAXING POWERS.** For the prompt and full payment of the principal of and interest on the Bonds as such payments respectively become due, the full faith, credit and unlimited taxing powers of the County shall be and are hereby irrevocably pledged. In order to produce aggregate amounts not less than 5% in excess of the amounts needed to meet when due the principal and interest payments on the Bonds, ad valorem taxes are hereby levied on all taxable property in the County, the taxes to be levied and collected in the following years and amounts:

<u>Levy Years</u>	<u>Collection Years</u>	<u>Amount</u>
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See attached Schedule I

The taxes shall be irrevocable as long as any of the Bonds are outstanding and unpaid, provided that the County reserves the right and power to reduce the tax levies from other legally available funds, in accordance with the provisions of Minnesota Statutes, Section 475.61.

**SECTION 6. BOND FUND BALANCE RESTRICTION.** In order to ensure compliance with the Internal Revenue Code of 1986, as amended (the "Code"), and applicable Treasury Regulations thereunder (the "Regulations"), upon allocation of any funds to the Bond Fund, the balance then on hand in the Bond Fund shall be ascertained. If it exceeds the amount of principal and interest on the Bonds to become due and payable through February 1 next following, plus a reasonable carryover equal to 1/12th of the debt service due in the following bond year, the excess shall (unless an opinion is otherwise received from bond counsel) be used to prepay the Bonds, or invested at a yield which does not exceed the yield on the Bonds calculated in accordance with Section 148 of the Code.

**SECTION 7. DEFEASANCE.** When all of the Bonds have been discharged as provided in this Section, all pledges, covenants and other rights granted by this Resolution to the registered owners of the Bonds shall cease. The County may discharge its obligations with respect to any Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or, if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The County may also discharge its obligations with respect to any prepayable Bonds called for redemption on any date when they are prepayable according to their terms by depositing with the Registrar on or before that date an amount equal to the principal, redemption premium, if any, and interest then due, provided that notice of such redemption has been duly given as provided herein. The County may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a bank or trust company qualified by law as an escrow agent for this purpose, cash or securities which are authorized by law to be so deposited, bearing interest payable at such time and at such rates and maturing or callable at the holder's option on such

dates as shall be required to pay all principal and interest to become due thereon to maturity or earlier designated redemption date, provided, however, that if such deposit is made more than ninety days before the maturity date or specified redemption date of the Bonds to be discharged, the County shall have received a written opinion of Bond Counsel to the effect that such deposit does not adversely affect the exemption of interest on any Bonds from federal income taxation and a written report of an accountant or investment banking firm verifying that the deposit is sufficient to pay when due all of the principal and interest on the Bonds to be discharged on and before their maturity dates or, if notice of redemption as herein required has been irrevocably provided for, to such earlier redemption date.

## SECTION 8. TAX COVENANTS; ARBITRAGE MATTERS AND CONTINUING DISCLOSURE.

8.01. Covenant. The County covenants and agrees with the owners from time to time of the Bonds, that it will not take, or permit to be taken by any of its officers, employees or agents, any action which would cause the interest on the Bonds to become includable in gross income of the recipient under the Code and applicable Regulations, and covenants to take any and all affirmative actions within its powers to ensure that the interest on the Bonds will not become includable in gross income of the recipient under the Code and applicable Regulations. The County represents and covenants that all improvements financed from the proceeds of the Bonds are and will be owned and operated by the County and available for use by members of the general public on a substantially equal basis. The County has not entered and will not enter into any lease, management contract, operating agreement, use agreement or other contract relating to the use, operation or maintenance of the Project or any part thereof which would cause the Bonds to be considered "private activity bonds" or "private loan bonds" pursuant to Section 141 of the Code.

8.02. Arbitrage Certification. The Chairperson and County Administrator being the officers of the County charged with the responsibility for issuing the Bonds pursuant to this Resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code and applicable Regulations, stating that on the basis of facts, estimates and circumstances in existence on the date of issue and delivery of the Bonds, it is reasonably expected that the proceeds of the Bonds will not be used in a manner that would cause the Bonds to be "arbitrage bonds" within the meaning of the Code and the applicable Regulations.

8.03. Arbitrage Rebate. The County acknowledges that the Bonds are subject to the rebate requirements of Section 148(f) of the Code. The County covenants and agrees to retain such records, make such determinations, file such reports and documents and pay such amounts at such times as are required under said Section 148(f) and applicable Regulations unless the Bonds qualify for an exception from the rebate requirement pursuant to one of the spending exceptions set forth in Section 1.148-7 of the Regulations and no "gross proceeds" of the Bonds (other than amounts constituting a "bona fide debt service fund") arise during or after the expenditure of the original proceeds thereof.

8.04. Reimbursement. The County certifies that the proceeds of the Bonds will not be used by the County to reimburse itself for any expenditure with respect to the Project which the

County paid or will have paid more than 60 days prior to the issuance of the Bonds unless, with respect to such prior expenditures, the County shall have made a declaration of official intent which complies with the provisions of Section 1.150-2 of the Regulations, provided that a declaration of official intent shall not be required (i) with respect to certain de minimis expenditures, if any, with respect to the Project meeting the requirements of Section 1.150-2(f)(1) of the Regulations, or (ii) with respect to "preliminary expenditures" for the Project as defined in Section 1.150-2(f)(2) of the Regulations, including engineering or architectural expenses and similar preparatory expenses, which in the aggregate do not exceed 20% of the "issue price" of the Bonds.

8.05. CONTINUING DISCLOSURE. (a) Purpose and Beneficiaries. To provide for the public availability of certain information relating to the Bonds and the security therefor and to permit the Purchaser and other participating underwriters in the primary offering of the Bonds to comply with amendments to Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12), relating to continuing disclosure (as in effect and interpreted from time to time, the Rule), which will enhance the marketability of the Bonds, the County hereby makes the following covenants and agreements for the benefit of the Owners (as hereinafter defined) from time to time of the Outstanding Bonds. The County is the only obligated person in respect of the Bonds within the meaning of the Rule for purposes of identifying the entities in respect of which continuing disclosure must be made. If the County fails to comply with any provisions of this section, any person aggrieved thereby, including the Owners of any Outstanding Bonds, may take whatever action at law or in equity may appear necessary or appropriate to enforce performance and observance of any agreement or covenant contained in this section, including an action for a writ of mandamus or specific performance. Direct, indirect, consequential and punitive damages shall not be recoverable for any default hereunder to the extent permitted by law. Notwithstanding anything to the contrary contained herein, in no event shall a default under this section constitute a default under the Bonds or under any other provision of this resolution. As used in this section, Owner or Bondowner means, in respect of a Bond, the registered owner or owners thereof appearing in the bond register maintained by the Registrar or any Beneficial Owner (as hereinafter defined) thereof, if such Beneficial Owner provides to the Registrar evidence of such beneficial ownership in form and substance reasonably satisfactory to the Registrar. As used herein, Beneficial Owner means, in respect of a Bond, any person or entity which (i) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, such Bond (including persons or entities holding Bonds through nominees, depositories or other intermediaries), or (ii) is treated as the owner of the Bond for federal income tax purposes.

(b) Information To Be Disclosed. The County will provide, in the manner set forth in subsection (c) hereof, either directly or indirectly through an agent designated by the County, the following information at the following times:

- (1) on or before twelve (12) months after the end of each fiscal year of the County, commencing with the fiscal year ending December 31, 2017, the following financial information and operating data in respect of the County (the Disclosure Information):

- (A) the audited financial statements of the County for such fiscal year, prepared in accordance with generally accepted accounting principles in accordance with the governmental accounting standards promulgated by the Governmental Accounting Standards Board or as otherwise provided under Minnesota law, as in effect from time to time, or, if and to the extent such financial statements have not been prepared in accordance with such generally accepted accounting principles for reasons beyond the reasonable control of the County, noting the discrepancies therefrom and the effect thereof, and certified as to accuracy and completeness in all material respects by the fiscal officer of the County; and
- (B) to the extent not included in the financial statements referred to in paragraph (A) hereof, the information for such fiscal year or for the period most recently available of the type contained in the Official Statement under headings: "County Property Values," "County Indebtedness" and "County Tax Rates, Levies, and Collections" which information may be unaudited.

Notwithstanding the foregoing paragraph, if the audited financial statements are not available by the date specified, the County shall provide on or before such date unaudited financial statements in the format required for the audited financial statements as part of the Disclosure Information and, within 10 days after the receipt thereof, the County shall provide the audited financial statements. Any or all of the Disclosure Information may be incorporated by reference, if it is updated as required hereby, from other documents, including official statements, which have been submitted to the Municipal Securities Rulemaking Board (MSRB) through its Electronic Municipal Market Access System (EMMA) or to the SEC. If the document incorporated by reference is a final official statement, it must be available from the MSRB. The County shall clearly identify in the Disclosure Information each document so incorporated by reference. If any part of the Disclosure Information can no longer be generated because the operations of the County have materially changed or been discontinued, such Disclosure Information need no longer be provided if the County includes in the Disclosure Information a statement to such effect; provided, however, if such operations have been replaced by other County operations in respect of which data is not included in the Disclosure Information and the County determines that certain specified data regarding such replacement operations would be a Material Fact (as defined in paragraph (2) hereof), then, from and after such determination, the Disclosure Information shall include such additional specified data regarding the replacement operations. If the Disclosure Information is changed or this section is amended as permitted by this paragraph (b)(1) or subsection (d), then the County shall include in the next Disclosure Information to be delivered hereunder, to the extent necessary, an explanation of the reasons for the amendment and the effect of any change in the type of financial information or operating data provided.

- (2) In a timely manner not in excess of ten business days after the occurrence of the event, notice of the occurrence of any of the following events (each a Material Fact):
  - (A) Principal and interest payment delinquencies;

- (B) Non-payment related defaults, if material;
- (C) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (D) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (E) Substitution of credit or liquidity providers, or their failure to perform;
- (F) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (G) Modifications to rights of security holders, if material;
- (H) Bond calls, if material, and tender offers;
- (I) Defeasances;
- (J) Release, substitution, or sale of property securing repayment of the securities, if material;
- (K) Rating changes;
- (L) Bankruptcy, insolvency, receivership or similar event of the obligated person;
- (M) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- (N) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

As used herein, for those events that must be reported if material, an event is “material” if it is an event as to which a substantial likelihood exists that a reasonably prudent investor would attach importance thereto in deciding to buy, hold or sell a Bond or, if not disclosed, would significantly alter the total information otherwise available to an investor from the Official Statement, information disclosed hereunder or information generally available to the public. Notwithstanding the foregoing sentence, an event is also “material” if it is an event that would be deemed material for purposes of the purchase, holding or sale of a Bond within the meaning of applicable federal securities laws, as interpreted at the time of discovery of the occurrence of the event.

For the purposes of the event identified in (L) hereinabove, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental

authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

- (3) In a timely manner, notice of the occurrence of any of the following events or conditions:
  - (A) the failure of the County to provide the Disclosure Information required under paragraph (b)(1) at the time specified thereunder;
  - (B) the amendment or supplementing of this section pursuant to subsection (d), together with a copy of such amendment or supplement and any explanation provided by the County under subsection (d)(2);
  - (C) the termination of the obligations of the County under this section pursuant to subsection (d);
  - (D) any change in the accounting principles pursuant to which the financial statements constituting a portion of the Disclosure Information are prepared; and
  - (E) any change in the fiscal year of the County.

(c) Manner of Disclosure.

- (1) The County agrees to make available to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, the information described in subsection (b).
- (2) All documents provided to the MSRB pursuant to this subsection (c) shall be accompanied by identifying information as prescribed by the MSRB from time to time.

(d) Term; Amendments; Interpretation.

- (1) The covenants of the County in this section shall remain in effect so long as any Bonds are Outstanding. Notwithstanding the preceding sentence, however, the obligations of the County under this section shall terminate and be without further effect as of any date on which the County delivers to the Registrar an opinion of Bond Counsel to the effect that, because of legislative action or final judicial or administrative actions or proceedings, the failure of the County to comply with the requirements of this section will not cause participating underwriters in the primary offering of the Bonds to be in violation of the Rule or other applicable requirements of the Securities Exchange Act of 1934, as amended, or any statutes or laws successory thereto or amendatory thereof.
- (2) This section (and the form and requirements of the Disclosure Information) may be amended or supplemented by the County from time to time, without notice to (except as provided in paragraph (c)(3) hereof) or the consent of the Owners of any Bonds, by a resolution of this Board filed in the office of the recording officer of the County accompanied by an opinion of Bond Counsel, who may rely on

certificates of the County and others and the opinion may be subject to customary qualifications, to the effect that: (i) such amendment or supplement (a) is made in connection with a change in circumstances that arises from a change in law or regulation or a change in the identity, nature or status of the County or the type of operations conducted by the County, or (b) is required by, or better complies with, the provisions of paragraph (b)(5) of the Rule; (ii) this section as so amended or supplemented would have complied with the requirements of paragraph (b)(5) of the Rule at the time of the primary offering of the Bonds, giving effect to any change in circumstances applicable under clause (i)(a) and assuming that the Rule as in effect and interpreted at the time of the amendment or supplement was in effect at the time of the primary offering; and (iii) such amendment or supplement does not materially impair the interests of the Bondowners under the Rule.

If the Disclosure Information is so amended, the County agrees to provide, contemporaneously with the effectiveness of such amendment, an explanation of the reasons for the amendment and the effect, if any, of the change in the type of financial information or operating data being provided hereunder.

- (3) This section is entered into to comply with the continuing disclosure provisions of the Rule and should be construed so as to satisfy the requirements of paragraph (b)(5) of the Rule.

## SECTION 9. CERTIFICATION OF PROCEEDINGS.

9.01. Registration and Levy of Taxes. The County Administrator is hereby authorized and directed to file a certified copy of this resolution in the County records, together with such additional information as required, and to issue a certificate that the Bonds have been duly entered upon the Auditor's bond register and the tax required by law has been levied.

9.02. Certification of Records. The officers of the County are hereby authorized and directed to prepare and furnish to the Purchaser and to Dorsey & Whitney LLP, Bond Counsel, certified copies of all proceedings and records of the County relating to the Bonds and to the financial condition and affairs of the County, and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of the Bonds as they appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the County to the facts recited herein.

9.03. Official Statement. The Official Statement relating to the Bonds, prepared and distributed by Springsted Incorporated, the municipal advisor for the County, together with any addendum thereto, is hereby approved. Springsted Incorporated is hereby authorized on behalf of the County to prepare and distribute to the Purchaser within seven business days from the date hereof, a supplement to the Official Statement listing the offering price, the interest rates, selling compensation, delivery date, the underwriters and such other information relating to the Bonds as is required to be included in the Official Statement by the Rule. The officers of the County are hereby authorized and directed to execute such certificates as may be appropriate concerning the accuracy, completeness and sufficiency of the Official Statement.

BE IT FINALLY RESOLVED that this resolution shall be in full force and effect from and after its passage.

Adopted by the Board of County Commissioners of Aitkin County, Minnesota, this 10th day of April, 2018.

The motion for the adoption of the foregoing resolution was duly seconded by  
Commissioner Niemi and upon vote being taken thereon, the  
following voted in favor thereof: Wedel, Westerlund, Niemi, Pratt, Marcotte

and the following voted against the same: Ø

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A  
FORM OF SERIES 2018A BONDS

UNITED STATES OF AMERICA  
STATE OF MINNESOTA

AITKIN COUNTY

GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BOND,  
SERIES 2018A

R-\_\_\_\_ \$ \_\_\_\_\_

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP No.</u>
____%	February 1, 20__	May 10, 2018	

REGISTERED OWNER:        CEDE & CO.

PRINCIPAL AMOUNT:        THOUSAND DOLLARS

AITKIN COUNTY, State of Minnesota (the "County"), acknowledges itself to be indebted and hereby promises to pay to the registered owner named above, or registered assigns, the principal amount specified above on the maturity date specified above and promises to pay interest thereon from the date of original issue specified above or from the most recent Interest Payment Date (as hereinafter defined) to which interest has been paid or duly provided for, at the annual rate specified above, payable on February 1 and August 1 of each year, commencing February 1, 2019 (each such date, an "Interest Payment Date"), all subject to the provisions referred to herein with respect to the redemption of the principal of this Bond before maturity. The interest so payable on any Interest Payment Date shall be paid to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. Interest hereon shall be computed on the basis of a 360-day year composed of twelve 30-day months. The interest hereon and, upon presentation and surrender hereof at the principal office of the Registrar described below, the principal hereof are payable in lawful money of the United States of America by check or draft drawn on U.S. Bank National Association, in St. Paul, Minnesota, as bond registrar, transfer agent and paying agent, or its successor designated under the Resolution described herein (the "Registrar"). For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the County have been and are hereby irrevocably pledged.

This Bond is one of an issue in the aggregate principal amount of \$10,390,000 issued pursuant to a resolution adopted by the Board of Commissioners on April 10, 2018 (the "Resolution"), to finance the construction of an addition to the existing County courthouse, public safety and security improvements to existing facilities, the remodeling of existing facilities and the demolition of the West Annex addition to the courthouse, and other related building and grounds improvements (collectively, the "Project"), as described in the County's Capital Improvement Plan. This Bond is issued by authority of and in strict accordance with the provisions of the Constitution and laws of the State of Minnesota thereunto enabling,

including Minnesota Statutes, Section 373.40 and Chapter 475. The Bonds are issuable only in fully registered form, in denominations of \$5,000 or any multiple thereof, of single maturities.

Bonds maturing in 2027 and later years are each subject to redemption and prepayment at the option of the County, in whole or in part, and if in part in such order of maturity dates as the County may select and by lot as selected by the Registrar (or, if applicable, by the bond depository in accordance with its customary procedures) in multiples of \$5,000 as to Bonds maturing on the same date, on February 1, 2026, and on any date thereafter, at a price equal to the principal amount thereof plus accrued interest to the date of redemption. Prior to the date specified for the redemption of any Bond prior to its stated maturity date, the County will cause notice of the call for redemption to be published if and as required by law, and, at least thirty days prior to the designated redemption date, will cause notice of the call to be mailed by first class mail (or, if applicable, provided in accordance with the operational arrangements of the securities depository), to the registered owner of any Bond to be redeemed at the owner's address as it appears on the bond register maintained by the Registrar, but no defect in or failure to give such mailed notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure. Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the County shall default in the payment of the redemption price) such Bonds or portions of such Bonds shall cease to bear interest. Upon partial redemption of any Bond, a new Bond or Bonds will be delivered to the registered owner without charge, representing the remaining principal amount outstanding.

Notwithstanding any other provisions of this Bond, so long as this Bond is registered in the name of Cede & Co., as nominee of The Depository Trust Company, or in the name of any other nominee of The Depository Trust Company or other securities depository, the Registrar shall pay all principal of and interest on this Bond, and shall give all notices with respect to this Bond, only to Cede & Co. or other nominee in accordance with the operational arrangements of The Depository Trust Company or other securities depository as agreed to by the County.

The County and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the County nor the Registrar shall be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the County in accordance with its terms, have been done, do exist, have happened and have been performed as so required; that, prior to the issuance hereof, the County has levied ad valorem taxes on all taxable property in the County, which taxes will be collectible for the years and in amounts sufficient to produce sums not less than five percent in excess of the principal of and interest on the Bonds when due, and has appropriated the taxes to its General Obligation Capital Improvement Plan Bonds, Series 2018A Bond Fund for the payment of principal and interest; that if necessary for payment of principal and interest, additional ad valorem taxes are required to be levied upon all taxable property in the County, without limitation as to rate or amount; and that the issuance of this Bond, together with all other indebtedness of the County outstanding on the date hereof and on the date of its actual issuance and delivery, does not cause the indebtedness of the County to exceed any constitutional or statutory limitation of indebtedness.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon shall have been executed by the Registrar by manual signature of one of its authorized representatives.

# SCHEDULE I

## TAX LEVIES

Post Date:

**\$10,390,000**

**Aitkin County, Minnesota**  
**General Obligation Capital Improvement Plan Bonds, Series 2018A**

### Post-Sale Tax Levies

Payment Date	Principal	Coupon	Interest	Total P+I	Cap. Interest	106% Overlay	Levy Amount	Levy/Covered Years
03/01/2019	-	-	244,915.88	244,915.88	(244,915.88)	-	-	2017/2018
03/01/2020	375,000.00	3.000%	337,815.00	712,815.00	-	748,455.75	748,455.75	2018/2019
03/01/2021	385,000.00	3.000%	326,965.00	711,965.00	-	747,143.25	747,143.25	2019/2020
03/01/2022	395,000.00	3.000%	315,015.00	710,015.00	-	745,515.75	745,515.75	2020/2021
03/01/2023	405,000.00	3.000%	303,165.00	708,165.00	-	743,573.25	743,573.25	2021/2022
03/01/2024	420,000.00	5.000%	270,015.00	710,015.00	-	746,565.75	746,565.75	2022/2023
03/01/2025	440,000.00	5.000%	240,015.00	700,015.00	-	745,515.75	745,515.75	2023/2024
03/01/2026	460,000.00	5.000%	240,015.00	700,015.00	-	743,415.75	743,415.75	2024/2025
03/01/2027	485,000.00	2.500%	225,015.00	710,015.00	-	745,515.75	745,515.75	2025/2026
03/01/2028	500,000.00	2.600%	212,890.00	712,890.00	-	748,534.50	748,534.50	2026/2027
03/01/2029	510,000.00	2.700%	199,890.00	709,890.00	-	745,384.50	745,384.50	2027/2028
03/01/2030	525,000.00	2.875%	186,130.00	711,130.00	-	746,675.00	746,675.00	2028/2029
03/01/2031	540,000.00	3.000%	171,026.25	711,026.25	-	745,577.50	745,577.50	2029/2030
03/01/2032	555,000.00	3.000%	154,826.25	709,826.25	-	745,317.50	745,317.50	2030/2031
03/01/2033	570,000.00	3.000%	138,176.25	708,176.25	-	743,585.00	743,585.00	2031/2032
03/01/2034	590,000.00	3.100%	121,076.25	711,076.25	-	745,630.00	745,630.00	2032/2033
03/01/2035	610,000.00	3.100%	102,786.25	712,786.25	-	748,425.50	748,425.50	2033/2034
03/01/2036	625,000.00	3.125%	83,876.25	708,876.25	-	744,320.00	744,320.00	2034/2035
03/01/2037	645,000.00	3.200%	64,345.00	709,345.00	-	744,812.25	744,812.25	2035/2036
03/01/2038	665,000.00	3.200%	43,785.00	708,785.00	-	744,140.25	744,140.25	2036/2037
03/01/2039	690,000.00	3.250%	22,425.00	712,425.00	-	748,045.25	748,045.25	2037/2038
<b>Total</b>	<b>\$10,390,000.00</b>	<b>-</b>	<b>\$4,062,678.38</b>	<b>\$14,452,678.38</b>	<b>(244,915.88)</b>	<b>\$14,918,150.53</b>	<b>\$14,918,150.53</b>	<b>-</b>

2018A 03/01/2019 - 03/01/2039 (10/01/2019) / 03/01/2019



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# Aitkin County

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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2 - Department (Totals by Dept) Page Break By: 1 1 - Page Break by Fund  
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4 - Vendor Name

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
1	DEPT			Commissioners		
86222	Aitkin Independent Age 01-001-000-0000-6230		178.50	synopsis 2/13 & 2/27	ACCT 1479	Printing, Publishing & Adv
86222	Aitkin Independent Age		178.50	1 Transactions		
248	Association of Mn Counties 01-001-000-0000-6241		350.00	AMC Leadership Conf	49687	Registration Fee
248	Association of Mn Counties		350.00	1 Transactions		
10452	AT&T Mobility 01-001-000-0000-6250		69.98	287259994975		Telephone
10452	AT&T Mobility		69.98	1 Transactions		
14289	Pratt/Bill 01-001-000-0000-6330		427.83	Misc Conferences		Transportation & Travel & Parking
14289	Pratt/Bill		427.83	1 Transactions		
1	DEPT Total:		1,026.31	Commissioners	4 Vendors	4 Transactions
12	DEPT			Court Administration		
11634	Gammello & Pearson PLLC 01-012-000-0000-6232		347.70	01- jv- 17- 510	62637	Attorney Services
	01-012-000-0000-6232		160.20	01- jv- 17- 614	62639	Attorney Services
	01-012-000-0000-6232		367.50	01- fa- 17- 647	62640	Attorney Services
	01-012-000-0000-6232		112.50	01- jv- 17- 1070	62641	Attorney Services
	01-012-000-0000-6232		97.50	01- jv- 17- 994	62643	Attorney Services
	01-012-000-0000-6232		97.50	01- jv- 17- 1128	62644	Attorney Services
11634	Gammello & Pearson PLLC		1,182.90	6 Transactions		
5851	Gustafson Attorney at Law/Jean M. 01-012-000-0000-6232		532.50	01- pr- 18- 39		Attorney Services
	01-012-000-0000-6232		67.50	01- pr- 17- 1266		Attorney Services
5851	Gustafson Attorney at Law/Jean M.		600.00	2 Transactions		
2810	Larson/Shari S 01-012-000-0000-6232		4,162.50	March Atty fees		Attorney Services
	01-012-000-0000-6232		402.71	Atty fees		Attorney Services
2810	Larson/Shari S		4,565.21	2 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
5176 Wetzal Law Firm				
01-012-000-0000-6232		607.50	01-PX-99-99	Attorney Services
01-012-000-0000-6232		139.70	01-px-99-99	Attorney Services
5176 Wetzal Law Firm		747.20		
			2 Transactions	
12 DEPT Total:		7,095.31	Court Administration	4 Vendors 12 Transactions
40 DEPT			Auditor	
90762 Aitkin Co License Center				
01-040-021-0000-6205		200.18	Postage 2/7 to 4/5	Postage
90762 Aitkin Co License Center		200.18		
			1 Transactions	
86222 Aitkin Independent Age				
01-040-000-0000-6230		12,253.50	Delinquent tax list	Printing, Publishing & Adv
01-040-021-0000-6230		36.00	License center service	Printing, Publishing & Adv
86222 Aitkin Independent Age		12,289.50		
			2 Transactions	
248 Association of Mn Counties				
01-040-000-0000-6241		350.00	AMC Leadership Conf	Registration Fee
248 Association of Mn Counties		350.00		
			1 Transactions	
14868 Fischer/LaRae				
01-040-021-0000-6511		18.00	DL Fast Training	Gas And Oil
14868 Fischer/LaRae		18.00		
			1 Transactions	
2099 Harmon/Elizabeth				
01-040-000-0000-6511		10.10	Gas for Co car/user group mtg	Gas And Oil
2099 Harmon/Elizabeth		10.10		
			4/10/2018	
			1 Transactions	
2214 Holder/Maryann				
01-040-021-0000-6301		825.00	Rent for License Center	Rentals
2214 Holder/Maryann		825.00		
			May 2018	
			1 Transactions	
3267 Peysar/Kirk				
01-040-000-0000-6330		95.92	AMC Leadership Conference	Transportation & Travel
3267 Peysar/Kirk		95.92		
			1 Transactions	
86235 The Office Shop Inc				
01-040-000-0000-6405		37.97	Numbering machine / scissors	Office & Computer Supplies

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
86235 The Office Shop Inc		envelopes / Print CRG	298044/298005	Office & Computer Supplies
			2 Transactions	
40 DEPT Total:	13,866.03	Auditor	8 Vendors	10 Transactions
42 DEPT		Treasurer		
208 American Solutions For Business		tax statements	03424575	Postage
01-042-000-0000-6205	1,947.19	tax statements	03424575	Services, Labor, Contracts
01-042-000-0000-6231	4,281.82	tax statements	03424575	Office & Computer Supplies
01-042-000-0000-6405	1,375.25			
208 American Solutions For Business	7,604.26		3 Transactions	
607 GOVERNMENT FORMS & SUPPLIES		mn doc security paper		Office & Computer Supplies
01-042-000-0000-6405	62.15		1 Transactions	
607 GOVERNMENT FORMS & SUPPLIES	62.15			
86235 The Office Shop Inc		Paper, binder, tabs	298062-0	Office & Computer Supplies
01-042-000-0000-6405	5.36		1 Transactions	
86235 The Office Shop Inc	5.36			
42 DEPT Total:	7,671.77	Treasurer	3 Vendors	5 Transactions
43 DEPT		Assessor		
86222 Aitkin Independent Age		1 year sub	acct 1693	Printing, Publishing & Adv
01-043-000-0000-6230	36.00		1 Transactions	
86222 Aitkin Independent Age	36.00			
208 American Solutions For Business		tax statements	03424575	Postage
01-043-000-0000-6205	1,947.18	tax statements	03424575	Printing, Publishing & Adv
01-043-000-0000-6230	1,234.30	tax statements	03424575	Printing, Publishing & Adv
01-043-000-0000-6230	4,281.82		3 Transactions	
208 American Solutions For Business	7,463.30			
10452 AT&T Mobility		287250162187		Telephone
01-043-000-0000-6250	210.14		1 Transactions	
10452 AT&T Mobility	210.14			
4641 Holiday Credit Office				

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
4641 Holiday Credit Office		72.06	March fuel	Gas And Oil
		72.06	1 Transactions	
86235 The Office Shop Inc				
01-043-000-0000-6405		33.29	1042837 / 1042483-2	Office, Film & Computer Supplies
86235 The Office Shop Inc		33.29	1 Transactions	
6097 Verizon Wireless				
01-043-000-0000-6250		147.55	9804536184	Telephone
6097 Verizon Wireless		147.55	1 Transactions	
43 DEPT Total:		7,962.34	Assessor	6 Vendors 8 Transactions
44 DEPT			Central Services	
3336 Office Of MN. IT Services				
01-044-000-0000-6231		1,300.00	March 18 Usage	Services, Labor, Contracts
3336 Office Of MN. IT Services		1,300.00	1 Transactions	
44 DEPT Total:		1,300.00	Central Services	1 Vendors 1 Transactions
45 DEPT			Motor Pool	
170 Aitkin Motor Company				
01-045-000-0000-6302		92.48	Car 18/47 oil and tire rotate	Car Maintenance
170 Aitkin Motor Company		92.48	1 Transactions	
45 DEPT Total:		92.48	Motor Pool	1 Vendors 1 Transactions
49 DEPT			Information Technologies	
10452 AT&T Mobility				
01-049-000-0000-6231		36.24	287279507473	Programming, Services, Contracts
10452 AT&T Mobility		36.24	1 Transactions	
5245 Bennett/Steve				
01-049-000-0000-6205		4.45	pstage	Postage
5245 Bennett/Steve		4.45	1 Transactions	
88880 Datacomm Computers & Networks Inc				
01-049-000-0000-6402		65.00	APC for jed	Computer Supplies & Software

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
88880	Datacomm Computers & Networks Inc		65.00		1 Transactions	
86235	The Office Shop Inc					
	01- 049- 000- 0000- 6231		200.00	performance contract	297913	Programming, Services, Contracts
86235	The Office Shop Inc		200.00		1 Transactions	
6097	Verizon Wireless					
	01- 049- 000- 0000- 6231		35.01	APR Broadband	9804481862	Programming, Services, Contracts
6097	Verizon Wireless		35.01		1 Transactions	
49	DEPT Total:		340.70	Information Technologies	5 Vendors	5 Transactions
52	DEPT			Administration/Personnel Dept		
248	Association of Mn Counties					
	01- 052- 000- 0000- 6241		75.00	knowledge transfer and succes	49664	Registration Fee
	01- 052- 000- 0000- 6241		350.00	AMC Leadership Conf	49687	Registration Fee
248	Association of Mn Counties		425.00		2 Transactions	
10452	AT&T Mobility					
	01- 052- 000- 0000- 6250		109.08	287259994975		Telephone
10452	AT&T Mobility		109.08		1 Transactions	
4641	Holiday Credit Office					
	01- 052- 000- 0000- 6511		23.71	March gas	1400000135194	Gas And Oil
4641	Holiday Credit Office		23.71		1 Transactions	
12048	McDowell Agency, Inc./The					
	01- 052- 000- 0000- 6234		49.00	Background screen	100059	Background Check Fee
	01- 052- 000- 0000- 6234		61.00	Background screen	99500	Background Check Fee
12048	McDowell Agency, Inc./The		110.00		2 Transactions	
86235	The Office Shop Inc					
	01- 052- 000- 0000- 6405		81.86	toner for fax	1043203	Office & Computer Supplies
86235	The Office Shop Inc		81.86		1 Transactions	
52	DEPT Total:		749.65	Administration/Personnel Dept	5 Vendors	7 Transactions
90	DEPT			Attorney		

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
1180	Crow Wing Co Sheriff's Office					
	01-090-000-0000-6234		75.00	forfeiture complian and summon	5395	Co Sheriff Services
1180	Crow Wing Co Sheriff's Office		75.00	1 Transactions		
89541	Culligan					
	01-090-000-0000-6213		49.10	monthly water supplies	150X00961607	Drug & Forfeiture Ms387.213
89541	Culligan		49.10	1 Transactions		
9360	Redwood Toxicology Laboratory, Inc.					
	01-090-000-0000-6213		348.39	Testing Supplies		Drug & Forfeiture Ms387.213
9360	Redwood Toxicology Laboratory, Inc.		348.39	1 Transactions		
3578	Skaj/Karen					
	01-090-000-0000-6233		77.00		2018- 5	Court Reporter Services
3578	Skaj/Karen		77.00	1 Transactions		
11949	Swanson/Sondra					
	01-090-000-0000-6205		14.70	Postage for Peterson Discovery		Postage
11949	Swanson/Sondra		14.70	1 Transactions		
86235	The Office Shop Inc					
	01-090-000-0000-6405		152.46	Staple removers, markers, pen	1042345- 0	Office & Computer Supplies
	01-090-000-0000-6405		3.09	Staple removers	1042345- 1	Office & Computer Supplies
	01-090-000-0000-6405		52.74	Batteries, wristrest	1043280- 0	Office & Computer Supplies
	01-090-000-0000-6405		255.78	Pocket folders	1043446- 0	Office & Computer Supplies
	01-090-000-0000-6625		683.64	Copier copies	297813- 0	Office Equipment
86235	The Office Shop Inc		1,147.71	5 Transactions		
5173	Thomson Reuters- West Publishing					
	01-090-000-0000-6406		1,301.14	West Information CHarge	837958716	Law Publ. & Subscriptions
5173	Thomson Reuters- West Publishing		1,301.14	1 Transactions		
90	DEPT Total:		3,013.04	Attorney	7 Vendors	11 Transactions
100	DEPT			Recorder		
86235	The Office Shop Inc					
	01-100-000-0000-6405		13.39	graph paper	298003	Office & Computer Supplies
86235	The Office Shop Inc		13.39	1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
100 DEPT Total:		Recorder	1 Vendors	1 Transactions
110 DEPT		Courthouse Maintenance		
8239 Ameripride Linen & Apparel Services 01- 110- 000- 0000- 6422		dry mop / handle	2201035732	Janitorial Supplies
8239 Ameripride Linen & Apparel Services			1 Transactions	
12106 Antoine Electric 01- 110- 000- 0000- 6231		led retro fit crime vict coord	16543	Services, Labor, Contracts
12106 Antoine Electric			1 Transactions	
10452 AT&T Mobility 01- 110- 000- 0000- 6250		287259994975		Phone
10452 AT&T Mobility			1 Transactions	
88628 Dalco 01- 110- 000- 0000- 6422		toilet tissue	3300911	Janitorial Supplies
88628 Dalco			1 Transactions	
1754 Garrison Disposal Company, Inc 01- 110- 000- 0000- 6255			49401	Garbage
1754 Garrison Disposal Company, Inc			1 Transactions	
2186 Hillyard Inc - Kansas City 01- 110- 000- 0000- 6422		Tube E00160	602872168	Janitorial Supplies
01- 110- 000- 0000- 6422		Liners, top clean	602934286	Janitorial Supplies
2186 Hillyard Inc - Kansas City			2 Transactions	
2340 Hyytinen Hardware Hank 01- 110- 000- 0000- 6422		Terminals	1447366	Janitorial Supplies
01- 110- 000- 0000- 6422		No seep, sealant	1447455	Janitorial Supplies
01- 110- 000- 0000- 6422		Faucet grease	1447478	Janitorial Supplies
01- 110- 000- 0000- 6422		Flashlight, tape, seal, batter	1448419	Janitorial Supplies
01- 110- 000- 0000- 6422		Lock lever entries	1448930	Janitorial Supplies
01- 110- 000- 0000- 6422		Star drive t- 25	1449658	Janitorial Supplies
01- 110- 000- 0000- 6422		Work gloves	1450058	Janitorial Supplies
2340 Hyytinen Hardware Hank			7 Transactions	
13073 Lakes Area Lock & Door Hardware Inc.				

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01- 110- 000- 0000- 6231		Rekey 1 cylinder	4602	Services, Labor, Contracts
13073	Lakes Area Lock & Door Hardware Inc.				
		236.84			
		236.84	1 Transactions		
89765	Minnesota Elevator, Inc		April service	745211	Services, Labor, Contracts
	01- 110- 000- 0000- 6231				
		178.27			
89765	Minnesota Elevator, Inc				
		178.27	1 Transactions		
3532	Nelson Lawn & Landscaping		March snow plowing	1167	Services, Labor, Contracts
	01- 110- 000- 0000- 6231				
		1,968.75			
3532	Nelson Lawn & Landscaping				
		1,968.75	1 Transactions		
110	DEPT Total:	3,800.31	Courthouse Maintenance	10 Vendors	17 Transactions
120	DEPT		Service Officer		
10452	AT&T Mobility		cell service	287270539560	Telephone
	01- 120- 000- 0000- 6250				
		62.23			
10452	AT&T Mobility				
		62.23	1 Transactions		
10981	Bakken/Glen A.J.		vet van		Per Diem
	01- 120- 000- 0000- 6350				
		50.00			
10981	Bakken/Glen A.J.				
		50.00	1 Transactions		
5398	CDW Government, Inc		MS GSA Office	JRG269	Office & Computer Supplies
	01- 120- 000- 0000- 6405				
		261.09			
5398	CDW Government, Inc				
		261.09	1 Transactions		
4641	Holiday Credit Office		Gas Vet's van - March	1400000136034	Gas And Oil
	01- 120- 000- 0000- 6511				
		123.80			
4641	Holiday Credit Office				
		123.80	1 Transactions		
14508	Janzen/Hugh		Drive vet van St Cloud	3/19/18	Per Diem
	01- 120- 000- 0000- 6350				
		50.00			
14508	Janzen/Hugh				
		50.00	1 Transactions		
10234	Miller/Conrad		Drive vet van	St Cloud	Per Diem
	01- 120- 000- 0000- 6350				
		50.00			
10234	Miller/Conrad				
		50.00	1 Transactions		
10677	Olsen/Gerald D				

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
10677 Olsen/Gerald D		50.00		Per Diem
		50.00	1 Transactions	
3912 Peterson/Richard				
		100.00		Per Diem
3912 Peterson/Richard		100.00	1 Transactions	
86235 The Office Shop Inc				
		435.71		Office & Computer Supplies
		625.00		Office Equipment
		74.55		Office & Computer Supplies
		99.99		Office & Computer Supplies
		7.30		Office & Computer Supplies
86235 The Office Shop Inc		1,242.55	5 Transactions	
5960 Wilmo/Wesley S.				
		50.00		Per Diem
5960 Wilmo/Wesley S.		50.00	1 Transactions	
9063 Workman/Jeff				
		50.00		Per Diem
9063 Workman/Jeff		50.00	1 Transactions	
120 DEPT Total:		2,089.67	11 Vendors	15 Transactions
121 DEPT				
11113 Anderson/Edward				
		105.00		Per Diem
11113 Anderson/Edward		105.00	1 Transactions	
14870 Johnson/Laurie				
		35.00		Per Diem
		35.00		Per Diem
		35.00		Per Diem
14870 Johnson/Laurie		105.00	3 Transactions	
13164 Turner/Evelyn				
		105.00		Per Diem

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
13164 Turner/Evelyn		105.00	1 Transactions	
10017 Tveit/Galen				
01- 121- 000- 0000- 6350		105.00	HRA Meeting	Per Diem
10017 Tveit/Galen		105.00	1 Transactions	
11355 Williams/Thleen E				
01- 121- 000- 0000- 6350		105.00	HRA Meeting	Per Diem
11355 Williams/Thleen E		105.00	1 Transactions	
<b>121 DEPT Total:</b>		<b>525.00</b>	<b>Housing &amp; Redevelopment</b>	<b>5 Vendors 7 Transactions</b>
<b>122 DEPT</b>			<b>Planning &amp; Zoning</b>	
4641 Holiday Credit Office				
01- 122- 000- 0000- 6511		20.05	March fuel	1400000135321 Gas And Oil
4641 Holiday Credit Office		20.05	1 Transactions	
14869 Jorgensen/David				
01- 122- 000- 0000- 6820		500.00	Refund of App18- 2945	Refunds & Reimbursements
14869 Jorgensen/David		500.00	1 Transactions	
14872 Pahlen/Craig				
01- 122- 000- 0000- 6820		50.00	App 2018- 002941 Refund	Refunds & Reimbursements
14872 Pahlen/Craig		50.00	1 Transactions	
4010 Rasley Oil Company				
01- 122- 000- 0000- 6511		21.32	Fuel Charges	Gas And Oil
4010 Rasley Oil Company		21.32	1 Transactions	
<b>122 DEPT Total:</b>		<b>591.37</b>	<b>Planning &amp; Zoning</b>	<b>4 Vendors 4 Transactions</b>
<b>123 DEPT</b>			<b>Coroner</b>	
988 Hennepin Co Medical Centers				
01- 123- 000- 0000- 6260		94.00	ME 18- 00518	Medex 022459 Autopsies- - Pathologist, Xrays, Etc
01- 123- 000- 0000- 6260		94.00	ME 18- 00527	Medex 022460 Autopsies- - Pathologist, Xrays, Etc
988 Hennepin Co Medical Centers		188.00	2 Transactions	
3987 Ramsey County Medical Examiner				

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3987 Ramsey County Medical Examiner		ME 18- 00518 / 18- 00527	022459/ 022460	Autopsies- - Pathologist, Xrays, Etc
		1 Transactions		
123 DEPT Total:	2,088.00	Coroner	2 Vendors	3 Transactions
200 DEPT		Enforcement		
50 Aitkin Body Shop, Inc		mirror spare squad	9805	Car Maintenance
50 Aitkin Body Shop, Inc	123.70		1 Transactions	
11960 ASAP Towing		18- 0710 / 18- 0719	6127/6130	Wrecker Service
11960 ASAP Towing	445.65	18- 0752 / 18- 0771	6133 / 6137	Wrecker Service
	790.65		2 Transactions	
10452 AT&T Mobility		cell service	287258495419	Telephone
10452 AT&T Mobility	1,003.99		1 Transactions	
12445 Brandl Chevrolet, Buick GMC		217 drivers side low beam	307853	Car Maintenance
12445 Brandl Chevrolet, Buick GMC	56.68		1 Transactions	
783 Canon Financial Services, Inc		canon contract	18456879	Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc	181.45		1 Transactions	
1777 Grand Rapids Veterinary Clinic		office visit	254147	Services, Labor, Contracts
1777 Grand Rapids Veterinary Clinic	223.75		1 Transactions	
4641 Holiday Credit Office		March gas	1400000288942	Gas And Oil
4641 Holiday Credit Office	181.28		1 Transactions	
2375 Intoximeters Inc		Repair 212 PBT	592084	Services & Labor (Incl Contracts)
2375 Intoximeters Inc	300.30		1 Transactions	

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 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
13864 Sandberg/Kristi		1,000.00		Health Insurance- Employer
01- 200- 000- 0000- 6150				
13864 Sandberg/Kristi		1,000.00	1 Transactions	
4870 Turner/Scott A.		68.90		Deputy Supplies
01- 200- 000- 0000- 6409				
4870 Turner/Scott A.		68.90	1 Transactions	
<b>200 DEPT Total:</b>		<b>3,930.70</b>	<b>Enforcement</b>	<b>10 Vendors 11 Transactions</b>
203 DEPT			Snowmobile	
10452 AT&T Mobility		53.06	cell service	287258495419 Telephone
01- 203- 000- 0000- 6250				
10452 AT&T Mobility		53.06	1 Transactions	
<b>203 DEPT Total:</b>		<b>53.06</b>	<b>Snowmobile</b>	<b>1 Vendors 1 Transactions</b>
252 DEPT			Corrections	
117 Aitkin County Sheriff		120.00	P Martin Notary	Services & Labor (Incl Contracts)
01- 252- 000- 0000- 6231				
117 Aitkin County Sheriff		120.00	1 Transactions	
14005 American Tower Corporation		335.98	jacabson tower rent	404998356 Services & Labor (Incl Contracts)
01- 252- 000- 0000- 6231				
14005 American Tower Corporation		335.98	1 Transactions	
10452 AT&T Mobility		50.04	cell service	287258495419 Telephone
01- 252- 000- 0000- 6250				
10452 AT&T Mobility		50.04	1 Transactions	
788 Bureau of Crim. Apprehension		390.00	CJDN	Services & Labor (Incl Contracts)
01- 252- 000- 0000- 6231				
788 Bureau of Crim. Apprehension		390.00	1 Transactions	
88628 Dalco		706.86	paper products for jail	3300909 Janitorial Supplies
01- 252- 000- 0000- 6422				
88628 Dalco		706.86	1 Transactions	

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
2186 Hillyard Inc - Kansas City 01- 252- 000- 0000- 6422		1,142.26	Janitorial	602934327	Janitorial Supplies
2186 Hillyard Inc - Kansas City		1,142.26		1 Transactions	
11946 McGuire Mechanical 01- 252- 000- 0000- 6590		251.00	Replace kitchen sink disp ring	8313	Repair & Maintenance Supplies
11946 McGuire Mechanical		251.00		1 Transactions	
13844 McKesson Medical Surgical 01- 252- 000- 0000- 6262		451.95	Med supplies	24188951	Medical Expenses & Supplies - Inmates
13844 McKesson Medical Surgical		451.95		1 Transactions	
13691 MEnD Correctional Care, PLLC 01- 252- 000- 0000- 6262		7,226.53	Healthcare services April 18	3169	Medical Expenses & Supplies - Inmates
13691 MEnD Correctional Care, PLLC		7,226.53		1 Transactions	
89765 Minnesota Elevator, Inc 01- 252- 000- 0000- 6231		178.27	Monthly service	745058	Services & Labor (Incl Contracts)
01- 252- 000- 0000- 6231		52.06	Battery emergency light	747600	Services & Labor (Incl Contracts)
89765 Minnesota Elevator, Inc		230.33		2 Transactions	
11120 Nardini Fire Equipment Co.,Inc 01- 252- 000- 0000- 6231		665.50	Ionization detector	IN- 70380	Services & Labor (Incl Contracts)
11120 Nardini Fire Equipment Co.,Inc		665.50		1 Transactions	
3789 Pan- O- Gold Baking Company 01- 252- 000- 0000- 6418		385.32	10002418088025	10002418095023	Groceries
3789 Pan- O- Gold Baking Company		385.32		1 Transactions	
3810 Paulbeck's County Market 01- 252- 000- 0000- 6418		18.60	groceries		Groceries
3810 Paulbeck's County Market		18.60		1 Transactions	
11947 Phoenix Supply 01- 252- 000- 0000- 6424		123.12		14242	Inmate Supplies
11947 Phoenix Supply		123.12		1 Transactions	
9499 Reliance Telephone Systems, Inc 01- 252- 252- 0000- 6406		826.25	High res Camera	9759/9760	Phone Card Prisoner Welfare

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
9499 Reliance Telephone Systems, Inc		826.26	1 Transactions	
84172 Riverwood Healthcare Center 01- 252- 000- 0000- 6262		1,114.12	Parenteau, N	Medical Expenses & Supplies - Inmates
84172 Riverwood Healthcare Center		1,114.12	1 Transactions	
13025 ST LOUIS COUNTY AUDITOR 01- 252- 000- 0000- 6231		368.26	Reg Radio Board	Services & Labor (Incl Contracts)
13025 ST LOUIS COUNTY AUDITOR		368.26	1 Transactions	
4761 Sysco Minnesota Inc 01- 252- 000- 0000- 6418		6,600.02	153264524/153265803/153270500	Groceries
01- 252- 000- 0000- 6420		106.48	153278180/153278407/153283088	Kitchen Supplies
4761 Sysco Minnesota Inc		6,706.50	2 Transactions	
86235 The Office Shop Inc 01- 252- 000- 0000- 6625		192.99	Office Swivel Chair	Office Equipment
86235 The Office Shop Inc		192.99	1 Transactions	
13934 Tire Barn 01- 252- 000- 0000- 6302		63.08	xport #2 oil change	Car Maintenance
13934 Tire Barn		63.08	1 Transactions	
252 DEPT Total:		21,368.69	Corrections	20 Vendors 22 Transactions
253 DEPT			Sentence to Serve	
10452 AT&T Mobility 01- 253- 000- 0000- 6250		34.99	cell service	Telephone
10452 AT&T Mobility		34.99	1 Transactions	
7525 Hometown Bldg Supply 01- 253- 000- 0000- 6405		1.58	50 grit garnet	Operating Supplies
7525 Hometown Bldg Supply		1.58	1 Transactions	
5892 McGregor Printing & Graphics, Inc 01- 253- 000- 0000- 6230		69.00	Pat S Business Cards	Printing, Publishing & Adv
5892 McGregor Printing & Graphics, Inc		69.00	1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
253	DEPT Total:	105.57	Sentence to Serve	3 Vendors 3 Transactions
257	DEPT		Community Corrections	
248	Association of Mn Counties 01- 257- 251- 0000- 6241	350.00	AMC Leadership Conf	49687 Registration Fee
248	Association of Mn Counties	350.00		1 Transactions
12844	Department of Corrections 01- 257- 251- 0000- 6268	77.50	field services training	Staff Training, Development
12844	Department of Corrections	77.50		1 Transactions
4641	Holiday Credit Office 01- 257- 000- 0000- 6335	21.27	March gas	1400000155373 Gas/Vehicle Fuel Charges
	01- 257- 251- 0000- 6335	12.61	March gas	1400000155373 Gas/Vehicle Fuel Charges
	01- 257- 255- 0000- 6335	8.81	March gas	1400000155373 Gas/Vehicle Fuel Charges
	01- 257- 257- 0000- 6335	62.18	March gas	1400000155373 Gas/Vehicle Fuel Charges
	01- 257- 258- 0000- 6335	17.65	March gas	1400000155373 Gas/Vehicle Fuel Charges
4641	Holiday Credit Office	122.52		5 Transactions
2391	Itasca Co Auditor 01- 257- 267- 0000- 6283	450.00	CORE services	Professional Services
2391	Itasca Co Auditor	450.00		1 Transactions
11894	KINDRED FAMILY FOCUS - STANDARD 01- 257- 255- 0000- 6204	2,358.79	DS Fostercare	Juvenile Detention
11894	KINDRED FAMILY FOCUS - STANDARD	2,358.79		1 Transactions
13056	McKenzie/Jill 01- 257- 022- 0000- 6406	15.00	Gift cards	Sobriety Crt Expenses
13056	McKenzie/Jill	15.00		1 Transactions
11997	Minnesota Monitoring 01- 257- 267- 0000- 6341	2,730.50	Elec monitoring equip rental	5306 Equipment Rental
11997	Minnesota Monitoring	2,730.50		1 Transactions
88086	Snyder's Foster Group Home 01- 257- 255- 0000- 6204	3,794.40	Juv Det Fees MMN Foster Home	Juvenile Detention
88086	Snyder's Foster Group Home	3,794.40		1 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
86235 The Office Shop Inc		167.10	contract paper meter charges	Office Equipment Rental/Contracts
01- 257- 000- 0000- 6342			297902	
86235 The Office Shop Inc		167.10	1 Transactions	
11030 Tougas/Janet				
01- 257- 257- 0000- 6330		53.40	check ins	Mileage
11030 Tougas/Janet		53.40	1 Transactions	
6097 Verizon Wireless				
01- 257- 257- 0000- 6215		54.52	842105699- 00001	Wireless Telephone Services
6097 Verizon Wireless		54.52	1 Transactions	
257 DEPT Total:		10,173.73	Community Corrections	11 Vendors 15 Transactions
390 DEPT			Environmental Health (FBL)	
4641 Holiday Credit Office				
01- 390- 000- 0000- 6511		26.96	March fuel	Gas And Oil
4641 Holiday Credit Office		26.96	1 Transactions	
390 DEPT Total:		26.96	Environmental Health (FBL)	1 Vendors 1 Transactions
601 DEPT			Extension	
89471 Aitkin Co 4- H Council				
01- 601- 551- 0000- 5840		480.00	5809- 5818 / 5824 / 5825	4- H Plat Book Sales
89471 Aitkin Co 4- H Council		480.00	1 Transactions	
86222 Aitkin Independent Age				
01- 601- 000- 0000- 6231		36.00	1 yr sub	Services & Charges
86222 Aitkin Independent Age		36.00	1 Transactions	
10850 Carlson/David				
01- 601- 000- 0000- 6350		35.00	extension committee	Per Diem
01- 601- 000- 0000- 6360		21.80	40 miles	Extension Comm Expenses (Not Per Diem)
10850 Carlson/David		56.80	2 Transactions	
9440 Dotzler/Sharon A				
01- 601- 000- 0000- 6350		35.00	extension committee	Per Diem

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
9440 Dotzler/Sharon A		35.00	1 Transactions	
91345 Elvecrog/Roberta C				
01- 601- 000- 0000- 6350		35.00	extension committee	Per Diem
91345 Elvecrog/Roberta C		35.00	1 Transactions	
14813 Joerger, Rebecca				
01- 601- 000- 0000- 6360		17.44	Extension Committee mileage	32@.545 Extension Comm Expenses (Not Per Diem)
01- 601- 000- 0000- 6350		35.00	Extension committe mtg	4/2/18 Per Diem
14813 Joerger, Rebecca		52.44	2 Transactions	
90853 Mickelson/Bonnie H				
01- 601- 000- 0000- 6350		35.00	Extension Committee	4/2/18 Per Diem
90853 Mickelson/Bonnie H		35.00	1 Transactions	
601 DEPT Total:		730.24	Extension	7 Vendors 9 Transactions
1 Fund Total:		88,614.32	General Fund	173 Transactions

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
301 DEPT			R&B Administration	
89541 Culligan				
03-301-000-0000-6400		10.50	EQUIP RENTAL	STMT
89541 Culligan		10.50		Supplies And Materials
			1 Transactions	
11406 Innovative Office Solutions				
03-301-000-0000-6400		146.14	OFFICE SUPPLIES	IN1998054
11406 Innovative Office Solutions		146.14		Supplies And Materials
			1 Transactions	
13037 Reserve Account				
03-301-000-0000-6205		500.00	POSTAGE	10
13037 Reserve Account		500.00		Postage
			1 Transactions	
86235 The Office Shop Inc				
03-301-000-0000-6400		8.61	OFFICE SUPPLIES	1043685-0
03-301-000-0000-6400		27.99	OFFICE SUPPLIES	1043685-1
03-301-000-0000-6400		246.04	CONTRACT	297671-0
86235 The Office Shop Inc		282.64		Supplies And Materials
			3 Transactions	Supplies And Materials
301 DEPT Total:		939.28	R&B Administration	4 Vendors 6 Transactions
302 DEPT			R&B Engineering/Construction	
505 Ben Meadows Co Inc				
03-302-000-0000-6449		54.98	ENG SUPPLIES	SI04132033
505 Ben Meadows Co Inc		54.98		Rd/Br Engr. Supplies
			1 Transactions	
302 DEPT Total:		54.98	R&B Engineering/Construction	1 Vendors 1 Transactions
303 DEPT			R&B Highway Maintenance	
50 Aitkin Body Shop, Inc				
03-303-000-0000-6298		33.71	AITKIN SHOP SUPPLIES	1293
50 Aitkin Body Shop, Inc		33.71		Shop Maintenance
			1 Transactions	
195 Aitkin Tire Shop				
03-303-000-0000-6590		50.00	REPAIR LABOR	0-057627
195 Aitkin Tire Shop		50.00		Repair & Maintenance Supplies
			1 Transactions	
12106 Antoine Electric				

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
12106 Antoine Electric		AITKIN SHOP	16546	Shop Maintenance
	294.00			
	294.00		1 Transactions	
10452 AT&T Mobility		PAUL'S IPAD SVC	2872266104878X	Utilities
	34.99			
10452 AT&T Mobility				
	34.99		1 Transactions	
1010 City Of Aitkin		2018 MUNICIPAL MAINT		Maintenance Agreements
	12,112.57			
1010 City Of Aitkin				
	12,112.57		1 Transactions	
7060 Federated Co- Ops Inc.		MCGRATH SHOP PROPANE	0-0105156	Shop Fuel
	811.85			
7060 Federated Co- Ops Inc.				
	811.85		1 Transactions	
13468 G & K Services		SHOP LAUNDRY	6043239559	Shop Maintenance
	21.38			
13468 G & K Services				
	21.38		1 Transactions	
1754 Garrison Disposal Company, Inc		MAR MCGREGOR SHOP	49784	Utilities
	80.73			
1754 Garrison Disposal Company, Inc				
	80.73		1 Transactions	
7525 Hometown Bldg Supply		AITKIN SHOP	8330	Shop Maintenance
	13.18			
7525 Hometown Bldg Supply				
	13.18		1 Transactions	
2340 Hyytinen Hardware Hank		SIGN SUPPLIES	1447457	Signs & Posts
	10.28			
		SIGN SUPPLIES	1448435	Signs & Posts
	14.95			
		AITKIN SHOP SUPPLIES	1448772	Shop Maintenance
	2.99			
2340 Hyytinen Hardware Hank				
	28.22		3 Transactions	
7705 Isle Automotive Corp		MCGRATH SHOP	119123382	Shop Maintenance
	4.50			
7705 Isle Automotive Corp				
	4.50		1 Transactions	
2763 J & H Transfer Station- Lakes Sanitary		APR AITKIN	136625	Utilities
	93.89			

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
2763 J & H Transfer Station- Lakes Sanitary		APR PALISADE	136626	Utilities
			2 Transactions	
91187 Lake Country Power		FEB- MAR JACOBSON	1400073000	Utilities
03- 303- 000- 0000- 6254				
		FEB- MAR CSAH 14	141979801	Utilities
03- 303- 000- 0000- 6254				
		FEB- MAR CSAH 6	141979901	Utilities
03- 303- 000- 0000- 6254				
91187 Lake Country Power			3 Transactions	
2831 Little Falls Machine Inc		REPAIR PARTS	351703	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590				
2831 Little Falls Machine Inc			1 Transactions	
2941 M R Sign Co Inc		RESIDENTIAL E- 911 SIGNS	199283	Signs & Posts
03- 303- 000- 0000- 6516				
2941 M R Sign Co Inc			1 Transactions	
2991 Malmo Market		GASOLINE	24543	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		GASOLINE	36109	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		GASOLINE	36562	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		GASOLINE	36891	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		GASOLINE	37776	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		GASOLINE	38448	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		GASOLINE	38635	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		GASOLINE	39219	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		GASOLINE	39420	Motor Fuel & Lubricants
2991 Malmo Market			9 Transactions	
10824 Maney International Inc		REPAIR PARTS	778557	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590				
03- 303- 000- 0000- 6590		REPAIR PARTS	779106	Repair & Maintenance Supplies
10824 Maney International Inc			2 Transactions	
3100 McGregor Oil		DISCOUNT		Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		GASOLINE	10784	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		GASOLINE	10785	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		GASOLINE	10786	Motor Fuel & Lubricants

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## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
03-303-000-0000-6513		57.66	GASOLINE	10788 Motor Fuel & Lubricants
03-303-000-0000-6513		52.97	GASOLINE	10789 Motor Fuel & Lubricants
03-303-000-0000-6513		29.72	GASOLINE	10790 Motor Fuel & Lubricants
03-303-000-0000-6513		66.18	GASOLINE	10791 Motor Fuel & Lubricants
03-303-000-0000-6513		72.45	GASOLINE	10792 Motor Fuel & Lubricants
03-303-000-0000-6513		61.05	GASOLINE	10793 Motor Fuel & Lubricants
03-303-000-0000-6513		48.95	GASOLINE	10794 Motor Fuel & Lubricants
03-303-000-0000-6513		34.74	GASOLINE	1877 Motor Fuel & Lubricants
03-303-000-0000-6513		1,764.28	PALISADE DIESEL	2030 Motor Fuel & Lubricants
03-303-000-0000-6513		75.12	GASOLINE	65742 Motor Fuel & Lubricants
<b>3100 McGregor Oil</b>		<b>2,394.29</b>		<b>14 Transactions</b>
<b>12927 Midwest Machinery Co.</b>				
03-303-000-0000-6590		238.16	FILTERS	1618967 Repair & Maintenance Supplies
<b>12927 Midwest Machinery Co.</b>		<b>238.16</b>		<b>1 Transactions</b>
<b>9692 Minnesota Energy Resources Corporation</b>				
03-303-000-0000-6297		587.67	NAT GAS: AITKIN SHOP	MAR Shop Fuel
<b>9692 Minnesota Energy Resources Corporation</b>		<b>587.67</b>		<b>1 Transactions</b>
<b>8436 Northland Parts</b>				
03-303-000-0000-6590		16.99	REPAIR PARTS	358223 Repair & Maintenance Supplies
03-303-000-0000-6590		6.00	REPAIR PARTS	358226 Repair & Maintenance Supplies
03-303-000-0000-6298		141.99	MCGREGOR SHOP SUPPLIES	358236 Shop Maintenance
<b>8436 Northland Parts</b>		<b>152.98</b>		<b>3 Transactions</b>
<b>3760 Palisade Cooperative Oil Assoc</b>				
03-303-000-0000-6513		70.00	GASOLINE	396456 Motor Fuel & Lubricants
03-303-000-0000-6513		32.78	GASOLINE	396569 Motor Fuel & Lubricants
03-303-000-0000-6513		40.00	GASOLINE	397202 Motor Fuel & Lubricants
03-303-000-0000-6513		50.00	GASOLINE	397607 Motor Fuel & Lubricants
03-303-000-0000-6513		71.09	GASOLINE	397787 Motor Fuel & Lubricants
03-303-000-0000-6513		40.00	GASOLINE	398008 Motor Fuel & Lubricants
03-303-000-0000-6513		40.50	GASOLINE	398574 Motor Fuel & Lubricants
03-303-000-0000-6513		36.00	GASOLINE	398975 Motor Fuel & Lubricants
<b>3760 Palisade Cooperative Oil Assoc</b>		<b>380.37</b>		<b>8 Transactions</b>
<b>14861 Parman Energy Group</b>				
03-303-000-0000-6298		332.50	AITKIN SHOP SUPPLIES	0624049- IN Shop Maintenance

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		136.40	REPAIR PARTS	0624049- IN	Repair & Maintenance Supplies
		1,177.00	HYDRAULIC FLUID	0624049- IN	Repair & Maintenance Supplies
<b>14861 Parman Energy Group</b>		<b>1,645.90</b>			
			3 Transactions		
<b>4010 Rasley Oil Company</b>					
03-303-000-0000-6513		73.80	GASOLINE	31961	Motor Fuel & Lubricants
03-303-000-0000-6513		22.14	GASOLINE	31965	Motor Fuel & Lubricants
03-303-000-0000-6513		34.13	GASOLINE	31998	Motor Fuel & Lubricants
03-303-000-0000-6513		51.56	GASOLINE	32000	Motor Fuel & Lubricants
03-303-000-0000-6513		27.68	GASOLINE	32017	Motor Fuel & Lubricants
03-303-000-0000-6513		56.57	GASOLINE	32021	Motor Fuel & Lubricants
03-303-000-0000-6513		69.21	GASOLINE	32023	Motor Fuel & Lubricants
03-303-000-0000-6513		56.36	GASOLINE	32032	Motor Fuel & Lubricants
03-303-000-0000-6513		32.48	GASOLINE	32250	Motor Fuel & Lubricants
03-303-000-0000-6513		39.67	GASOLINE	32302	Motor Fuel & Lubricants
03-303-000-0000-6513		42.66	GASOLINE	32305	Motor Fuel & Lubricants
03-303-000-0000-6513		54.99	GASOLINE	32344	Motor Fuel & Lubricants
03-303-000-0000-6513		48.90	GASOLINE	32356	Motor Fuel & Lubricants
03-303-000-0000-6513		27.62	DIESEL	32389	Motor Fuel & Lubricants
03-303-000-0000-6513		55.74	GASOLINE	32389	Motor Fuel & Lubricants
03-303-000-0000-6513		47.04	GASOLINE	32551	Motor Fuel & Lubricants
03-303-000-0000-6513		35.98	GASOLINE	32556	Motor Fuel & Lubricants
03-303-000-0000-6513		38.74	GASOLINE	32607	Motor Fuel & Lubricants
03-303-000-0000-6513		17.23	GASOLINE	32611	Motor Fuel & Lubricants
03-303-000-0000-6513		25.83	GASOLINE	32637	Motor Fuel & Lubricants
03-303-000-0000-6513		30.91	GASOLINE	32638	Motor Fuel & Lubricants
03-303-000-0000-6513		29.33	GASOLINE	32673	Motor Fuel & Lubricants
03-303-000-0000-6513		59.96	GASOLINE	32674	Motor Fuel & Lubricants
03-303-000-0000-6513		46.54	GASOLINE	32680	Motor Fuel & Lubricants
03-303-000-0000-6513		87.95	GASOLINE	32684	Motor Fuel & Lubricants
03-303-000-0000-6513		46.76	GASOLINE	32722	Motor Fuel & Lubricants
03-303-000-0000-6513		31.37	GASOLINE	32785	Motor Fuel & Lubricants
03-303-000-0000-6513		16.87	DIESEL	32789	Motor Fuel & Lubricants
03-303-000-0000-6513		51.39	GASOLINE	32789	Motor Fuel & Lubricants
03-303-000-0000-6513		48.32	GASOLINE	32794	Motor Fuel & Lubricants
03-303-000-0000-6513		36.57	GASOLINE	32795	Motor Fuel & Lubricants
03-303-000-0000-6513		68.26	GASOLINE	32840	Motor Fuel & Lubricants
03-303-000-0000-6513		40.21	GASOLINE	32846	Motor Fuel & Lubricants
03-303-000-0000-6513		22.50	GASOLINE	32870	Motor Fuel & Lubricants

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03-303-000-0000-6590		136.78	PROPANE	32872	Repair & Maintenance Supplies
03-303-000-0000-6513		32.31	GASOLINE	32879	Motor Fuel & Lubricants
03-303-000-0000-6513		54.10	GASOLINE	32884	Motor Fuel & Lubricants
03-303-000-0000-6513		50.73	GASOLINE	32903	Motor Fuel & Lubricants
03-303-000-0000-6513		61.17	GASOLINE	32912	Motor Fuel & Lubricants
03-303-000-0000-6513		21.49	DIESEL	32921	Motor Fuel & Lubricants
03-303-000-0000-6513		36.96	GASOLINE	32921	Motor Fuel & Lubricants
03-303-000-0000-6513		47.04	GASOLINE	32948	Motor Fuel & Lubricants
03-303-000-0000-6513		122.45	GASOLINE	32958	Motor Fuel & Lubricants
03-303-000-0000-6513		39.80	GASOLINE	32988	Motor Fuel & Lubricants
03-303-000-0000-6513		49.11	GASOLINE	32996	Motor Fuel & Lubricants
03-303-000-0000-6513		51.87	GASOLINE	33031	Motor Fuel & Lubricants
03-303-000-0000-6513		37.70	GASOLINE	33044	Motor Fuel & Lubricants
03-303-000-0000-6513		59.50	GASOLINE	33047	Motor Fuel & Lubricants
03-303-000-0000-6513		40.72	GASOLINE	33073	Motor Fuel & Lubricants
03-303-000-0000-6513		52.29	GASOLINE	33077	Motor Fuel & Lubricants
03-303-000-0000-6513		21.30	DIESEL	33077	Motor Fuel & Lubricants
03-303-000-0000-6513		50.15	GASOLINE	33086	Motor Fuel & Lubricants
03-303-000-0000-6513		64.21	GASOLINE	33096	Motor Fuel & Lubricants
03-303-000-0000-6513		61.03	GASOLINE	33129	Motor Fuel & Lubricants
03-303-000-0000-6513		40.27	GASOLINE	33138	Motor Fuel & Lubricants
03-303-000-0000-6513		37.02	GASOLINE	33163	Motor Fuel & Lubricants
<b>4010 Rasley Oil Company</b>		<b>2,643.27</b>			
			56 Transactions		
<b>4070 Riley Auto Supply</b>					
03-303-000-0000-6590		142.70	REPAIR PARTS	595715	Repair & Maintenance Supplies
03-303-000-0000-6590		8.20	REPAIR PARTS	595752	Repair & Maintenance Supplies
03-303-000-0000-6590		341.11	REPAIR PARTS	595753	Repair & Maintenance Supplies
03-303-000-0000-6590		99.39	REPAIR PARTS	595845	Repair & Maintenance Supplies
03-303-000-0000-6590		23.77	REPAIR PARTS	595861	Repair & Maintenance Supplies
03-303-000-0000-6298		219.99	AITKIN SHOP SUPPLIES	595863	Shop Maintenance
03-303-000-0000-6590		10.58	REPAIR PARTS	596052	Repair & Maintenance Supplies
03-303-000-0000-6298		52.65	AITKIN SHOP SUPPLIES	596053	Shop Maintenance
03-303-000-0000-6590		119.99	REPAIR PARTS	596147	Repair & Maintenance Supplies
<b>4070 Riley Auto Supply</b>		<b>1,018.38</b>			
			9 Transactions		
<b>13114 Stepp Manufacturing</b>					
03-303-000-0000-6590		335.41	REPAIR PARTS	53568	Repair & Maintenance Supplies

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13114 Stepp Manufacturing		335.41			
				1 Transactions	
4711 Sunnys Citgo					
03- 303- 000- 0000- 6513		47.00	GASOLINE	1011665	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		56.16	GASOLINE	1012482	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		44.75	GASOLINE	1013577	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		34.25	GASOLINE	1014203	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		47.52	GASOLINE	1014228	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		46.76	GASOLINE	1017364	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		54.46	GASOLINE	1019208	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		56.34	GASOLINE	1019876	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		29.44	GASOLINE	1029689	Motor Fuel & Lubricants
4711 Sunnys Citgo		416.68		9 Transactions	
90805 Temco					
03- 303- 000- 0000- 6590		93.20	REPAIR PARTS	22481	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		170.00	REPAIR PARTS	22503	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		500.00	REPAIR LABOR	22503	Repair & Maintenance Supplies
90805 Temco		763.20		3 Transactions	
10431 Verizon Business					
03- 303- 000- 0000- 6254		17.68	MAR- HWY OFFICE	4227948181803	Utilities
10431 Verizon Business		17.68		1 Transactions	
6097 Verizon Wireless					
03- 303- 000- 0000- 6254		336.04	MAR- DEPT CELL PHONES	9804576005	Utilities
6097 Verizon Wireless		336.04		1 Transactions	
8671 Village Laundromat & Car Wash, Inc					
03- 303- 000- 0000- 6298		22.00	RAGS	841494	Shop Maintenance
8671 Village Laundromat & Car Wash, Inc		22.00		1 Transactions	
8279 Winzer Corporation					
03- 303- 000- 0000- 6298		487.25	AITKIN SHOP SUPPLIES	6089038	Shop Maintenance
8279 Winzer Corporation		487.25		1 Transactions	
5295 Ziegler Inc					
03- 303- 000- 0000- 6590		2,967.00	6' PLOW BLADES	PC190075153	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		712.32	4' PLOW BLADES	PC190075175	Repair & Maintenance Supplies

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 3 Road & Bridge

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	03- 303- 000- 0000- 6590			301.02	REPAIR PARTS	PC190075176	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590			90.00	REPAIR LABOR	SW190022804	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590			3.38	REPAIR PARTS	SW190022804	Repair & Maintenance Supplies
5295	Ziegler Inc			4,073.72			
					5 Transactions		
303	DEPT Total:			31,031.92	R&B Highway Maintenance	33 Vendors	148 Transactions
307	DEPT				R&B Capital Infrastructure		
5128	Widseth Smith & Nolting Inc						
	03- 307- 000- 0000- 6260			2,410.00	PROFESSIONAL SERVICES	122774	Professional Services
5128	Widseth Smith & Nolting Inc			2,410.00			
					1 Transactions		
307	DEPT Total:			2,410.00	R&B Capital Infrastructure	1 Vendors	1 Transactions
3	Fund Total:			34,436.18	Road & Bridge		156 Transactions

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 6 Debt Service

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
949	DEPT		Courthouse Addition		
	14044 Boarman Kroos Vogel Group Inc				
	06- 949- 000- 0000- 6231		Aitkin Co Govt Center	44947	Services, Labor, Contracts
	14044 Boarman Kroos Vogel Group Inc				
			7,637.75		
			7,637.75	1 Transactions	
949	DEPT Total:		Courthouse Addition	1 Vendors	1 Transactions
			7,637.75		
6	Fund Total:		Debt Service		1 Transactions
			7,637.75		

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			Undesignated		
	4580 Mn Dept Of Finance		450.00	Marriage license fees	March 18	State Fees, Assessments & Surcharges
	09- 000- 000- 0000- 2030					
	4580 Mn Dept Of Finance		450.00	1 Transactions		
0	DEPT Total:		450.00	Undesignated	1 Vendors	1 Transactions
9	Fund Total:		450.00	State		1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
923	DEPT			Forfeited Tax Sales		
86222	Aitkin Independent Age 10- 923- 000- 0000- 6230		102.38	Mowing bids notice	acct 1519	Printing, Publishing & Adv
86222	Aitkin Independent Age		102.38	1 Transactions		
170	Aitkin Motor Company 10- 923- 000- 0000- 6590		7,309.63	inv 17577 / 17270 / 17593 /	17622 /17590	Repair & Maintenance Supplies
170	Aitkin Motor Company		7,309.63	1 Transactions		
195	Aitkin Tire Shop 10- 923- 000- 0000- 6590		140.00	truck tires	57633	Repair & Maintenance Supplies
195	Aitkin Tire Shop		140.00	1 Transactions		
10452	AT&T Mobility 10- 923- 000- 0000- 6254		118.94		287257204209	Utilities
10452	AT&T Mobility		118.94	1 Transactions		
13725	Beartooth True Value 10- 923- 000- 0000- 6590		150.91	primer / paint	Acct 1009	Repair & Maintenance Supplies
13725	Beartooth True Value		150.91	1 Transactions		
91022	Courtemanche/Richard 10- 923- 000- 0000- 6330		16.47	NRAC		Transportation & Travel
	10- 923- 000- 0000- 6340		9.17	NRAC		Meals Reimbursed Non- Taxable
91022	Courtemanche/Richard		25.64	2 Transactions		
5926	Haasken/Beth 10- 923- 000- 0000- 6330		16.02	Mileage NRAC Meeting	36@.445	Transportation & Travel
	10- 923- 000- 0000- 6330		16.02	Mileage Friends Meeting	36@.445	Transportation & Travel
5926	Haasken/Beth		32.04	2 Transactions		
4641	Holiday Credit Office 10- 923- 000- 0000- 6511		948.91	March fuel	1400000134961	Gas And Oil
4641	Holiday Credit Office		948.91	1 Transactions		
7525	Hometown Bldg Supply 10- 923- 000- 0000- 6590		129.89	Door & handle for shop	7745	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		110.84	Pine & 2x4's for shop	7767	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		124.63	Lumber & sheetrock	7836	Repair & Maintenance Supplies

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 10 Trust

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name <u>Account/Formula</u>	Rpt <u>Accr</u>	Amount	Warrant Description <u>Service Dates</u>	Invoice # <u>Paid On Bhf #</u>	Account/Formula Description <u>On Behalf of Name</u>
	10- 923- 000- 0000- 6590		2.97	Sheetrock & joint compound	7859	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		8.99	Shims	7984	Repair & Maintenance Supplies
7525	<b>Hometown Bldg Supply</b>		377.32			
				5 Transactions		
2340	<b>Hyytinen Hardware Hank</b>					
	10- 923- 000- 0000- 6590		8.99	Paint brushes Shop	1450073	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		2.99	Paint brushes Shop	1450163	Repair & Maintenance Supplies
2340	<b>Hyytinen Hardware Hank</b>		11.98			
				2 Transactions		
3100	<b>McGregor Oil</b>					
	10- 923- 000- 0000- 6511		151.59	Feb Gas	AITKINLA	Gas And Oil
3100	<b>McGregor Oil</b>		151.59			
				1 Transactions		
10135	<b>Optimum Communications Corp.</b>					
	10- 923- 000- 0000- 6405		4,590.00	Phones CO Land Shop		Office Supplies
10135	<b>Optimum Communications Corp.</b>		4,590.00			
				1 Transactions		
4010	<b>Rasley Oil Company</b>					
	10- 923- 000- 0000- 6511		942.25	AITCOL&PS		Gas And Oil
4010	<b>Rasley Oil Company</b>		942.25			
				1 Transactions		
923	<b>DEPT Total:</b>		14,901.59	<b>Forfeited Tax Sales</b>	<b>13 Vendors</b>	<b>20 Transactions</b>
926	<b>DEPT</b>			<b>Law Library</b>		
3201	<b>Minnesota State Law Library</b>					
	10- 926- 000- 0000- 6408		250.00	Annual Subscription	18- 24	Law Books
3201	<b>Minnesota State Law Library</b>		250.00			
				1 Transactions		
5173	<b>Thomson Reuters- West Publishing</b>					
	10- 926- 000- 0000- 6408		748.91	West Complete Library	837870291	Law Books
	10- 926- 000- 0000- 6408		1,283.49	West information Cahrge	837958717	Law Books
5173	<b>Thomson Reuters- West Publishing</b>		2,032.40			
				2 Transactions		
926	<b>DEPT Total:</b>		2,282.40	<b>Law Library</b>	<b>2 Vendors</b>	<b>3 Transactions</b>
10	<b>Fund Total:</b>		17,183.99	<b>Trust</b>		<b>23 Transactions</b>

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
924	DEPT		Forest Resource		
10452	AT&T Mobility				
	11- 924- 000- 0000- 6250			287257204209	Telephone
10452	AT&T Mobility			1 Transactions	
63.43					
63.43					
86467	Auto Value Aitkin				
	11- 924- 000- 0000- 6406		clacl battery	40117291	Field Supplies
86467	Auto Value Aitkin			1 Transactions	
6.99					
6.99					
12526	Bixby/James				
	11- 924- 000- 0000- 6330		66 miles		Transportation & Travel
	11- 924- 000- 0000- 6350				Per Diem
12526	Bixby/James			2 Transactions	
35.97					
35.00					
70.97					
589	Blomberg/Judith				
	11- 924- 000- 0000- 6350		NRHC meeting		Per Diem
589	Blomberg/Judith			1 Transactions	
35.00					
35.00					
2270	Hoppe/Russell Peter				
	11- 924- 000- 0000- 6350		Conservation meeting	4/9/18	Per Diem
	11- 924- 000- 0000- 6330		Conservation meeting mileage	60@.545	Transportation & Travel
2270	Hoppe/Russell Peter			2 Transactions	
35.00					
32.70					
67.70					
10890	Insley/Kevin				
	11- 924- 000- 0000- 6330		NRAC mileage	36@.545	Transportation & Travel
	11- 924- 000- 0000- 6350		NRAC Meeting	4/9/18	Per Diem
10890	Insley/Kevin			2 Transactions	
19.62					
35.00					
54.62					
2448	Janzen/Carroll Mark				
	11- 924- 000- 0000- 6350		NRAC Meeting	4/9/18	Per Diem
	11- 924- 000- 0000- 6330		NRAC mileage	56@.545	Transportation & Travel
2448	Janzen/Carroll Mark			2 Transactions	
35.00					
30.52					
65.52					
5759	Kitzrow/Donald				
	11- 924- 000- 0000- 6350		LLCC meeting	4/9/18	Per Diem
	11- 924- 000- 0000- 6330		Mileage to LLCC	65.8@.545	Transportation & Travel
5759	Kitzrow/Donald			2 Transactions	
35.00					
35.86					
70.86					
5784	Lake/Robert				

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 11 Forest Development

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
11- 924- 000- 0000- 6330		NRAC Meeting mileage	28@.545	Transportation & Travel
11- 924- 000- 0000- 6350		NRAC Meeting	4/9/18	Per Diem
<b>5784 Lake/Robert</b>				
			2 Transactions	
12512 MARCUM/ROBERT				
11- 924- 000- 0000- 6350		NRAC Meeting	4/9/18	Per Diem
11- 924- 000- 0000- 6330		NRAC Mileage	48@.545	Transportation & Travel
<b>12512 MARCUM/ROBERT</b>				
			2 Transactions	
10906 Shipp/Dale				
11- 924- 000- 0000- 6330		NRAC meeting		Transportation & Travel
11- 924- 000- 0000- 6350		NRAC meeting		Per Diem
<b>10906 Shipp/Dale</b>				
			2 Transactions	
4927 Turnock/Franklin Allen				
11- 924- 000- 0000- 6330		NRAC Meeting		Transportation & Travel
11- 924- 000- 0000- 6350		NRAC Meeting		Per Diem
<b>4927 Turnock/Franklin Allen</b>				
			2 Transactions	
10017 Tveit/Galen				
11- 924- 000- 0000- 6330		NRAC Meeting		Transportation & Travel
11- 924- 000- 0000- 6350		NRAC Meeting		Per Diem
<b>10017 Tveit/Galen</b>				
			2 Transactions	
6097 Verizon Wireless				
11- 924- 000- 0000- 6250		580683827- 00001	9804517232	Telephone
<b>6097 Verizon Wireless</b>				
			1 Transactions	
13234 Western EcoSystems Technology, Inc.				
11- 924- 000- 0000- 6231		Project 734- 03.001	58209	Services, Labor, Contracts
<b>13234 Western EcoSystems Technology, Inc.</b>				
			1 Transactions	
<b>924 DEPT Total:</b>		<b>2,375.48 Forest Resource</b>	<b>15 Vendors</b>	<b>25 Transactions</b>
<b>11 Fund Total:</b>		<b>2,375.48 Forest Development</b>		<b>25 Transactions</b>

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 13 Taxes & Penalties

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
943	DEPT		Taxes And Penalties		
	1010 City Of Aitkin				
	13- 943- 000- 0000- 2068		TIFF 5 Decert redistribution		Cur - State Aids
	1010 City Of Aitkin			1 Transactions	
	393 Isd 1 Aitkin- Treasurer				
	13- 943- 000- 0000- 2068		TIF #5 decertification		Cur - State Aids
	393 Isd 1 Aitkin- Treasurer			1 Transactions	
943	DEPT Total:		Taxes And Penalties	2 Vendors	2 Transactions
13	Fund Total:		Taxes & Penalties		2 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
521 DEPT		LLCC Administration		
86222 Aitkin Independent Age 19- 521- 000- 0000- 6230		65.31		
86222 Aitkin Independent Age		65.31		
8622 Frontier 19- 521- 000- 0000- 6250		522.52		
8622 Frontier		522.52		
13225 Graphics4Gear, LLC 19- 521- 000- 0000- 6400		387.25		
13225 Graphics4Gear, LLC		387.25		
2763 J & H Transfer Station- Lakes Sanitary 19- 521- 000- 0000- 6255		92.38		
2763 J & H Transfer Station- Lakes Sanitary		92.38		
11120 Nardini Fire Equipment Co.,Inc 19- 521- 000- 0000- 6231		920.00		
11120 Nardini Fire Equipment Co.,Inc		920.00		
4425 Shirts Plus 19- 521- 000- 0000- 6400		969.00		
4425 Shirts Plus		969.00		
5952 St Paul Pioneer Press 19- 521- 000- 0000- 6230		70.00		
5952 St Paul Pioneer Press		70.00		
86235 The Office Shop Inc 19- 521- 000- 0000- 6231		244.23		
86235 The Office Shop Inc		244.23		
8671 Village Laundromat & Car Wash, Inc 19- 521- 000- 0000- 6231		228.80		
8671 Village Laundromat & Car Wash, Inc		228.80		
521 DEPT Total:		3,499.49	9 Vendors	9 Transactions

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
522	DEPT		LLCC Education		
14867	Brown/Tracy		lodging refund		Refunds & Reimbursements
	19- 522- 000- 0000- 6820				
	30.00				
14867	Brown/Tracy				
	30.00		1 Transactions		
2340	Hyytinen Hardware Hank				
	19- 522- 000- 0000- 6416		Hardware	Acct 7684653	Education Supplies
	19- 522- 000- 0000- 6416			Acct 7684653	Education Supplies
	9.21				
	6.75				
2340	Hyytinen Hardware Hank				
	15.96		2 Transactions		
522	DEPT Total:		LLCC Education	2 Vendors	3 Transactions
		45.96			
523	DEPT		LLCC Food		
5814	Hagen/Christine				
	19- 523- 000- 0000- 6418		Paper trays	195568	Groceries- Students
	19- 523- 000- 0000- 6418		Groceries for marketplace	195568	Groceries- Students
	20.30				
	14.97				
5814	Hagen/Christine				
	35.27		2 Transactions		
3810	Paulbeck's County Market				
	19- 523- 000- 0000- 6418		0061 /0088 / 0009		Groceries- Students
	37.96				
3810	Paulbeck's County Market				
	37.96		1 Transactions		
4761	Sysco Minnesota Inc				
	19- 523- 000- 0000- 6418			153283090	Groceries- Students
	999.56				
4761	Sysco Minnesota Inc				
	999.56		1 Transactions		
4968	Upper Lakes Foods, Inc				
	19- 523- 000- 0000- 6418		253314- 00		Groceries- Students
	19- 523- 000- 0000- 6420		253314- 00	255113- 00	Food Service Supplies
	997.64				
	170.08				
4968	Upper Lakes Foods, Inc				
	1,167.72		2 Transactions		
523	DEPT Total:		LLCC Food	4 Vendors	6 Transactions
		2,240.51			
524	DEPT		LLCC Maintenance		
86467	Auto Value Aitkin				
	19- 524- 000- 0000- 6302		plow truck parts	40117923	Vehicle Maintenance
	30.98				
86467	Auto Value Aitkin				
	30.98		1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
13725	<b>Beartooth True Value</b> 19- 524- 000- 0000- 6422			54.08	caulking / hardware / snadpape	ACCT 1075	Janitorial Services/Supplies
13725	<b>Beartooth True Value</b>			54.08	1 Transactions		
88628	<b>Dalco</b> 19- 524- 000- 0000- 6422			60.36	wax pouches	3300892	Janitorial Services/Supplies
88628	<b>Dalco</b>			60.36	1 Transactions		
1430	<b>Dotzler Power Equipment</b> 19- 524- 000- 0000- 6422			43.90		2032	Janitorial Services/Supplies
1430	<b>Dotzler Power Equipment</b>			43.90	1 Transactions		
2340	<b>Hyytinen Hardware Hank</b> 19- 524- 000- 0000- 6422			260.50	Paint/supplies	Acct 7684653	Janitorial Services/Supplies
2340	<b>Hyytinen Hardware Hank</b>			260.50	1 Transactions		
3760	<b>Palisade Cooperative Oil Assoc</b> 19- 524- 000- 0000- 6511			118.07	398153/398154/396594	396472	Gas And Oil
3760	<b>Palisade Cooperative Oil Assoc</b>			118.07	1 Transactions		
90805	<b>Temco</b> 19- 524- 000- 0000- 6302			83.00	fab spring bolt snow plow	22443	Vehicle Maintenance
90805	<b>Temco</b>			83.00	1 Transactions		
5005	<b>Village Electric Motor Shop</b> 19- 524- 000- 0000- 6590			178.50		18747	Repair & Maintenance Supplies
5005	<b>Village Electric Motor Shop</b>			178.50	1 Transactions		
524	<b>DEPT Total:</b>			829.39	LLCC Maintenance	8 Vendors	8 Transactions
19	<b>Fund Total:</b>			6,615.35	Long Lake Conservation Center		26 Transactions

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21 Parks

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT			Parks		
188	Aitkin Sno- Drifters Snowmobile					
	21- 520- 000- 0000- 6802		7,412.45	snowmobile GIA		Trail Grants- State
188	Aitkin Sno- Drifters Snowmobile		7,412.45		1 Transactions	
10452	AT&T Mobility					
	21- 520- 000- 0000- 6250		39.65		287257204209	Telephone
10452	AT&T Mobility		39.65		1 Transactions	
13725	Beartooth True Value					
	21- 520- 000- 0000- 6590		91.97	axe / tape measure	Acct 1009	Repair & Maintenance Supplies
13725	Beartooth True Value		91.97		1 Transactions	
10083	Cedarbrook Lumber Comp					
	21- 520- 000- 0000- 6406		164.89	Lumber for bog walk	91968	Field Supplies
10083	Cedarbrook Lumber Comp		164.89		1 Transactions	
14455	Dependable Demolition					
	21- 520- 000- 0000- 6802		1,500.00	brushing 15hrs	000095	Trail Grants- State
14455	Dependable Demolition		1,500.00		1 Transactions	
1754	Garrison Disposal Company, Inc					
	21- 520- 000- 0000- 6254		70.20	april gargabe	49402	Utilities
1754	Garrison Disposal Company, Inc		70.20		1 Transactions	
1805	Giese Sno- Cruisers Trail Assn.					
	21- 520- 000- 0000- 6802		3,999.23	snowmobile gia		Trail Grants- State
1805	Giese Sno- Cruisers Trail Assn.		3,999.23		1 Transactions	
2060	Haypoint Jackpine Savages					
	21- 520- 000- 0000- 6802		12,665.93	GIA payment 3rd benchmark		Trail Grants- State
2060	Haypoint Jackpine Savages		12,665.93		1 Transactions	
7525	Hometown Bldg Supply					
	21- 520- 000- 0000- 6590		29.98	Spikes for LLCC	7746	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		48.33	Spikes for LLCC	7771	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		62.65	Spikes for LLCC	7876	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		192.90	Spikes & bit	7987	Repair & Maintenance Supplies

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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21 Parks

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
7525 Hometown Bldg Supply		333.86			
			4 Transactions		
2340 Hyytinen Hardware Hank					
21- 520- 000- 0000- 6406		11.48	Parts	1439713	Field Supplies
21- 520- 000- 0000- 6406		10.99	Handwarmers	1439905	Field Supplies
21- 520- 000- 0000- 6406		11.99	Torch parts	1440548	Field Supplies
21- 520- 000- 0000- 6406		46.97	Spikes LLCC	1449035	Field Supplies
2340 Hyytinen Hardware Hank		81.43			
			4 Transactions		
11008 Lake States Lumber, Inc.					
21- 520- 000- 0000- 6406		1,042.50	Lumber for LLCC Bog Walk	AIT04408214001	Field Supplies
21- 520- 000- 0000- 6406		1,253.48	Lumber for LLCC Bog Walk	AIT04415765001	Field Supplies
21- 520- 000- 0000- 6406		383.49	Lumber for LLCC Bog Walk	AIT04433958001	Field Supplies
11008 Lake States Lumber, Inc.		2,679.47			
			3 Transactions		
12927 Midwest Machinery Co.					
21- 520- 000- 0000- 6590		46.34	Fuel cond, summer, spline scre	1623532	Repair & Maintenance Supplies
12927 Midwest Machinery Co.		46.34			
			1 Transactions		
3176 Mille Lacs Trails, Inc.					
21- 520- 000- 0000- 6802		11,247.19	GIS 3rd Benchmark		Trail Grants- State
3176 Mille Lacs Trails, Inc.		11,247.19			
			1 Transactions		
9692 Minnesota Energy Resources Corporation					
21- 520- 000- 0000- 6254		333.79	Gas for shop	50254456100001	Utilities
9692 Minnesota Energy Resources Corporation		333.79			
			1 Transactions		
3780 Palisade Supersledders Inc.					
21- 520- 000- 0000- 6802		15,524.00	Snowmobile GIA		Trail Grants- State
3780 Palisade Supersledders Inc.		15,524.00			
			1 Transactions		
4800 Tamarack Sno- Flyers					
21- 520- 000- 0000- 6802		15,945.51	Snowmobile GIA		Trail Grants- State
4800 Tamarack Sno- Flyers		15,945.51			
			1 Transactions		
5551 Unclaimed Freight North					
21- 520- 000- 0000- 6406		29.96	2 hammers / 2 anchors		Field Supplies
5551 Unclaimed Freight North		29.96			
			1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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21 Parks

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
520 DEPT Total:		72,165.87	Parks	17 Vendors	25 Transactions
21 Fund Total:		72,165.87	Parks		25 Transactions
Final Total:		260,121.53	243 Vendors	432 Transactions	

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	88,614.32	General Fund
3	34,436.18	Road & Bridge
6	7,637.75	Debt Service
9	450.00	State
10	17,183.99	Trust
11	2,375.48	Forest Development
13	30,642.59	Taxes & Penalties
19	6,615.35	Long Lake Conservation Center
21	72,165.87	Parks
<b>All Funds</b>	<b>260,121.53</b>	<b>Total</b>

Approved by, .....

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# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Print List in Order By:	2	1 - Fund (Page Break by Fund)	Page Break By:	1	1 - Page Break by Fund
		2 - Department (Totals by Dept)			2 - Page Break 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:	D	D - Detailed Audit List
		S - Condensed Audit List

Save Report Options?: N

Sales + Use Tax

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
40	DEPT			Auditor		
	89991 Bremer Bank					
	01-040-021-0000-5840		1.29	Receipt Nbr 2173 03/27/2018		Misc Receipts
	01-040-021-0000-5840		2.44	Receipt Nbr 2173 03/27/2018		Misc Receipts
	01-040-021-0000-5840		0.26	Receipt Nbr 2174 03/27/2018		Misc Receipts
	01-040-000-0000-6405		1.00-			Office & Computer Supplies
	89991 Bremer Bank		2.99	4 Transactions		
40	<b>DEPT Total:</b>		2.99	<b>Auditor</b>	<b>1 Vendors</b>	<b>4 Transactions</b>
42	DEPT			Treasurer		
	89991 Bremer Bank					
	01-042-000-0000-5840		0.13	Receipt Nbr 1957 03/09/2018		Misc Receipts
	01-042-000-0000-5840		0.13	Receipt Nbr 1966 03/12/2018		Misc Receipts
	01-042-000-0000-5840		12.87	Receipt Nbr 1998 03/14/2018		Misc Receipts
	01-042-000-0000-5840		12.87	Receipt Nbr 2054 03/19/2018		Misc Receipts
	01-042-000-0000-5840		0.13	Receipt Nbr 2096 03/22/2018		Misc Receipts
	01-042-000-0000-5840		12.87	Receipt Nbr 2139 03/26/2018		Misc Receipts
	01-042-000-0000-5840		12.87	Receipt Nbr 2140 03/26/2018		Misc Receipts
	89991 Bremer Bank		51.87	7 Transactions		
42	<b>DEPT Total:</b>		51.87	<b>Treasurer</b>	<b>1 Vendors</b>	<b>7 Transactions</b>
43	DEPT			Assessor		
	89991 Bremer Bank					
	01-043-000-0000-5840		0.26	Receipt Nbr 2149 03/26/2018		Misc Receipts
	01-043-000-0000-5840		110.43	Receipt Nbr 2149 03/26/2018		Misc Receipts
	89991 Bremer Bank		110.69	2 Transactions		
43	<b>DEPT Total:</b>		110.69	<b>Assessor</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
90	DEPT			Attorney		
	89991 Bremer Bank					
	01-090-000-0000-5840		1.29	Receipt Nbr 1852 03/02/2018		Misc Receipts
	01-090-000-0000-5840		3.22	Receipt Nbr 1973 03/12/2018		Misc Receipts
	01-090-000-0000-5840		11.58	Receipt Nbr 2090 03/21/2018		Misc Receipts
	01-090-000-0000-5840		1.29	Receipt Nbr 2128 03/23/2018		Misc Receipts
	01-090-000-0000-5840		3.22	Receipt Nbr 2224 03/28/2018		Misc Receipts

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
01-090-000-0000-5840		1.29	Receipt Nbr 2225 03/28/2018	Misc Receipts
89991 Bremer Bank		21.89	6 Transactions	
90 DEPT Total:		21.89	Attorney	1 Vendors 6 Transactions
100 DEPT			Recorder	
89991 Bremer Bank				
01-100-000-0000-6311		167.85	March Recorder's Copies	Sales Tax
01-100-000-0000-6312		0.15	March Recorder's Copies	Sales Tax Adjustment
89991 Bremer Bank		168.00	2 Transactions	
100 DEPT Total:		168.00	Recorder	1 Vendors 2 Transactions
252 DEPT			Corrections	
89991 Bremer Bank				
01-252-252-0000-5872		58.02	Receipt Nbr 1989 03/13/2018	Phone Card Prisoner Welfare(Taxable)
01-252-252-0000-5872		181.48	Receipt Nbr 2070 03/20/2018	Phone Card Prisoner Welfare(Taxable)
01-252-252-0000-5872		31.10	Receipt Nbr 2235 03/29/2018	Phone Card Prisoner Welfare(Taxable)
01-252-252-0000-5885		34.67	Receipt Nbr 1862 03/02/2018	Commissary Sales Taxable
01-252-252-0000-5885		59.63	Receipt Nbr 1989 03/13/2018	Commissary Sales Taxable
01-252-252-0000-5885		31.05	Receipt Nbr 2070 03/20/2018	Commissary Sales Taxable
01-252-252-0000-5885		35.46	Receipt Nbr 2235 03/29/2018	Commissary Sales Taxable
89991 Bremer Bank		431.41	7 Transactions	
252 DEPT Total:		431.41	Corrections	1 Vendors 7 Transactions
1 Fund Total:		786.85	General Fund	28 Transactions

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 3 Road & Bridge

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
89991	Bremer Bank				
	03- 000- 000- 0000- 5855		1.93 Receipt Nbr 1934 03/08/2018		Charges- Individuals
	03- 000- 000- 0000- 5855		1.93 Receipt Nbr 1934 03/08/2018		Charges- Individuals
	03- 000- 000- 0000- 5855		7.72 Receipt Nbr 1954 03/09/2018		Charges- Individuals
	03- 000- 000- 0000- 5855		5.79 Receipt Nbr 2034 03/16/2018		Charges- Individuals
	03- 000- 000- 0000- 5855		1.93 Receipt Nbr 2124 03/23/2018		Charges- Individuals
	03- 000- 000- 0000- 5855		0.06 Receipt Nbr 2127 03/23/2018		Charges- Individuals
	03- 000- 000- 0000- 5855		1.93 Receipt Nbr 2127 03/23/2018		Charges- Individuals
	03- 000- 000- 0000- 5855		0.51 Receipt Nbr 2175 03/27/2018		Charges- Individuals
	03- 000- 000- 0000- 5855		1.93 Receipt Nbr 2190 03/28/2018		Charges- Individuals
89991	Bremer Bank		23.73	9 Transactions	
0	DEPT Total:		23.73 Undesignated	1 Vendors	9 Transactions
303	DEPT		R&B Highway Maintenance		
8410	Bremer Bank				
	03- 303- 000- 0000- 6513		921.12 March Diesel Tax		Motor Fuel & Lubricants
8410	Bremer Bank		921.12	1 Transactions	
303	DEPT Total:		921.12 R&B Highway Maintenance	1 Vendors	1 Transactions
3	Fund Total:		944.85 Road & Bridge		10 Transactions

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 5 Health & Human Services

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
430	DEPT		Social Services		
	89991 Bremer Bank				
	05-430-700-0000-5832		Receipt Nbr 2039 03/16/2018		Ss Administrative Recoveries
	89991 Bremer Bank		1 Transactions		
430	DEPT Total:		Social Services	1 Vendors	1 Transactions
5	Fund Total:		Health & Human Services		1 Transactions

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 9 State

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
4580	Mn Dept Of Finance				
	09- 000- 000- 0000- 2022		532.00	March	Birth/Death Surcharges
	09- 000- 000- 0000- 2024		96.00		St Share Of Birth Cert.- Children
	09- 000- 000- 0000- 2031		28.50		Real Estate Assurance (Was 5874 And 627
	09- 000- 000- 0000- 2036		4,898.00		Recording Surcharges (Was 5871 & 6281)
4580	Mn Dept Of Finance		5,554.50	4 Transactions	
3375	Mn Dept Of Health				
	09- 000- 000- 0000- 2027		595.00		State Well Cert Fees (Was 5097 & 6203)
3375	Mn Dept Of Health		595.00	1 Transactions	
0	DEPT Total:		6,149.50	Undesignated	2 Vendors 5 Transactions
9	Fund Total:		6,149.50	State	5 Transactions

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 10 Trust

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
923	DEPT			Forfeited Tax Sales		
	89991 Bremer Bank					
	10- 923- 000- 0000- 5840		0.96	Receipt Nbr 239 03/19/2018		FTS Misc Receipts
	89991 Bremer Bank		0.96	1 Transactions		
923	DEPT Total:		0.96	Forfeited Tax Sales	1 Vendors	1 Transactions
10	Fund Total:		0.96	Trust		1 Transactions

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 19 Long Lake Conservation C

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT		LLCC Administration		
	89991 Bremer Bank				
	19- 521- 000- 0000- 5885		Receipt Nbr 2089 03/21/2018		Commissary Sales Taxable
	89991 Bremer Bank		54.54		
			54.54	1 Transactions	
521	DEPT Total:		54.54	LLCC Administration	1 Vendors 1 Transactions
19	Fund Total:		54.54	Long Lake Conservation Center	1 Transactions

JKK1  
 4/17/18 8:49AM  
 21 Parks

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
520 DEPT				
89991 Bremer Bank				
21- 520- 000- 0000- 5510		3.86	Receipt Nbr 211 03/05/2018	Co. Parks Campground Fees
21- 520- 000- 0000- 5510		8.68	Receipt Nbr 213 03/06/2018	Co. Parks Campground Fees
21- 520- 000- 0000- 5510		0.96	Receipt Nbr 216 03/08/2018	Co. Parks Campground Fees
21- 520- 000- 0000- 5510		3.86	Receipt Nbr 221 03/12/2018	Co. Parks Campground Fees
21- 520- 000- 0000- 5510		10.29	Receipt Nbr 222 03/12/2018	Co. Parks Campground Fees
21- 520- 000- 0000- 5510		2.57	Receipt Nbr 228 03/14/2018	Co. Parks Campground Fees
21- 520- 000- 0000- 5510		1.29	Receipt Nbr 237 03/19/2018	Co. Parks Campground Fees
21- 520- 000- 0000- 5510		4.82	Receipt Nbr 238 03/19/2018	Co. Parks Campground Fees
21- 520- 000- 0000- 5510		4.82	Receipt Nbr 251 03/22/2018	Co. Parks Campground Fees
21- 520- 000- 0000- 5510		8.68	Receipt Nbr 254 03/23/2018	Co. Parks Campground Fees
21- 520- 000- 0000- 5510		5.79	Receipt Nbr 258 03/28/2018	Co. Parks Campground Fees
21- 520- 000- 0000- 5510		10.29	Receipt Nbr 258 03/28/2018	Co. Parks Campground Fees
89991 Bremer Bank		65.91	12 Transactions	
520 DEPT Total:		65.91	Parks	1 Vendors 12 Transactions
21 Fund Total:		65.91	Parks	12 Transactions
Final Total:		8,002.62	14 Vendors	58 Transactions

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	786.85	General Fund
	3	944.85	Road & Bridge
	5	0.01	Health & Human Services
	9	6,149.50	State
	10	0.96	Trust
	19	54.54	Long Lake Conservation Center
	21	65.91	Parks
<b>All Funds</b>		<b>8,002.62</b>	<b>Total</b>

Approved by, .....

.....

.....

JKK1  
4/18/18 3:43PM

# Aitkin County

2E



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Page Break By: 1  
1 - Page Break by Fund  
2 - Page Break by Dept

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

Government Center Construction Project

JKK1  
 4/18/18 3:43PM  
 6 Debt Service

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
949	DEPT		Courthouse Addition		
	13545 Contegrity Group, Inc.				
1	06-949-000-0000-6231		Const. Docs Phase 100%	2018061	Services, Labor, Contracts
	13545 Contegrity Group, Inc.				
		23,575.00			
		23,575.00	1 Transactions		
	14879 Grill Reprographics, Inc.				
3	06-949-000-0000-6231		Construction Plan Prints	MSP 14612	Services, Labor, Contracts
	14879 Grill Reprographics, Inc.				
		5,100.12			
		5,100.12	1 Transactions		
	14878 Oracle America, INC.				
2	06-949-000-0000-6231		Exchange Const. Proj. Cloud	B88659	Services, Labor, Contracts
	14878 Oracle America, INC.				
		5,945.75			
		5,945.75	1 Transactions		
949	DEPT Total:		Courthouse Addition	3 Vendors	3 Transactions
		34,620.87			
6	Fund Total:		Debt Service		3 Transactions
		34,620.87			
	Final Total:		3 Vendors	3 Transactions	
		34,620.87			

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4/18/18

3:43PM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
6	34,620.87	Debt Service
All Funds	34,620.87	Total

Approved by,

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



# Board of County Commissioners Agenda Request

2F  
-----  
Agenda Item #

**Requested Meeting Date:** April 13, 2018

**Title of Item:** 2018 State of MN Federal Supplemental Boating Safety Patrol Grant

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

<b>Submitted by:</b> Sheriff Scott A. Turner	<b>Department:</b> Aitkin County Sheriff's Office
---	--

<b>Presenter (Name and Title):</b> Sheriff Scott A. Turner	<b>Estimated Time Needed:</b>
---	-------------------------------

**Summary of Issue:**  
 Approve annual State of Minnesota Federal Supplemental Boating Safety Patrol Grant Agreement. The amount is \$6,375.00 to use towards overtime boat & water patrol hours.

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

**Recommended Action/Motion:**  
 Request Board Chair and County Administrator to sign agreement. Request County Administrator Jessica Seibert to sign resolution and return as soon as possible for submission to MN DNR.

**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:*

**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW, RM #185  
Aitkin, MN 56431

218-927-7435 Emergency 911  
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887  
TOLL FREE 1-888-900-2138

**MEMO**

TO: Aitkin County Board                      DATE: April 13, 2018  
FROM: Sheriff Scott A. Turner                RE: 2018 State of MN Federal  
Supplemental Boating Safety  
Patrol Grant Agreement

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Attached is a copy of the 2018 State of Minnesota Federal Supplemental Boating Safety Patrol Grant Agreement for Signatures. Also attached is the resolution that is required for that grant. The grant amount for 2018 is \$6,375.00. This grant is an annual grant that helps fund the Boat and Water Safety Program in Aitkin County.

I would ask that you sign the original agreement and return to me along with a signed resolution.

Thank you.

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

ADOPTED April 24, 2018

By Commissioner: xx

**20160424-0xx**

**2018 State Boat & Water Agreement Grant**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the 2018 State of Minnesota Federal Supplemental Boating Safety Patrol Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$6,375.00 for the term of May 11, 2018, through September 3, 2018.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 24th day of April 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of April 2018

\_\_\_\_\_  
Jessica Seibert  
County Administrator


**DEPARTMENT OF  
NATURAL RESOURCES**

**2018 STATE OF MINNESOTA  
FEDERAL SUPPLEMENTAL BOATING SAFETY PATROL  
GRANT AGREEMENT**

**ENCUMBRANCE WORKSHEET**

Contract #: 139782

PO #: 3000129626

**State Accounting Information**

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2018	Source Type REIMB	Vendor Number 0000197275-001
Total Amount \$6,375	Project ID R29G40CGFFY17	Billing Location R297000221	DUNS 047464805	

**Accounting Distribution**

Fund 3000	Fin. Dept. ID R2937715	Approp. ID R294203	Category 84101501	Account 441302	Activity A4CG002
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Grant Begin Date May 11, 2018	Grant End Date September 3, 2018
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Grantee Name and Address:

Aitkin Co. Sheriff  
217 - 2<sup>nd</sup> St. NW #185  
Aitkin, MN 56431

Payment Address:  
(where DNR sends the check)

Aitkin Co. Treasurer  
209 - 2<sup>nd</sup> St. NW #202  
Aitkin, MN 56431

**2018 STATE OF MINNESOTA  
FEDERAL SUPPLEMENTAL BOATING SAFETY PATROL  
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Aitkin Co. Sheriff, 217 - 2nd St. NW, #185, Aitkin, MN 56431 (DUNS 047464805) ("Grantee"). The payment address for this grant agreement is Aitkin Co. Treasurer, 209 - 2nd St. NW #202, Aitkin, MN 56431.

**Recitals**

1. Under the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (CFDA number 97.012) in U.S.C. 13101-13110 and Minnesota Statute § 84.085, Subdivision 1(c) the State is empowered to enter into this grant.
2. This grant will be used to cover the cost of additional boating safety patrol of lakes and rivers in the county.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statute § 16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

**Grant Agreement**

**1 Term of Grant Agreement**

- 1.1 **Effective date:** May 11, 2018 or the date the State obtains all required signatures under Minnesota Statutes § 16B.98, Subdivision 5, whichever is later. Reimbursements will only be made for expenditures made according to the terms of this grant agreement.
- 1.2 **Expiration date:** September 3, 2018. Pursuant to Minnesota Statute § 16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

**2 Grantee's Duties**

The Grantee, who is not a state employee, will provide additional boating safety patrol hours during high watercraft use periods through the payment of overtime or the addition of enforcement personnel. The Grantee will submit to the State a written plan to carry out the provisions of this grant. Provisions of Chapter 86B, the provisions of Chapter 169A pertaining to motorboats and the Boat and Water Safety Rules, hereinafter referred to as the "Minn. Rules" will be enforced. Refer to Exhibit "A" which is attached and incorporated into this agreement for more information on allowable expenses. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

**Reporting Requirements:** The Grantee is bound to financial and performance requirements as noted in this grant agreement and Exhibit A which is attached and incorporated into this grant agreement.

**3 Time**

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

**4 Consideration and Payment**

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Six thousand three hundred seventy-five dollars (\$6,375).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Six thousand three hundred seventy-five dollars (\$6,375).

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices may be submitted at the end of the grant period or as often as monthly. Each invoice shall be accompanied by log sheets or activity sheets as described in Exhibit A. The final invoice and required narrative report must be submitted to the State not later than October 3, 2018, unless an extension is granted in writing from the State.
- (b) **Federal funds.** Payments under this grant agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (CFDA number 97.012) in U.S.C. 13101-13110. Exhibit "B" is attached and incorporated into this grant agreement. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

- 4.3 Contracting and Bidding Requirements per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property:
- (a) If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
  - (b) If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).
  - (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
  - (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
  - (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

**5 Conditions of Payment**

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

**6 Authorized Representative**

The State's Authorized Representative is Rodmen Smith, Director, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5361, [rodmen.smith@state.mn.us](mailto:rodmen.smith@state.mn.us) or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Scott Turner, Sheriff, Aitkin Co., 217 - 2nd St. NW, Rm. 185, Aitkin, MN, 56431, (218) 927-7420 or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

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

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

8        **Liability**

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

9        **Audits (State and Single)**

Under Minn. Stat. §16B.98, subd. 8 and 2 CFR 200.331, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.

All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

10       **Government Data Practices and Intellectual Property**

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

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11       **Workers' Compensation**

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

12       **Publicity and Endorsement**

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

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

13       **Governing Law, Jurisdiction, and Venue**

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

14       **Termination**

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

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

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

a) It does not obtain funding from the Minnesota Legislature

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

**15 Data Disclosure**

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

**16 American Disabilities Act**

The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design.

**17 Invasive Species Prevention**

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

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

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

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

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

**19 Whistleblower Protection Rights**

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

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: Cheryl Henthorne  
Date: 3-29-18  
SWIFT Contract # 139782  
Purchase Order # 3000129626

**2. GRANTEE**

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

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

Title: County Sheriff

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

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

Title: Chairperson of County Board

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

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

Title: County Auditor or Administrator

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

**3. STATE AGENCY: NATURAL RESOURCES**

By: \_\_\_\_\_  
(With delegated authority)

Title: Director, Enforcement Division – Central Office

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

Attachments: Exhibits "A" & "B"

Distribution:

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

**2018 FEDERAL BOATING ENFORCEMENT  
SUPPLEMENTAL AGREEMENT  
(CFDA #97.012)**

1. The purpose of this program is to provide supplementary funding to the County to provide for additional boating safety patrol hours during high-use periods through the payment of straight time, overtime, or the addition of enforcement personnel on a temporary basis. Other activities such as rental boat inspections, training, extended search and rescue operations, aids-to-navigation work, aquatic invasive species (AIS) enforcement or inspections, talks and displays **do not qualify** for reimbursement under this program. Incidental on-scene accident investigation, assistance to the public and immediate search and rescue operations by personnel assigned to this program are authorized.
2. Unless otherwise noted in this exhibit, the program shall begin on **Friday, May 11, 2018**, or the date the State obtains all required signatures, whichever is later, and end at midnight, **Monday, September 3, 2018**. Grant return deadline is Wednesday, June 6, 2018 unless an extension is requested by the grantee in writing and the extension is approved in writing from the state.
3. Reimbursable hours and days of operation shall occur during the following days and hours:

The schedule of hours shall be left to the county. Scheduling, however, should be made to coincide with periods of activity or complaints and night patrols are encouraged. *If at all possible, schedules should be canceled or delayed if inclement weather is expected.*
4. Emphasis on this program shall be placed on the following violations:
  - Boating while intoxicated
  - Personal watercraft operation
  - Careless and reckless operation
  - Speed and wake violations
  - Use of navigation lights
  - Other boating equipment and registration violations
5. Allowable costs include overtime patrol hours, additional personnel salary and appropriate fringe benefits associated with patrol. No indirect costs will be paid by the state. Invoices may be submitted at the end of the grant period or as often as monthly. A copy of the daily logs of each deputy involved - showing hours on duty, water body patrolled, boats stopped, citations or warnings issued and other pertinent information on a daily basis must be submitted with the monthly reimbursement invoice. The deputy and his or her supervisor must sign each log sheet. **Reimbursement requests must also include a summary of the times and hours worked and total costs for each deputy by date.**

All other expenses, such as fuel, training, repairs, boats, meals etc. must be paid by the county (use of the regular 2018 state boat and water safety grant funds for these other expenses is an allowable cost). The county will be responsible for any unemployment or worker's compensation costs associated with the program.
6. **Each participating county, with the last payment request, will submit a written review of the program. Final payment will not be made without this narrative, which shall include a summary of the county's activities, accomplishments and suggested changes for future funding.**
7. **Deadline for the final invoice and narrative is Wednesday, October 3, 2018. Any invoice submitted after that date will not be reimbursed, unless an extension is requested by the grantee in writing and the extension is approved in writing from the State.**
8. Hours from this program will be excluded in determining the regular 2020 county grant allocation.
9. These funds are not designed to take the place of existing funding, but rather to supplement it. A copy of the 2018 county supplemental patrol work plan must be submitted to the State for approval before the grant may be processed.

## 2018 FEDERAL ASSURANCES NON-CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et sq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et. seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1et seq.).
14. Will comply with P.L. 93-248 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments and Non-Profit Organizations." \*(see below).
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

*\*If the COUNTY (as defined on page 1 of this grant) expends more than \$500,000 in federal assistance per year, it agrees to have a program-specific or single audit made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133 – "Audits of States, Local Governments and Non-Profit Organizations." Copies of the audit report are required to be sent to the following: 1) Office of the State Auditor – Single Audit Division, Suite 500, 525 Park Street, St. Paul, MN 55103, 2) Minnesota Department of Natural Resources, Internal Audit Section – Office of Management & Budget Services 500 Lafayette Road, St. Paul, MN 55155 and 3) The Federal Single Audit Clearinghouse located at: Bureau of the Census, Data Preparation Division, 1201 East 10<sup>th</sup> Street, Jeffersonville, IN 47132.*



# Board of County Commissioners Agenda Request

2G  
Agenda Item #

**Requested Meeting Date:** April 24, 2018

**Title of Item:** Donation to Sobriety Court

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input 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> Jill McKenzie	<b>Department:</b> Sobriety Court
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

Libby Township has donated \$100 to Sobriety Court.

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

**Recommended Action/Motion:**

Accept 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:*

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

Libby Township  
C/o Jane Grimsbo Jewett, clerk  
54852 Great River Road  
Palisade, MN 56469  
218-845-2832

March 17, 2018

Dear Aitkin County Sobriety Court,

Townships are allowed to make payments to nonprofit organizations that provide health services:

“The electors may authorize the town board to contract with a nonprofit organization for up to \$10,000 a year to provide health services. The board must consider the services to be in the public interest and good for the town.” MN Stat. 365.10, subd. 14.

Please consider this letter a contract with Aitkin County Sobriety Court: the Sobriety Court will make its services available to residents of Libby Township who are in need of such services. Libby Township will issue a check for \$100.00 to the Aitkin County Sobriety Court.

Please sign and return a copy of this letter to the township in the envelope provided.

Yours truly,



Jane Grimsbo Jewett  
Clerk, Libby Township

2951

**LIBBY TOWNSHIP**  
PALISADE, MN 56469

Check Fraud  
Prevention for Business  
75-1041/960

DATE 3-13-1P

PAY  
TO THE  
ORDER OF

*Sobriety Court of Aitkin County*

\$ 100.00

*One hundred and no/100*

DOLLARS

**BremerBank**

101 Minnesota Avenue North  
Aitkin, MN 56431 • 218-927-3794  
800-908-BANK (2265) • Bremer.com

*Robert J Oak*  
*Jane Grimsby Jewett*

FOR \_\_\_\_\_



# Board of County Commissioners Agenda Request

24  
Agenda Item #

**Requested Meeting Date:** April 24, 2018

**Title of Item:** Builder's Risk Insurance

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Jessica Seibert, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

Builder's Risk Insurance is required during the construction of the government center. MCIT does not provide this type of coverage. A quote from The Hartford is attached. This has been budgeted in the project under General Conditions.

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

**Recommended Action/Motion:**  
Approve/deny Builder's Risk Insurance quote from The Hartford.

**Financial Impact:**

Is there a cost associated with this request?     Yes     No

What is the total cost, with tax and shipping? \$ 10,868.00

Is this budgeted?     Yes     No    *Please Explain:*



# THE HARTFORD

Commercial Insurance Quote Proposal

**AITKIN COUNTY**  
Effective April 16, 2018

Insurance Professional

**Patricia Weidner**  
**MEADOWBROOK INC**  
April 6, 2018

Insurance Program Summary

**AITKIN COUNTY**  
Effective Date: April 16, 2018

Coverage	Annual Premium	Policy Term Premium	Effective
Builder's Risk	\$6,344	\$10,868	4/16/2018 to 1/1/2020

Annual Coverage Premium <sup>1</sup> :	\$6,344
Total Policy Term Coverage Premium:	\$10,868
Terrorism Premium:	\$326
State Surcharges:	\$0.00
<b>Total Premium at Issue <sup>2</sup>:</b>	<b>\$11,194.00</b>
<b>Minimum Retained Premium <sup>3</sup>:</b>	<b>\$2,500</b>

Notes:

1. Annual Coverage Premium - calculated on estimated full year exposures before Terrorism & State Surcharges, if applicable;
2. Total Premium at Issue - Policy Term Coverage Premium + State Surcharges (if applicable) + Terrorism Premium (if applicable);
3. Minimum Retained Premium - If the cumulative earned premium is greater than the deposit premium, the excess shall be paid by the Insured. If the cumulative earned premium is less than the deposit but greater than the minimum retained the difference shall be returned to the Insured.



**- Builders Risk Limits of Insurance & Valuation Terms -**

Effective Date: April 16, 2018

Covered Builders Risk	Limit of Insurance	Deductible	Exposure Type	Computed On	Annual Rate	Annual Premium
Hard Costs (New Construction)	\$10,938,566	\$5,000	TIV	\$10,938,566	0.053	\$5,797
Property in Transit	\$500,000	Included Above	TIV	Included Above	Included Above	Included Above
Property in Temporary Storage	\$500,000	Included Above	TIV	Included Above	Included Above	Included Above
Wind & Hail (per occurrence and in the term aggregate)	Included	\$5,000			Included	
Equipment Breakdown / Testing	\$10,938,566	\$5,000	Limit	\$10,938,566	0.005	\$547
<b>Additional Coverages</b>						
Architects and Engineer Expenses	\$50,000				Included Below	
Claim Expenses	\$50,000				Included Below	
Contract Penalties	\$50,000				Included Below	
Debris Removal	\$1,000,000				Included Below	
Debris Recycling	\$50,000				Included Below	
Expediting Expense & Extra Expense	\$25,000				Included Below	
Fire Department Service Charge	\$50,000				Included Below	
Fungus, Wet Rot, Dry Rot, Bacteria and Virus Limited Coverage	\$100,000				Included Below	
Indoor Air Quality	\$50,000				Included Below	
Ordinance or Law - Loss in Value	Included				Included Below	
Ordinance or Law (Demo/ICC component) - subject to amt of loss and insured value of structure	\$1,000,000				Included Below	
Pollutants and Contaminants Clean Up and Removal (any one occurrence)	\$10,000				Included Below	
Pollutants and Contaminants Clean Up and Removal (each 12 month period)	\$25,000				Included Below	
Reward Coverage	\$50,000				Included Below	
Valuable Papers and Electronic Data	\$100,000				Included Below	
Total Additional Limits Surcharge						\$0
<b>Coverage Extensions</b>						
Cost to Re-erect Scaffolding	\$100,000				Included Below	
Fire Device Recharge	Included				Included Below	
Fences and Scaffolding	\$100,000				Included Below	
Furniture & Fixtures	\$100,000				Included Below	
Green Authority	Included				Included Below	
Jobsite Trailer	\$25,000				Included Below	
Jobsite Trailer Contents	\$10,000				Included Below	
Outdoor Trees/Shrubs/Sod/Plants	\$10,000				Included Below	
Preservation of Property (loss window)	180 days				Included Below	
Sewer & Drain Backup	Included				Included Below	
Site Prep	Included				Included Below	
Testing	Included				Included Below	
Vegetative Roofing	Included				Included Below	
Total Coverage Extensions Surcharge						\$0
Escalation Clause - No						
Builders Risk Annual Premium						\$6,344
Builders Risk Policy Term Premium						\$10,868

**Builders Risk Project Description and Premises of Construction**

Address	271 2nd Street NW
Class	Aitkin Minnesota 56431
ISO Protection Class	Masonry Non Combustible
Intended Occupancy	6
Type of Construction	Government/Municipal (excl Gas,
Building Area (sq. ft.)	New Construction
Cost per sq. ft.	29,600
	\$370

Notes/Terms/Conditions

This proposal form is meant only as a brief summary of coverage. For actual terms and restrictions, refer to the individual policy and coverage forms.



**- Additional Considerations -**

Effective Date: April 16, 2018

Premium may include surcharges, taxes, and assessments.

Commission percentages shown are for base commission only and do not include any applicable supplemental commission or other forms of compensation. The premiums identified above may contain surcharges and/or assessments to which the commission percentages shown above may not apply. Workers compensation commission percentage applies to the standard premium before application of any premium discount. Commission does not apply to retrospective premium adjustments.

**Payment Plan**

Direct Bill

Billing Plans	Down Payment	Installments
Full Pay	100%	
Two Pay	60%	40%
Three Pay	40%	2 @ 30%
Four Pay	30%	2 @ 25% and 1 @ 20%
Ten Pay	25%	9 @ 8.33%

Note: Installment fees apply; visit our Agent's Billing Guide and Bill Fee Schedule on the EBC or contact your local underwriter for more information

• Please advise which Premium Payment Plan option is desired by the insured. Unless we hear from you otherwise, we will bill the policy with the DIRECT BILL-single pay plan.

**Terms & Conditions**

- If this quote proposal contains identical coverages, limits and deductibles to a previously issued quote proposal, this quote proposal will replace the previously issued quote proposal.
- The quote is valid for 90 days from the date of the proposal or until the proposed policy inception date, whichever is earlier. Coverage may not be bound retroactively.
- This proposal provides a summary of coverages. For a complete description of coverages and all terms and conditions, please refer to The Hartford's policy forms, which are available upon request or online on the Electronic Business Center (EBC).  
In the event of a conflict, the actual terms, conditions, limitations and exclusions of the policy shall prevail.
- Insurance specifications and other requests for coverage that are not incorporated in this proposal, confer no rights and do not amend, extend or alter the coverage afforded by The Hartford.
- Whether or not this quote is for more than one line of insurance, it must be accepted or rejected by the recipient in its entirety. Please contact the underwriter in the event that only a portion of the quotation is desired.
- This proposal is subject to the cancellation provisions applicable to each policy.
- Prior to the effective date of coverage, The Hartford must be advised of any change in the information provided by or required to be provided by the applicant, or any change in the exposure basis, hazard or risk contemplated by this proposal since the original submission date. The Hartford reserves the right to modify or withdraw this proposal in the event of any of the above.
- These underwriters must be advised prior to the effective date of coverage, of any material change in the risk since original submission date. The Hartford reserves the right to modify or withdraw this proposal in the event of material change.
- All of the terms, conditions and other requirements set forth in this proposal must be included in any quote presentation to the proposed insured.



**QUOTE IS SUBJECT TO:**

Unless otherwise stated below, coverage may be bound. However, we require compliance to these Subject To requirements within 30 days of policy inception, unless otherwise specified, to avoid cancellation of the policy.

Favorable Loss Control Inspection within 60 days.

**YOUR MARINE UNDERWRITING AND SERVICE TEAM**

The backbone of a successful relationship is our ability to provide local expertise, backed by national strength. We know you, your objectives and territories because of the success we have had combining our local expertise with national products and services. The Hartford assigns local sales underwriters and service center teams to individual agencies. Our unique approach has led agency principals, producers and CSRs to rate us as superior among our largest competitors in delivering a "relationship of trust and mutual respect."

Team Member	Role	Phone Number
Dave Wagner	Underwriter	(248) 816-7656
Pamela Gibson	Account Manager	(312) 384-7589
	Loss Control Consultant	
	Claims Service Consultant	

**TERRORISM**

**DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT**

**Terrorism Coverage and Premium**

In accordance with the federal Terrorism Risk Insurance Act (as amended "TRIA"), we are required to make coverage available under your policy for "certified acts of terrorism." The actual coverage provided by your policy(ies) will be limited by the terms, conditions, exclusions, limits, and other provisions of your policy(ies), as well as any applicable rules of law.

The portion of your premium attributable to this terrorism coverage is shown in the premium section(s) of this quote proposal or binder.

**Definition of Certified Act of Terrorism**

A "certified act of terrorism" means an act that is certified by the Secretary of the Treasury, in accordance with the provisions of TRIA, to be an act of terrorism under TRIA. The criteria contained in TRIA for a "certified act of terrorism" include the following:

1. The act results in insured losses in excess of \$5 million in the aggregate, attributable to all types of insurance subject to TRIA; and
2. The act results in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of an United States mission; and
3. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals acting as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

**Disclosure of Federal Share of Terrorism Losses**

The United States Department of the Treasury will reimburse insurers for 85% of insured losses that exceed the applicable insurer deductible. Effective January 1, 2016, this percentage will be reduced to 84%, effective January 1, 2017 to 83%, effective January 1, 2018 to 82%, effective January 1, 2019 to 81%, and effective January 1, 2020 to 80%. However, if aggregate industry insured losses under TRIA exceed \$100 Billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds \$100 billion. The United States government has not charged any premium for their participation in covering terrorism losses.

**Cap on Insurer Liability for Terrorism Losses**

If aggregate industry insured losses attributable to "certified acts of terrorism" under TRIA exceed \$100 Billion in a calendar year, and we have met, or will meet, our insurer deductible under TRIA, we shall not be liable for the payment of any portion of the amount of such losses that exceed \$100 billion. In such case, your coverage for terrorism losses may be reduced on a pro-rata basis in accordance with procedures established by the Treasury, based on its estimates of aggregate industry losses and our estimate that we will exceed our insurer deductible. In accordance with the Treasury's procedures, amounts paid for losses may be subject to further adjustments based on differences between actual losses and estimates.

**Note to Producer on TRIA:** The premium for terrorism coverage and the TRIA disclosures above must be provided to the insured or prospect at the time of quoting. If you are not using this quote proposal, you can use Hartford's stand-alone TRIA disclosure form for quotes and binders, which is available on EBC or from the company.





# Board of County Commissioners Agenda Request

21

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Agenda Item #

**Requested Meeting Date:** April 24, 2018

**Title of Item:** Township approval of 3.2% License Application

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> <p style="text-align: center;">Sally M. Huhta</p>		<b>Department:</b> <p style="text-align: center;">Auditor's</p>
<b>Presenter (Name and Title):</b> <p style="text-align: center;">N/A</p>		<b>Estimated Time Needed:</b> <p style="text-align: center;">N/A</p>
<b>Summary of Issue:</b> <p>To approve to the consent to the issuance of the following 3.2 Malt Liquor License applied for in the within application for a period ending April 30, 2019.</p> <p>ON Sale:</p> <p>Danny J. Volk, d/b/a Hidden Meadows – Unorg 48-27 Township</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> <p>To approve to consent to the issuance of the following 3.2 Malt Liquor License applied for in the within application for a period ending April 30, 2019</p>		
<b>Financial Impact:</b> <p>Is there a cost associated with this request?      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted?      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No      <i>Please Explain:</i></p>		

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



# Board of County Commissioners Agenda Request

25  
Agenda Item #

**Requested Meeting Date:** April 24, 2018

**Title of Item:** 3.2% Malt Liquor Licenses

<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) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sally M. Huhta		<b>Department:</b> Auditor's
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b> Please approve the following 3.2 Malt Liquor Licenses for a period ending April 30, 2019.  ON Sale:  Danny J. Volk, d/b/a Hidden Meadows – Unorg 48-27 Township  Minnewawa Sportsmen’s Club Inc., d/b/a Minnewawa Sportsmen’s Club – Shamrock Township  ON & OFF Sale:  Dean H. Hanson, d/b/a Agate Bay Resort – Lakeside Township		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Approve the above 3.2 Malt Liquor Licenses		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

**Requested Meeting Date:** 4-24-18

**Title of Item:** Corridor Access Permits

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input 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> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 10 minutes
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**Summary of Issue:**  
The ATV Ordinance that was adopted on January 23, 2018 included a provision for certain county highway segments to be considered for a Corridor Access Permit. The process requires a recommendation by the ATV Committee and formal approval by the Board of Commissioners.

Three Corridor Access Permit applications have recently been received for County Highway 16 between Tamarack and Lawler and County Highway 66 and County Highway 74 in the Hill City area.

The ATV Committee met on April 3, 2018 and recommended approval of these three applications.

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

**Recommended Action/Motion:**  
Approve County Highway 16, 66, and 74 Corridor Access Permit applications.

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

**AITKIN COUNTY  
ATV CORRIDOR ACCESS TRAIL APPLICATION REQUEST**

**Instructions;** Cities and Townships must use this form to request use of County Roads in their jurisdictions for ATV use to and from the Northwoods ATV Trail. Forms and Policy are available at the Aitkin County Land Department and must be submitted to the Aitkin County Administrators Office when completed. The request will then go to the County Sheriff and Engineer for review and then to the County Board for final action.

**Requesting Agency - Permittee**

City or Township Name;

City of Tamarack

**Permitter:**

Aitkin County  
217 2<sup>nd</sup> Street NW  
Aitkin, MN 56431

ROADWAY DESCRIPTION OR ATTACHED MAP, include proposed signage:

County Road 16 From Tamarack to Lawler

WHEREAS, Minn. Statutes 84.92-84.928 generally regulates the use of all terrain vehicles within the right of way for trunk highways, county state aid highways, and county roads, and

WHEREAS, Minnesota Statutes 84.928 subd. 1a(h) authorizes counties to establish a permit process to designate corridor access trails on public road right-of-ways for purpose of accessing established all-terrain vehicle trails, and

By signing this Application, the permittee agrees to the following terms and conditions:

1. This permit shall be subject to the terms and conditions of the Aitkin County Policy All Terrain Vehicle Corridor Access Trail Permit.
2. Permittee affirms that the section of requested County Road in this application is approved on motion by the City Council/Town Board and he/she is authorized to make said application.
3. Permittee shall be responsible for adequate signage that will clearly indicate what portions of County Roads are permitted under this policy.

**PERMITTEE**

On behalf of the City of Tamarack hereby agree to comply with the terms, conditions and regulations therein.

By John C. Cune - Mayor  
Authorized Representative

I have reviewed this application and recommend approval by the Aitkin County Board subject to the following, if any, conditions.

\_\_\_\_\_  
Aitkin County Sheriff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aitkin County Engineer

\_\_\_\_\_  
Date

Other terms and conditions: \_\_\_\_\_

**Approval or Denial:**

After consideration by the Aitkin County Board, and subject to above additional terms, if any, the above application is \_\_\_\_\_ (approved or denied).

By \_\_\_\_\_

Date \_\_\_\_\_

County Administrator

**AITKIN COUNTY  
ATV CORRIDOR ACCESS TRAIL APPLICATION REQUEST**

**Instructions;** Cities and Townships must use this form to request use of County Roads in their jurisdictions for ATV use to and from the Northwoods ATV Trail. Forms and Policy are available at the Aitkin County Land Department and must be submitted to the Aitkin County Administrators Office when completed. The request will then go to the County Sheriff and Engineer for review and then to the County Board for final action.

**Requesting Agency - Permittee**

City or Township Name;

Solo Township

**Permitter:**

Aitkin County  
217 2<sup>nd</sup> Street NW  
Aitkin, MN 56431

ROADWAY DESCRIPTION OR ATTACHED MAP, include proposed signage:

County Rd. 116 to Lakes

WHEREAS, Minn. Statutes 84.92-84.928 generally regulates the use of all terrain vehicles within the right of way for trunk highways, county state aid highways, and county roads, and  
WHEREAS, Minnesota Statutes 84.928 subd. 1a(h) authorizes counties to establish a permit process to designate corridor access trails on public road right-of-ways for purpose of accessing established all-terrain vehicle trails, and

By signing this Application, the permittee agrees to the following terms and conditions:

1. This permit shall be subject to the terms and conditions of the Aitkin County Policy All Terrain Vehicle Corridor Access Trail Permit.
2. **Permittee** affirms that the section of requested County Road in this application is approved on motion by the City Council/Town Board and he/she is authorized to make said application.
3. **Permittee** shall be responsible for adequate signage that will clearly indicate what portions of County Roads are permitted under this policy.

**PERMITTEE**

On behalf of the Solo Township, I hereby agree to comply with the terms, conditions and regulations therein.

By (Catherine Turnock) Clerk  
Authorized Representative Solo Township

I have reviewed this application and recommend approval by the Aitkin County Board subject to the following, if any, conditions.

\_\_\_\_\_  
Aitkin County Sheriff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aitkin County Engineer

\_\_\_\_\_  
Date

Other terms and conditions: \_\_\_\_\_

**Approval or Denial:**

After consideration by the Aitkin County Board, and subject to above additional terms, if any, the above application is \_\_\_\_\_ (approved or denied).

By \_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date

**AITKIN COUNTY  
ATV CORRIDOR ACCESS TRAIL APPLICATION REQUEST**

**Instructions;** Cities and Townships must use this form to request use of County Roads in their jurisdictions for ATV use to and from the Northwoods ATV Trail. Forms and Policy are available at the Aitkin County Land Department and must be submitted to the Aitkin County Administrators Office when completed. The request will then go to the County Sheriff and Engineer for review and then to the County Board for final action.

**Requesting Agency - Permittee**

City or Township Name:  
Clark Township

**Permitter:**

Aitkin County  
217 2<sup>nd</sup> Street NW  
Aitkin, MN 56431

ROADWAY DESCRIPTION OR ATTACHED MAP, include proposed signage:

Signage to be furnished by ATV Club.  
Co Rd 16 between Tamarack and Louisa FmD

WHEREAS, Minn. Statutes 84.92-84.928 generally regulates the use of all terrain vehicles within the right of way for trunk highways, county state aid highways, and county roads, and  
WHEREAS, Minnesota Statutes 84.928 subd 1a(h) authorizes counties to establish a permit process to designate corridor access trails on public road right-of-ways for purpose of accessing established all-terrain vehicle trails, and

By signing this Application, the permittee agrees to the following terms and conditions:

1. This permit shall be subject to the terms and conditions of the Aitkin County Policy All Terrain Vehicle Corridor Access Trail Permit.
2. **Permittee** affirms that the section of requested County Road in this application is approved on motion by the City Council/Town Board and he/she is authorized to make said application.
3. **Permittee** shall be responsible for adequate signage that will clearly indicate what portions of County Roads are permitted under this policy.

**PERMITTEE**  
On behalf of the Township of Clark, I hereby agree to comply with the terms, conditions and regulations therein.

By Frank Demersel *Request is permit granted*  
Authorized Representative *The ATV Club furnish Signage*

I have reviewed this application and recommend approval by the Aitkin County Board subject to the following, if any, conditions.

\_\_\_\_\_  
Aitkin County Sheriff Date  
\_\_\_\_\_  
Aitkin County Engineer Date

Other terms and conditions: \_\_\_\_\_

**Approval or Denial:**

After consideration by the Aitkin County Board, and subject to above additional terms, if any, the above application is \_\_\_\_\_ (approved or denied).

By \_\_\_\_\_ Date \_\_\_\_\_  
County Administrator

**Appendix B**  
**Corridor Access Permit Application**

**Applicant Name(s)** – The City and/or Township(s) in which the segment is located must be listed as applicants. Permit application to be accompanied by authorizing resolution(s) from each applicant.

North woods Quads Hill City  
HILL LAKE township  
City of Hill City

**Roadway Segment** – Provide County Highway number and/or name with specific begin and ending point.

County Highway No. 66

From: N. 169 Junction (Blvd. RD)

To: Junction of 169 IN Hill City South.

**Applicant Signature(s)** – By signing this application, the applicant(s) acknowledge that they have read the Corridor Access Permit Requirements and Regulations in the Aitkin County All-Terrain Vehicle Ordinance. If approved, the applicants acknowledge that they will be responsible for cost of signage for the corridor access route.

HILL LAKE Signature: [Signature]

Date: 12 Feb 2018

HILL CITY Signature: [Signature]

Date: 2-13-18

Signature: \_\_\_\_\_

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

**Aitkin County All-Terrain Vehicle Committee Recommendation**

Approve \_\_\_\_\_

Deny \_\_\_\_\_

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

**Aitkin County Board of Commissioners Action**

Approve \_\_\_\_\_

Deny \_\_\_\_\_

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

Additional Permit Provisions: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

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

**Appendix B**  
**Corridor Access Permit Application**

**Applicant Name(s)** – The City and/or Township(s) in which the segment is located must be listed as applicants. Permit application to be accompanied by authorizing resolution(s) from each applicant.

North woods Quads Hill City  
Hill Lake township  
City of Hill City

**Roadway Segment** – Provide County Highway number and/or name with specific begin and ending point.

County Highway No. 74

From: Hwy 169 IN Hill City

To: West 1.5 miles to end of Blacktop

**Applicant Signature(s)** – By signing this application, the applicant(s) acknowledge that they have read the Corridor Access Permit Requirements and Regulations in the Aitkin County All-Terrain Vehicle Ordinance. If approved, the applicants acknowledge that they will be responsible for cost of signage for the corridor access route.

Hill Lake

Signature: [Signature]

Date: 12 Feb 2018

Hill City

Signature: [Signature]

Date: 2-13-18

Signature: \_\_\_\_\_

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

**Aitkin County All-Terrain Vehicle Committee Recommendation**

Approve \_\_\_\_\_

Deny \_\_\_\_\_

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

**Aitkin County Board of Commissioners Action**

Approve \_\_\_\_\_

Deny \_\_\_\_\_

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

Additional Permit Provisions: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

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



# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** April 24, 2018

**Title of Item:** 2018 Assessment Summary

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Mike Dangers		<b>Department:</b> County Assessor
<b>Presenter (Name and Title):</b> Mike Dangers, County Assessor		<b>Estimated Time Needed:</b> 30 minutes
<b>Summary of Issue:</b> Please see the attached 2018 assessment summary for Aitkin County.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



**OFFICE OF  
AITKIN COUNTY ASSESSOR**  
209 2<sup>nd</sup> ST N.W. Room 111  
AITKIN, MINNESOTA 56431  
Phone: 218/927-7327 – Fax: 218/927-7379  
[assessor@co.aitkin.mn.us](mailto:assessor@co.aitkin.mn.us)

## MEMO

April 10, 2018

To: Board of County Commissioners  
Township Boards and City Councils  
Jessica Seibert, County Administrator

From: Mike Dangers, County Assessor

Re: 2018 Assessment Summary and 2019 Assessment Preview

The 2018 property assessment is complete and the valuation notices were mailed on March 23<sup>rd</sup> along with the property tax statements. This memo, along with the attached charts and schedules, describe the assessment changes made this year. Historical comparisons are also made between this year and the past several years. If anything is unclear or you have any questions, please contact me.

On page 3, a comparison of the 2017 and 2018 assessments is shown. The overall estimated market value of the County is showing its first substantial increase since the 2008 assessment. However, the new construction value declined slightly this year, which is a change from the past few years. We are still far below the \$50+ million per year in new construction value of the 2006 and 2007 assessments.

The main areas driving the increases to the County's value are the residential and seasonal values near the lakes in the Aitkin area. Mille Lacs Lake also saw sizable increases. The McGregor and Hill City areas, as well as the areas in the southern part of the County, generally did not see value increases as large as the Aitkin area. These changes are based on good open market comparable sales in the 2017 sales ratio study.

On page 4 is a pie chart that graphically shows the sizes of the property classes in the County. With the value increases to residential property, this class now represents 34% of the County value up from the 33% last year. Rural vacant land changes did not keep up and this category is now at 14% of the County value down from 15% last year.

Page 5 shows a ten-year history of overall estimated market value, net tax capacity, and new construction value. The increase in value is now more noticeable in the line graph at the upper right portion of the page. For the County to match the highest overall estimated market value of the past, another 14% increase to current values would need to take place. While it appears that the market is still strong after the end of the 2017 sales study, only time will tell if we will match the peak level in the near future.

Page 6 is the ten year history of the sales ratio study for the residential and seasonal class properties in the County. The sales ratio is a measure of the assessment level when the property sells and is calculated by dividing the estimated market value by the sales price. A 100% ratio is perfect. Assessors around Minnesota attempt to attain a final median ratio in the 90% to 105% range in areas with enough sales. The chart on the right side of the page shows how the sales numbers of our largest property classes have changed in recent years. With 419 sales in the 2017 study, there were more good-quality open-market sales in this study than at any point in the last 15 years. With the increased sales volume and value increases, the assessment consistency statistic known as the COD is showing a higher number than in the past few years. We are still within Department of Revenue guidelines for these numbers but the assessment staff will work to improve this for the 2019 assessment.

Page 7 is a collection of several important assessment statistics. The first noteworthy item is the number of Certificates of Real Estate Value (CRV). A CRV is filed with the State each time a real property sale of \$1000 or more takes place. The CRV volume has now increased over 30% in the last 3 years which provides evidence of an active real estate market. This also helps us by providing more data to check valuations.

On this same page, the Sustainable Forest Incentive Act (SFIA) acreage showed an increase primarily due to the Blandin Paper lands being re-enrolled in this program. State Law was changed to allow them to qualify. SFIA acreage still covers far more acreage in Aitkin County than the similar 2c managed forest classification. SFIA is undergoing major changes due to a recent State Law change that will provide more options for landowners and greater penalties for violators.

Also on page 7 are the local board of appeal and Tax Court appeal numbers. We've been on a long-term decline in the number of formal appeals. This doesn't mean that fewer people are questioning values but by sending out the valuation notices earlier than in the past, the assessors are able to handle more of the appeals before the local boards take place. Revised notices are issued when changes are necessary and if they are sent at least 10 days before a local board meeting, no local board action is required.

Page 8 shows a detailed view of the sales statistics for the 2018 assessment for the property classes that have at least 6 sales. The median sales prices and median EMV's shown on this page just represent the specific property sales from each property type for the 2018 assessment. The bottom row on the chart shows sales statistics for all good sales in the County during this period. The overall median ratio for all good sales of 94.7% means that the assessment is about 5.3% lower than full market value as of the January 2, 2018 assessment date.

Page 9 is the foreclosure report for Aitkin County in 2017. This information should help confirm that the real estate market is much healthier now than in the time of the recession several years ago. The number of sheriff sales and the number of sales where banks are the seller continue to decline.

Pages 10 through 14 show an itemized list of the major changes to the 2018 assessment. There are more changes than in the past several years. The number of changes may make it difficult to pinpoint a single reason why a property changed in value. Keep in mind that each change is made due to a specific issue found when analyzing property sales.

Page 15 is the acreage schedule for the whole county that includes the base rates of the different land types for each area. The boundaries of the four land zones are the same as last year.

Page 16 is the Local Board of Appeal and Equalization Schedule. This is also posted on the Aitkin County website under the appeals section on the County Assessor page.

The Assessor's Office will be reassessing the following areas for the 2019 Assessment: Clark Twp, Cornish Twp, Kimberly Twp, Logan Twp, Millward Twp, Morrison Twp, Rice River Twp, Seavey Twp, Spalding Twp, Verdon Twp, Wagner Twp, Wealthwood Twp, White Pine Twp, City of Aitkin, and City of McGregor.

Please contact Mike if you have any questions.



## Countywide Value Changes 2018 Assessment

### Taxable Property Only

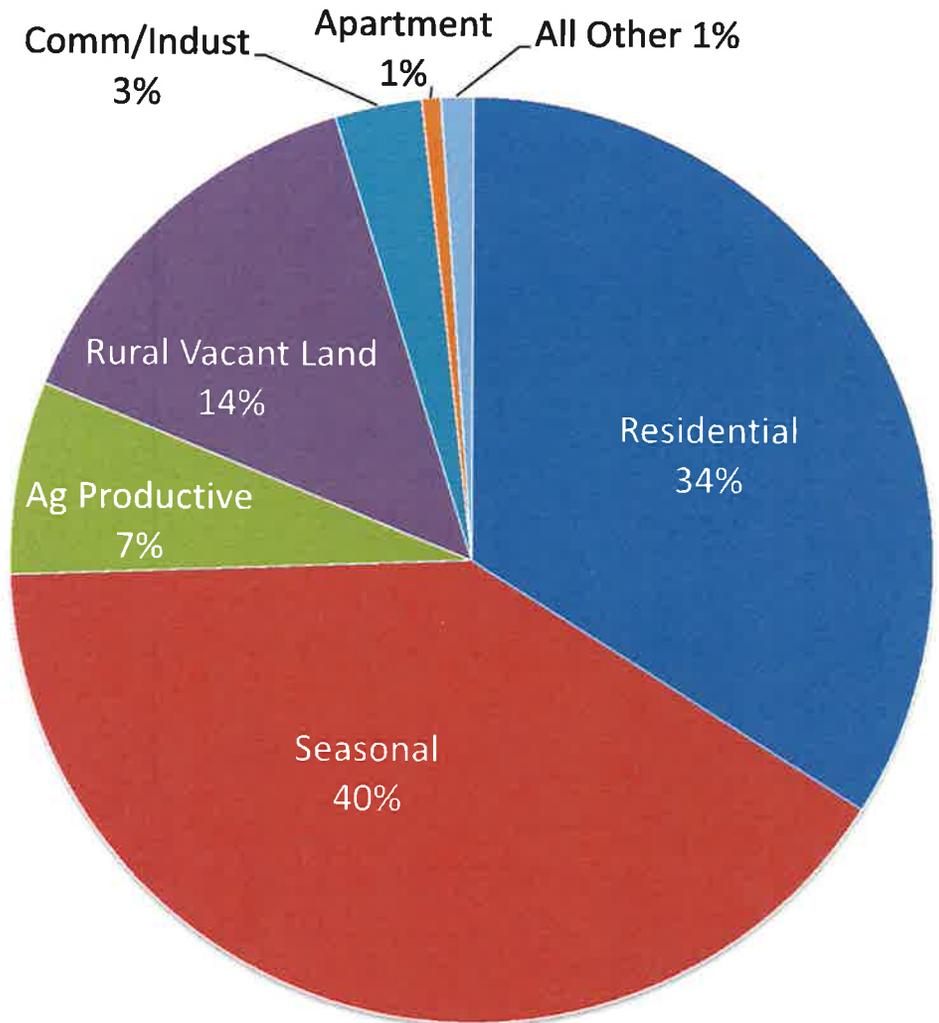
	2017		2018		% Change
Overall Estimated Market Value	\$ 2,858,793,100		\$ 2,978,359,600		4.2%
New Construction EMV	\$ 25,869,350		\$ 24,376,500		-5.8%
Agricultural Homestead EMV	\$ 224,342,915		\$ 236,454,246		5.4%
Residential EMV	\$ 960,424,179		\$ 1,010,468,059		5.2%
Seasonal Recreational EMV	\$ 1,152,241,600		\$ 1,205,772,500		4.6%
Commercial/Industrial EMV	\$ 89,140,100		\$ 90,529,300		1.6%
Apartment EMV	\$ 20,365,800		\$ 19,622,700		-3.6%
Rural Vacant Land EMV	\$ 417,585,600		\$ 423,439,800		1.4%

**Notes:**

Overall Estimated Market Value is still well below the all time high from the 2009 assessment.  
 New Construction valuation is down from 2017 and less than half of the all time high valuation.  
 Rural Vacant Land includes the ag-homestead non-productive land value.

Figures taken from the Spring Mini Abstract (2017) and the Assessment Summary Report (2018)

**Aitkin County**  
**2018 Assessment % Share of Estimated Market Value**

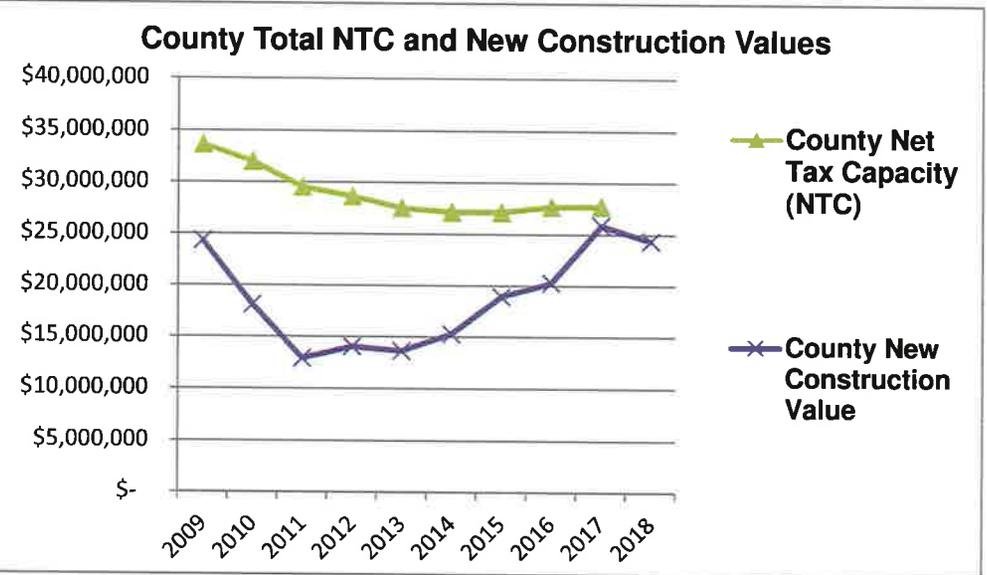
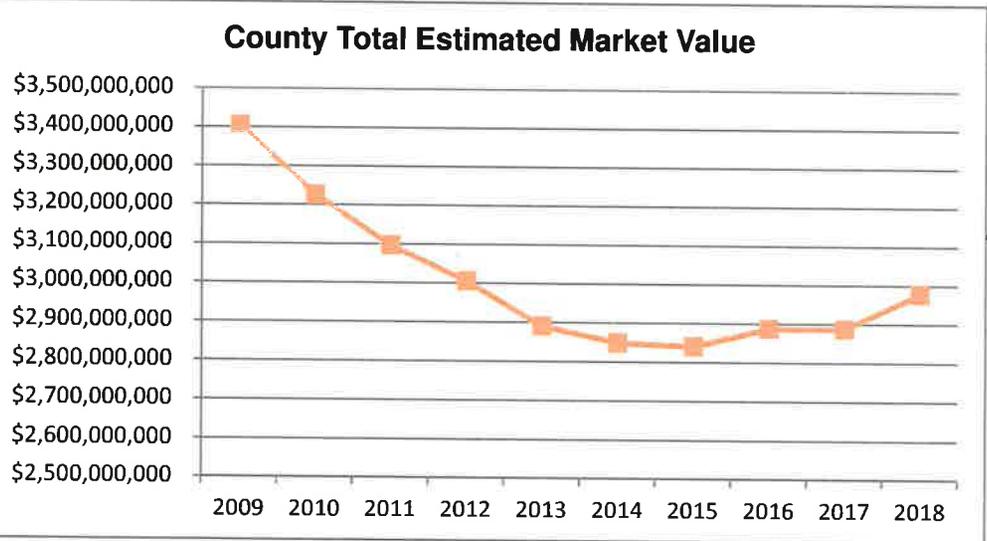




# Ten Year History of Aitkin County Total Valuation

2009 through 2018 Assessment

Asmt Year	County Estimated Market Value	County Net Tax Capacity (NTC)	County New Construction Value
2009	\$ 3,404,731,300	\$ 33,663,138	\$ 24,373,900
2010	\$ 3,225,887,900	\$ 32,018,075	\$ 18,117,600
2011	\$ 3,096,725,100	\$ 29,575,150	\$ 12,918,500
2012	\$ 3,005,641,600	\$ 28,682,414	\$ 14,051,400
2013	\$ 2,890,442,200	\$ 27,554,916	\$ 13,657,200
2014	\$ 2,848,672,500	\$ 27,155,251	\$ 15,297,200
2015	\$ 2,840,753,800	\$ 27,168,379	\$ 18,953,500
2016	\$ 2,887,027,200	\$ 27,685,475	\$ 20,302,400
2017	\$ 2,887,138,695	\$ 27,747,676	\$ 25,869,350
2018	\$ 2,978,359,600		\$ 24,376,500



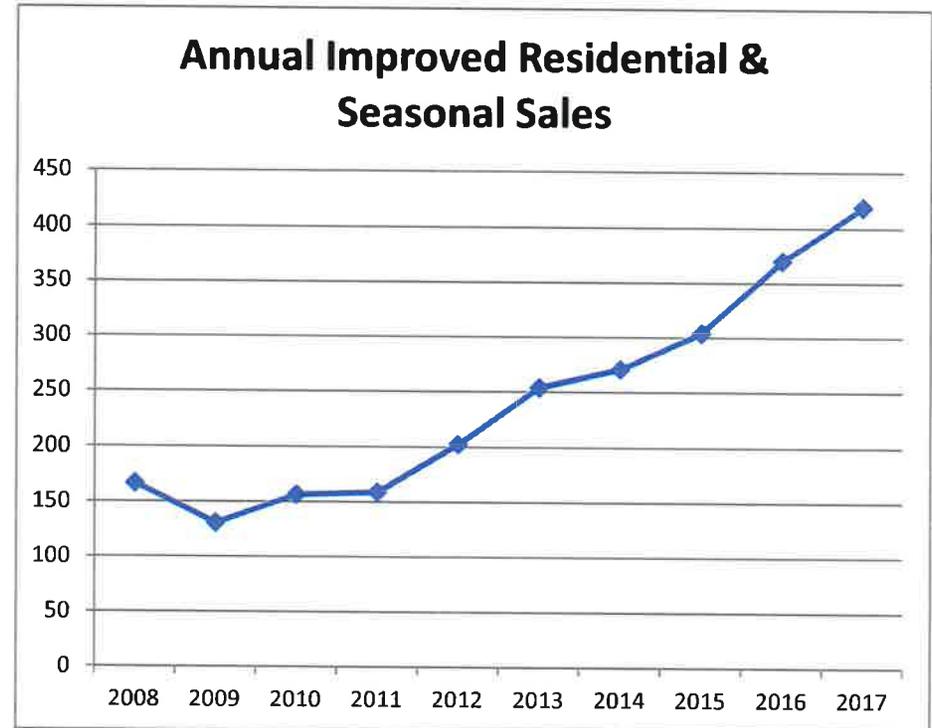
**Notes:**  
 Figures taken from the year end abstracts except for 2018 asmt. 2018 Asmt data from the asmt summary report. County Total EMV and NTC figures have been updated to reflect the state assessed personal property values.



## Aitkin County Sales Ratio Study and Assessment Quality Information

### Ten Year History of Residential and Seasonal Improved Sales

Study Year	# of Residential and Seasonal Sales	Residential Median Sales Ratio	Seasonal Median Sales Ratio	Residential COD	Seasonal COD
2008	167	99.4	97.1	17.0	16.7
2009	131	102.7	93.2	13.0	18.6
2010	157	100.9	100.6	13.3	18.7
2011	159	104.4	106.5	13.3	14.9
2012	203	101.0	99.1	15.4	18.7
2013	254	98.0	101.0	14.1	13.1
2014	271	94.5	93.3	14.3	14.2
2015	304	97.1	97.3	14.4	16.3
2016	370	96.3	94.8	13.8	16.2
<b>2017</b>	<b>419</b>	<b>93.1</b>	<b>96.0</b>	<b>15.8</b>	<b>18.5</b>



**Notes:**

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

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

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

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

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

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



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

	2013	2014	2015	2016	2017
Number of Ad Valorem Parcels	34,177	34,079	34,064	34,103	<b>34,204</b>
Taxable Parcels Reassessed	6,771	5,725	6,725	8,174	<b>7,478</b>
Number of CRV's (total sales over \$1000)	774	786	900	946	<b>1024</b>
Total Residential Homesteads	5,065	4,982	4,968	4,929	<b>5,053</b>
Total Ag Homesteads	864	840	837	829	<b>830</b>
Total Ag Productive Acreage (2a)	98,282	99,291	97,645	96,405	<b>96,064</b>
SFIA Enrolled Acres	39,350	41,362	38,247	39,451	<b>44,483</b>
Average Residential Homestead Market Value	166,000	164,600	164,600	166,900	<b>167,600</b>
Average Agricultural Homestead Market Value	281,600	283,400	280,900	283,900	<b>277,500</b>
Average Seasonal Residential Market Value	92,400	90,500	89,200	90,106	<b>91,100</b>
Average Commercial/Industrial Market Value	111,700	119,300	124,416	123,074	<b>129,582</b>
Total Disabled Veterans Exclusion Value	\$ 13,856,916	\$ 15,072,666	\$ 14,670,540	\$ 15,652,900	<b>\$ 17,292,300</b>
Local Board Appeals	144	86	75	85	<b>52</b>
New Tax Court Appeals	11	6	6	7	<b>1</b>

**Notes:**

Number of Parcels does not include personal property.

There are approx 460 personal property parcels not included in the total above.



## Aitkin County Assessor's Office Detailed Sales Ratio Study Data - 2018 Assessment

Property Group #	Property Type	Median Ratio	COD	PRD	Number of Sales	Median EMV	Median Price
1	Residential Improved	93.10	15.8	1.05	204	\$ 125,800	\$ 134,900
3	Seasonal Improved	96.00	18.5	1.04	215	\$ 119,000	\$ 124,000
23	Seasonal Land Only	101.60	43.2	1.10	40	\$ 108,100	\$ 106,000
33	Rural Vacant Land & Bldgs 34+ Acres	95.00			8	\$ 81,200	\$ 85,500
34	Rural Vacant Land Only 34+ Acres	94.40	16.3	1.02	55	\$ 59,000	\$ 62,500
39	Rural Vacant Land Only <34 Acres	96.50	30.8	1.06	32	\$ 21,300	\$ 22,300
47	Ag Land & Bldgs Only 34+ Acres	93.00			8	\$ 209,300	\$ 225,800
91	Combined Res and Seasonal Improved	94.70	17.2	1.04	419	\$ 275,100	\$ 290,600
92	Combined Rural Vacant & Ag (34+48)	92.10	16.3	1.02	60	\$ 83,000	\$ 90,000
93	Combined Ag RVL Bare Land Only	92.00	15.7	1.02	63	\$ 50,600	\$ 55,000
94	Combined Commercial Industrial Imprv	100.90			9	\$ 146,800	\$ 145,400
95	Combined Ag RVL Imprvd and Bare Land	92.20	14.7	1.03	80	\$ 78,500	\$ 85,000
99	All Good Sales	94.70	20.5	1.07	588	\$ 214,300	\$ 226,300

**Notes and Definitions:**

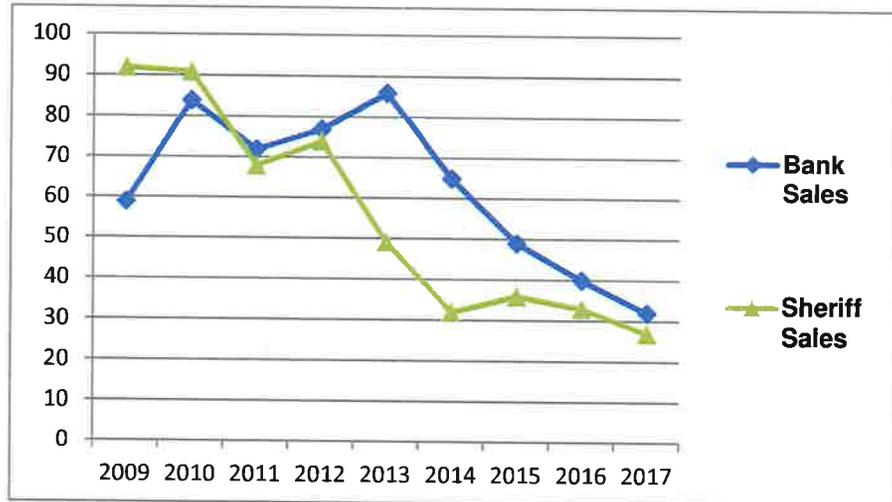
- >**Median Sales Ratio** is the middle ratio in an array of all good sales ratios. The median typically needs to be between 90 & 105.
- >**COD** is the **Coefficient of Dispersion**. Lower numbers usually equate to greater assessment quality and consistency.
- >**PRD** is the **Price Related Differential**. This statistic shows if low value properties are assessed too high or low in comparison to high value properties. 1.00 is a perfect PRD.
- >COD and PRD for categories with less than 30 sales are not shown due to small sample sizes.
- >**Median EMV** is the median or average market value of the set of properties that sold on each line above.
- >**Median Price** is the median or average sale price of the set of properties that sold on each line above.
- >Only good arm's length open market sales are included on this chart.



## Aitkin County Foreclosures by Property Type - 2017

Based on Aitkin County Sheriff's Department Data

Property Class	Number of properties	Percent of total
Residential Homestead	16	59.3%
Residential Non-homestead	6	22.2%
Seasonal Recreational	4	14.8%
Agricultural Homestead	1	3.7%
Agricultural Non-Homestead	0	0.0%
Commercial	0	0.0%
Total Homestead	17	63.0%
Total Non-Homestead	10	37.0%
Total Foreclosures in 2017	27	100.0%



### 9 Year Comparison of Sheriff Sales to Bank Sales

	Bank Sales	Sheriff Sales
2009	59	92
2010	84	91
2011	72	68
2012	77	74
2013	86	49
2014	65	32
2015	49	36
2016	40	33
2017	32	27

**Notes:**

- >Multiple parcels owned by a common owner counted as one foreclosure
- >Sheriff Sales are when properties are sold to the banks.
- >Bank Sales are when banks re-sell properties to new owners.

- >More Bank Sales than Sheriff Sales mean fewer vacant foreclosed homes.
- >Fewer Bank Sales tend to support increased market values..

Report prepared by Aitkin County Assessor's Office

## 2018 Assessment Changes List - Final

Item	Name	Appraiser	Major Changes For Each Area
A	COUNTYWIDE LAND		Increased campground and resort full site values from \$1500 to \$2000 each (+33%)
B	COUNTYWIDE LAND		Increased mobile home park site values from \$3000 to \$4000 each (+33%)
C	COUNTYWIDE LAND		Increased Land Zone B base rates 12.5%
D	COUNTYWIDE LAND		Decreased Land Zone A base rates 5.0%
E	COUNTYWIDE LAND		Increased Land Zone C base rates 5.6%
F	COUNTYWIDE LAND		Reduced Large Acreage Land Size Adjustments to a Maximum of 15%. It was 20% in the previous assessment.
G	COUNTYWIDE LAND		Reduced Small Acreage Land Size Adjustments up to 10% for any acreages of 10 acres or less.
H	COUNTYWIDE LAND		Reduced SWP land rates by \$25 (-5.6%).
I	COUNTYWIDE LAND		Increased LWD land rates by \$50 (4.0%).
J	COUNTYWIDE LAND		Reduced LOP and LTL land rates by \$50 (-4.0%).
K	COUNTYWIDE LAND		Increased Lakeshore land size adjustments for 0-65 front feet. Decreased Lakeshore land size adjustments for 171-205 and for all footage over 506 front feet.
L	COUNTYWIDE BUILDING		Increased Pole Building and Steel Building rates 10%.
M	COUNTYWIDE BUILDING		Reduced single wide mobile home building rates by 5%.
N	COUNTYWIDE BUILDING		Increased double wide mobile home building rates by 5%.
1	AITKIN TWP	TS & DM	Increased building rate 16.3%. Increased Cedar Lake lakeshore land base rate from \$1550 to \$1750 (12.9%) per foot.

## 2018 Assessment Changes List - Final

Item	Name	Appraiser	Major Changes For Each Area
2	BALL BLUFF	DM	No major changes.
3	BALSAM	DM	No major changes.
4	BEAVER	TS	Reassessment. Increased building rate 7.1%.
5	CLARK	TB	No major changes.
6	CORNISH	DM	No major changes.
7	FARM ISLAND	LT & SW	Increased building rate 12.5%. Increased Cedar Lake lakeshore land base rate from \$1550 to \$1750 (12.9%) per foot. Increased Farm Island Lake lakeshore land base rate from \$1650 to \$1850 (12.1%) per foot. Increased Hanging Kettle Lake lakeshore land base rate from \$1000 to \$1050 (5.0%) per foot.
8	FLEMING	JH	Increased building rate 6.7%. Decreased Fleming Lake lakeshore land base rate from \$575 to \$475 (-17.4%) per foot. Increased Gun Lake land base rate from \$875 to \$975 (11.4%) per foot. Decreased Wilkins Lake lakeshore land base rate from \$1050 to \$1000 (-4.8%) per foot. Decreased Jenkins Lake lakeshore land base rate from \$850 to \$750 (-11.8%) per foot.
9	GLEN	JH	Reassessment. Increased building rate 20.0%. Increased Rabbit Lake lakeshore land base rate from \$600 to \$650 (8.3%) per front foot. Increased Clear Lake lakeshore land base rate from \$1000 to \$1050 (5.0%) per front foot. Decreased Dam Lake lakeshore land base rate from \$600 to \$575 (-4.2%) per foot.
10	HAUGEN	TB	Reduced Round Lake lakeshore land base rate from \$1100 to \$1050 (-4.5%) per foot. Increased Mille Lacs Lake lakeshore land base rate from \$1250 to \$1350 (8.0%) per foot. Increased the building rate by 5.9% on non-Mille Lacs Lake frontage parcels. Increased Farm Island Lake lakeshore land base rate from \$1650 to \$1850 (12.1%) per foot. Increased Round Lake lakeshore land base rate from \$1150 to \$1250 (8.7%) per foot.
11	HAZELTON	SW & TB	
12	HILL LAKE	JH	Increased building rate 13.3%. Decreased Hill Lake lakeshore land base rate from \$500 to \$425 (-15%) per foot.
13	IDUN	TS	Reassessment. Increased building rate 6.7%. Increased Cedar Lake lakeshore land base rate from \$650 to \$700 (7.7%) per foot.
14	JEVNE	DM	No major changes.

## 2018 Assessment Changes List - Final

Item	Name	Appraiser	Major Changes For Each Area
15	KIMBERLY	DM	Decreased Dam Lake lakeshore land base rate from \$600 to \$575 (-4.2%) per foot.
16	LAKESIDE	TB	Increased Mille Lacs Lake lakeshore land base rate from \$1250 to \$1350 (8.0%) per foot. Increased building rate 12.5% on the non-Mille Lacs lake parcels. Increased building rate 18.8% on Mille Lacs Lake frontage parcels only.
17	LEE	TS	Reassessment.
18	LIBBY	TB	Reassessment.
19	LOGAN	DM	No major changes.
20	MACVILLE	JH	No major changes.
21	MALMO	LT	Increased building rate 18.8% on non-Mille Lacs Lake frontage parcels. Increased building rate 25% on Mille Lacs Lake frontage parcels. Increased Mille Lacs Lake lakeshore land base rate from \$1250 to \$1350 (4.0%) per foot.
22	MCGREGOR TWP	LT	Reassessment.
23	MORRISON	LT	No major changes.
24	NORDLAND	DM & LT	Reassessment. Increased Nord Lake lakeshore land base rate from \$700 to \$750 (7.1%) per front foot. Decreased Sixteen Lake lakeshore land base rate from \$300 to \$250 (-16.7%) per front foot. Increased Section 10 Wladimiraf Lake land base rate from \$650 to \$700 (7.7%) per front foot. Increased Elm Island Lake lakeshore land base rate from \$650 to \$700 (7.7%) per foot. Increased Ripple Lake lakeshore land base rate from \$700 to \$750 (7.1%) per foot. Increased Lingroth Lake lakeshore land base rate from \$400 to \$450 (12.5%) per foot. Increased building rate 9.4%.
25	PLINY	TS	Reassessment.
26	RICE RIVER	TS	Increased building rate 7.1%.
27	SALO	SW	Reassessment.
28	SEAVEY	TB	No major changes.
29	SHAMROCK	JH, SW, DM, LT	Reduced Round Lake lakeshore land base rate from \$1100 to \$1050 (-4.6%) per foot. Increased Big Sandy Lodge and Resort residential unit lot values that are closest to the lake (LS1 and LS2).

## 2018 Assessment Changes List - Final

Item	Name	Appraiser	Major Changes For Each Area
30	SPALDING	TS	Increased building rate 7.1%.
31	SPENCER	SW	Reassessment. Increased building rate 6.3%.
32	TURNER	TS	No major changes.
33	VERDON	DM	No major changes.
34	WAGNER	LT	Increased building rate 6.3%.
35	WAUKENABO	TS	Increased building rate 6.7%. Decreased Round Lake lakeshore land base rate from \$1100 to \$1050 (-4.6%) per foot.
36	WEALTHWOOD	JH	Increased Mille Lacs Lake lakeshore land base rate from \$1250 to \$1350 (8.0%) per foot.
37	WHITE PINE	TB	No major changes.
38	WILLIAMS	TB	Reassessment.
39	WORKMAN	SW	Reassessment. Increased building rate 6.3%.
41	MILLWARD	JH	No major changes.
42	UNORG 51-22	DM	No major changes.
43	UNORG 52-22	DM	No major changes.
44	UNORG 45-24	TB	No major changes.
45	UNORG 47-24	DM	Reassessment.
46	UNORG 52-24	LT	No major changes.
47	UNORG 50-25	TB	No major changes.
48	UNORG 51-25	TB	No major changes.

## 2018 Assessment Changes List - Final

Item	Name	Appraiser	Major Changes For Each Area
49	UNORG 52-25	LT	No major changes.
50	UNORG 50-26	TS	Reassessment.
51	UNORG 48-27	JH	Increased Blind Lake lakeshore land base rate from \$350 to \$375 (7.1%) per foot. Increased building rate 5.9%.
52	UNORG 49-27	LT	Increased building rate 5.9%.
53	UNORG 50-27	TS	Reassessment.
54	UNORG 51-27	TB	Increased McKinney Lake lakeshore land base rate from \$100 to \$150 (50%) per front foot.
55	UNORG 52-27	TS	Reassessment.
56	AITKIN CITY	SW	Increased Residential buildings in central neighborhood 5.9%. Reduced downtown commercial land square foot rate by 10% (COMAITCA).
57	HILL CITY	TS	Increased Quadna Residential building rate 9.1%. Increased Hill City Non-Quadna residential building rate 6.7%. Decreased Hill Lake lakeshore frontage base rate from \$500 to \$425 (-15%) per foot.
58	MCGRATH CITY	TB	Reduced McGrath residential land schedule base rate by \$10 per front foot (-11.8%).
59	MCGREGOR CITY	TS	No major changes.
60	PALISADE CITY	LT	No major changes.
61	TAMARACK CITY (Current as of 3/13/18)		No major changes.

**Aitkin County Acreage Land Schedule 2018 Assessment - Revised Final**

<u>Unorg 52-27</u>	<u>Hill Lake</u>	<u>Unorg 52-25</u>	<u>Unorg 52-24</u>	<u>Ball Bluff</u>	<u>Unorg 52-22</u>
<u>Unorg 51-27</u>	<u>Macville</u>	<u>Unorg 51-25</u> GA/RP HWD 1660 1250 LWD 1240 880 OPN/HPS 1520 1290 LOP/LPS 1140 970 SWP 400 270 TIL 1520 1520 LTL 1140 1140 SITE 17000	<u>Verdon</u>	<u>Cornish</u>	<u>Unorg 51-22</u>
<u>Unorg 50-27</u>	<u>Unorg 50-26</u>	<u>Unorg 50-25</u>	<u>Libby</u>	<u>Turner</u>	<u>Balsam</u>
<u>Unorg 49-27</u>	<u>Waukenabo</u>	<u>Logan</u>	<u>Workman</u>	<u>Shamrock</u>	<u>Haugen</u>
<u>Unorg 48-27</u>	<u>Morrison</u>	<u>Fleming</u> GA/RP HWD 1660 1250 LWD 1240 880 OPN/HPS 1520 1290 LOP/LPS 1140 970 SWP 400 270 TIL 1520 1520 LTL 1140 1140 SITE 17000	<u>Jevne</u>	<u>McGregor</u>	<u>Clark</u>
<u>Aitkin</u>	<u>Spencer</u>	<u>Kimberly</u>	<u>Unorg 47-24</u>	<u>Spaiding</u>	<u>Salo</u>
<u>Farm Island</u>	<u>Nordland</u>	<u>Glen</u>	<u>Lee</u>	<u>Rice River</u>	<u>Beaver</u> GA/RP HWD 1580 1190 LWD 1170 830 OPN/HPS 1440 1220 LOP/LPS 1080 920 SWP 380 260 TIL 1440 1440 LTL 1080 1080 SITE 17000
<u>Hazelton</u> GA/RP HWD 1925 1440 LWD 1430 1020 OPN/HPS 1760 1500 LOP/LPS 1320 1120 SWP 470 320 TIL 1760 1760 LTL 1320 1320 SITE 17000	<u>Wealthwood</u>	<u>Malmo</u>	<u>Unorg 45-24</u>	<u>White Pine</u>	<u>Millward</u>
<b>Land Type Definitions:</b> HWD: High Wooded LWD: Low Wooded OPN: High Open Meadow HPS: High Pasture LOP: Low Open Meadow LPS: Low Pasture SWP: Swamp/Waste TIL: High Tillable LTL: Low Tillable/Rice Paddy SITE: Full Building Site Value (Access \$1700, Electric \$2550, Septic \$6800, Well \$5950)					
Values listed above are per acre values. Green Acres and Rural Preserve program values are listed in the second columns above. Off public road acreage values are typically 10% less than values listed. Tracts under 31 acres carry a positive size adjustment. Tracts over 100 acres carry a size discount of up to 15%.					
					(updated 3/26/18)

## 2018 Board of Appeal and Equalization Schedule

Date		Twp/City	Time	Meeting Location
Monday	4/16/2018	Macville Township	9:00	Swatara Town Hall
		City of Hill City	11:00	Hill City Community Room
Tuesday	4/17/2018	<b>Salo Township</b>	9:00	Salo Town Hall
		Spalding Township	11:00	Spalding Town Hall
		Rice River Township	1:00	Rice River Town Hall
Wednesday	4/18/2018	<b>McGregor Township</b>	9:00	McGregor Town Hall
		Kimberly Township	11:00	Glen/Kimberly Town Hall
		Waukenabo Township	1:00	Waukenabo Town Hall
Thursday	4/19/2018	Verdon Township	9:00	Verdon Town Hall
		Ball Bluff Township	11:00	Jacobson Fire Hall
		Morrison Township	2:00	Morrison Town Hall
Friday	4/20/2018	Farm Island Township	9:00	Farm Island Town Hall
		Malmo Township	1:00	Malmo Town Hall
Monday	4/23/2018	Shamrock Township	9:00	Shamrock Town Hall
Tuesday	4/24/2018	Cornish Township	9:00	Cornish Town Hall
		Turner Township	11:00	Turner Town Hall
		Jevne Township	1:00	Jevne Town Hall
Wednesday	4/25/2018	Wealthwood Township	9:00	Wealthwood Town Hall
		Lakeside Township	11:00	Malmo Community Hall
		Wagner Township	2:00	Wagner Town Hall
Thursday	4/26/2018	Clark Township	9:00	Clark Town Hall
		Haugen Township	10:30	Haugen Town Hall
		<b>Glen Township</b>	1:00	Glen/Kimberly Town Hall
Monday	4/30/2018	<b>Idun Township</b>	9:00	Holden Lutheran Church
		Seavey Township	10:30	Seavey Town Hall
		<b>Williams Township</b>	12:00	McGrath Fire Hall
Tuesday	5/1/2018	City of McGregor	9:00	McGregor City Hall
		<b>Spencer Township</b>	3:00	Spencer Town Hall
Wednesday	5/2/2018	City of Aitkin	9:00	Aitkin City Hall
		Aitkin Township	1:00	Aitkin City Hall
Thursday	5/3/2018	<b>OPEN BOOK MEETING</b>	<b>9:00am TO 7:00 pm</b>	<b>Assessor's Office</b>
Friday	5/4/2018	<b>Nordland Township</b>	9:00	Bethlehem Lutheran Church
		Fleming Township	1:00	Fleming Town Hall
Monday	5/7/2018	Hazelton Township	9:00	Hazelton Town Hall
Tuesday	6/12/2018	County Board of Equalization	Call for Appointment	Courtroom #3
2018 Reassessment Areas in <b>Blue</b> :		<b>Beaver Twp, Glen Twp, Idun Twp, Lee Twp, Libby Twp, McGregor Twp, Nordland Twp, Pliny Twp, Salo Twp, Spencer Twp, Williams Twp, Workman Twp, Unorganized 47-24, 50-26, 50-27, and 52-27</b>		
Open Book Meeting Areas in <b>Red</b> :		<b>Balsam Twp, Beaver Twp, Fleming Twp, Hill Lake Twp, Lee Twp, Libby Twp, Logan Twp, McGrath Millward Twp, Pliny Twp, Palisade Tamarack, all Unorganized, Workman Twp, White Pine Twp</b>		
				(last revised on 2/6/2018)



# Board of County Commissioners Agenda Request

5A

Agenda Item #

**Requested Meeting Date:** April 24, 2018

**Title of Item:** Purchase FBL Inspection Software

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Terry Neff, Environmental Services Director	<b>Department:</b> Environmental Services
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<b>Presenter (Name and Title):</b> Terry Neff, Environmental Services Director	<b>Estimated Time Needed:</b> 10 min
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**Summary of Issue:**

This past January we were informed the Minnesota Department of Health (MDH) had purchased a new inspection software program and was no longer going to support Rapid Inspection, the present FBL inspection software. They also informed the delegated counties (Aitkin being a delegated county) Rapid Inspection would no longer be available for County use at the end of 2018. In addition, those counties with the delegation agreement with the MDH would not be allowed to use the new MDH inspection software. This news came as a big surprise to the delegated counties and left us until the end of the year to purchase or develop our own software program.

Techtronix (the company that developed the Rapid Inspection program currently used by the MDH and delegated counties) has offered to create a new software inspection program that will replace the existing Rapid Inspection program. The cost would be a one time fee of approximately \$6,500.00 with an annual maintenance fee of approximately \$900.00/year. Other programs that delegated counties have purchased have been \$13,000.00 and higher.

In 2017, the FBL budget at years end was \$2170.76 under budget, and revenues were over the budgeted amount by \$2700.50 for a total of \$4,871.26 that went into the general fund.

**Alternatives, Options, Effects on Others/Comments:**  
 Alternatives would be to purchase more expensive software or go back to paper copies.

**Recommended Action/Motion:**  
 Purchase the inspection program software from Techtronix.

**Financial Impact:**  
*Is there a cost associated with this request?*  Yes  No  
*What is the total cost, with tax and shipping? \$* Approximately \$7,400.00  
*Is this budgeted?*  Yes  No *Please Explain:*  
 The news of the state dropping the current inspection program came after the current budget adoption.



# Board of County Commissioners Agenda Request

5B  
Agenda Item #

**Requested Meeting Date:** April 24, 2018

**Title of Item:** Adopt Amendments to the Zoning and Shoreland Management Ordinances

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

*\*provide copy of hearing notice that was published*

<b>Submitted by:</b> Terry Neff, Environmental Services Director	<b>Department:</b> Environmental Services
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<b>Presenter (Name and Title):</b> Terry Neff, Environmental Services Director	<b>Estimated Time Needed:</b> 15 min
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**Summary of Issue:**

The Ordinance Review committee consisting of: Bill Pratt - Commissioner, Anne Marcotte - Commissioner, Pete Gansen - P&Z, Steve Hughes - SWCD, and myself met on February 13, 2018 to review proposed changes to the General Zoning and Shoreland Management Ordinances.

On March 26, 2018, the Aitkin County Planning Commission held a public hearing on the proposed amendments to the General Zoning and Shoreland Management Ordinances. After hearing public testimony and deliberation among the Commission members the Aitkin County Planning Commission recommend the enclosed amendments be adopted to the Aitkin County Zoning and Shoreland Management Ordinances. Proposed language to be deleted is in strikethrough, new proposed language from the ordinance committee is in red and language proposed by the Planning Commission at the public hearing is in green.

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

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

Alternatives would be to adopt proposed amendments recommended by the Planning Commission with some changes or do not adopt any of the proposed amendments. The proposed changes correct formatting and grammatical errors that exist in the ordinances and further protect the resources.

**Recommended Action/Motion:**

Adopt proposed amendments as recommended by the Planning Commission with any changes the Board deems necessary.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

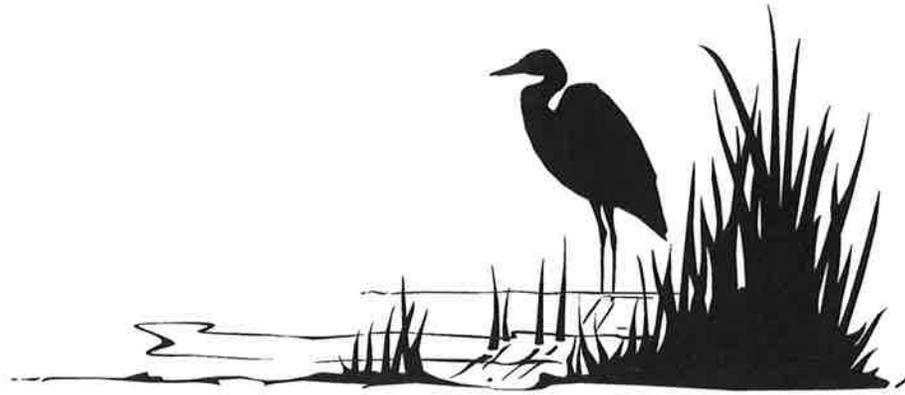
What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No Please Explain:

**Draft 3-28-2018**

# **Aitkin County**

## **Zoning Ordinance**



**Adopted April, 1970**  
**Amended May 1971**  
**Amended May 1972**  
**Amended May 1983**  
**Amended August 1983**  
**Amended December 1984**  
**Amended July 1985**  
**Amended January 10, 1995**  
**Administrative Amendment June 6, 2001**  
**Amended August 28, 2007**  
**Administrative Amendment October 7, 2008**  
**Administrative Amendment June 7, 2011**  
**Administrative Amendment December 13, 2011**  
**Amended April 9, 2013**  
**Amended January 24, 2017**

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**[SECTION 1]**

STATUTORY AUTHORIZATION

An ordinance establishing comprehensive zoning regulations for that portion of Aitkin County, Minnesota outside the incorporated limits of the cities, in accordance with the provisions of Chapters 103G, 103F, 103B, and 394 of the Minnesota Statutes and as amended to promote the health, safety, convenience, and general welfare of the inhabitants by dividing the county into zones and regulating therein the uses of land and the construction of all structures with a view to encouraging the most appropriate use of land in the county. This ordinance supersedes and replaces the zoning ordinance adopted April 1970 and subsequent revisions thereof and said ordinance of April 1970 shall be repealed as of the effective date of the ordinance herein.

Where any provisions of this ordinance shall conflict with any provision of the Mississippi Headwaters Board Management Plan the latter shall prevail.

Where any provision of this ordinance shall conflict with the zoning ordinance of the Aitkin County Shoreland Management Ordinance the latter shall prevail.

**[SECTION 2]**

TITLE

This ordinance may be cited and referred to as the “AITKIN COUNTY ZONING ORDINANCE”.

**[SECTION 3]**

DEFINITIONS AND REGULATIONS

- 3.00 As used in this ordinance, the words, terms, and phrases defined in this article shall have the meaning given herein, unless otherwise specifically defined, or unless the context requires otherwise. Further, throughout the text of this ordinance, unless the context clearly requires otherwise, the present tense includes the future tense, the singular number shall include the plural and the plural shall include the singular; the word “shall” is mandatory, and the word “may” is permissive; the word “used” or “occupied” includes the words “intended, designed, or arranged to be used or occupied”; the word “lot” includes the words “plot” or “parcel”; for regulatory purposes the word “structure” shall include the term “use” and vice versa.
- 3.01 Accessory Structure: “Accessory Structure” a structure subordinate to the principal use of the land or a building on the same lot and serving a purpose customarily incidental to the principal structure.
- 3.02 Attorney: “Attorney” means the County Attorney of Aitkin County, Minnesota or their authorized representative.

3.03 Auditor: “Auditor” means the County Auditor of Aitkin County, Minnesota or their authorized representative.

3.04 Board of Adjustment: “Board of Adjustment” means the Board of Adjustment for Aitkin County, Minnesota as created by resolution of the County Board of commissioners.

3.05 Bluff: “Bluff” means a topographic feature such as a hill, cliff, or embankment having the following characteristics (an area with an average slope of less than 18 percent over a distance for 50 feet or more and shall not be considered a part of the bluff):

A. The slope rises at least 25 feet above the toe of the bluff;

B. The grade of the slope from the toe of the bluff to a point 25 feet or more above the toe of the bluff averages 30 percent or greater.

A variance from a setback shall not be required provided the Aitkin County Soil and Water Conservation District has reviewed an evaluation of development procedure, prepared by a registered engineer, to ensure proper erosion and sedimentation techniques are employed and slope stability is maintained.

3.06 Building: “Building” means any structure for the shelter, support, or enclosure of persons, animals, chattels, or property of any kind, and when separated by dividing walls without openings, each portion of such building, so separated, shall be deemed a separate building.

3.07 Building Line: “Building Line” means a line measured across the width of a lot at a point where a structure is placed in accordance with the minimum setback requirements of this ordinance.

3.08 Cabin: “Cabin” means any structure or portion of a structure, or other shelter designed as short or long-term living quarters for one or more persons, including rental or timeshare accommodations such as motel, hotel, and resort rooms and cabins.

3.09 Campground: “Campground” means any of the following:

a. Primitive Campgrounds: Primitive campgrounds within the meaning of these regulations are privately or municipally owned sites designated, maintained, intended, or used for the purpose of supplying a location for overnight camping where locations are accessible by canoe, boat, or by hiking but not by motor vehicles. Such areas open to the public and designated as usable by the public as primitive campground areas may be set aside for free or paying camping purposes.

b. Commercial Planned Unit Developments: “Commercial planned unit developments” are typically uses that provide transient, short-term lodging spaces, rooms, or parcels and their operations are essentially service-oriented.

For example, hotel/motel accommodations, resorts, recreational vehicle and camping parks, and other primarily service-oriented activities are commercial planned unit developments.

- c. Walk-In Camp: A walk-in camp is equivalent to a developed campground or camping resort except that it is not accessible by motor driven vehicles.
- 3.10 Comprehensive Plan: “Comprehensive Plan” means the policies, statements, goals, and inter-related plans for private and public land and water use, transportation, and community facilities including recommendations for plan execution, documented in texts, ordinances and maps which constitute the guide for future development of the county or any portion of the county.
- 3.11 Conditional Use: “Conditional Use” means a land use or development as defined by ordinance that would not be appropriate generally but may allowed with appropriate restrictions as provided by official controls upon a finding that certain conditions as detailed in the ordinance exist, the use or development conforms to the comprehensive land use plan of the community, and the use is compatible with an existing neighborhood.
- 3.12 County Board: “County Board” is the Board of County Commissioners of Aitkin County, Minnesota.
- 3.13 Deck: “Deck” means a horizontal, unenclosed platform with or without attached railings, seats, trellises or other features, attached or functionally related to a principal use or site and at any point extending more than thirty (30) inches above ground.
- 3.14 Department: “Department” means the Aitkin County Environmental Services Department.
- 3.15 Duplex, Triplex, and Quad: “Duplex, triplex, and quad” means a dwelling structure on a single lot, having two, three, and four units respectively, being attached by common walls and each unit equipped with separate sleeping, cooking, eating, living, and sanitation facilities.
- 3.16 Dwelling Site: “Dwelling site” means a designated location for residential use by one or more persons using temporary or movable shelter, including camping and recreational vehicle sites.
- 3.17 Dwelling Unit: “Dwelling unit” means any structure or portion of a structure or other shelter designed as short or long-term living quarters for one or more persons, including rental or timeshare accommodations such as motel, hotel, and resort rooms and cabins.
- 3.18 Dwelling-Secondary Unit: “Dwelling-secondary unit” means any structure or portion of a structure or other shelter designed as short or long-term living quarters for one or more persons, including rental or timeshare accommodations such as motel, hotel, and resort rooms and cabins not to exceed one thousand (1000) square feet in size and meeting all land requirements set-forth by this ordinance.

- 3.19 Essential Services: “Essential services” are services provided by public and private utilities, necessary for the exercise of the principal use or service of the principal structure. These services include underground, surface, or overhead gas, electrical, steam, water, sanitary sewage, storm water drainage, and communication systems and accessories thereto, such as poles, towers, wires, main drains, vaults, culverts, laterals, sewers, pipes, catch basins, water storage tanks, conduit cable, traffic signals, pumps, lift stations and hydrants, but not including buildings.
- 3.20 Exotic Animals: is any animal that is not part of the definition of an 'animal' under Title 9, Chapter 1, Subchapter A of the Code of Federal Regulations and one that is not native to the U.S.
- 3.20 Expansion: “Expansion” – enlargement or intensification; means any increase in a dimension, size, area, volume or height, any increase in the area of use, any placement of a structure or part thereof where none existed before.
- 3.21 Extractive Use: “Extractive use” means the use of land for surface or subsurface removal of sand, gravel, rock, industrial minerals, or other nonmetallic minerals, and peat not regulated under Minnesota Statutes, Sections 93.44 to 93.51.
- 3.22 Farm-Commercial: “Farm-commercial” means agriculture of a primarily commercial nature including, but not limited to fur farms, poultry and egg farms, raising of livestock for profit, hog farms, feed lots and any other agricultural endeavor for profit (not including exotic animals).
- 3.23 Farm-Hobby: “Farm-hobby” means the pursuit of hobby and family-type agricultural activities; including minimum cropland tillage and animal agriculture for personal and family use, including boarding facilities for horses. (Not including gardens of 2 acres or less or exotic animals).
- 3.24 Floodplain: “Floodplain” the beds proper and the area adjoining a wetland, lake, or watercourse which have been or hereafter may be covered by the regional flood.
- 3.25 Forest Land Conversion: “Forest land conversion” means the clearing of forested lands to prepare for a new land use other than reestablishment of a subsequent forest stand.
- 3.26 Garage, Private: A detached accessory structure or portion of the principal which is used primarily for storing passenger vehicles, trailers, or personal property.
- 3.26A Generally Accepted Practices: “Generally Accepted Practices” means those practices commonly used in a county or a contiguous county in which a nuisance claim is asserted.
- 3.26B Group Home: Group homes means a living situation that provides at a minimum, room and/or board to unrelated people who live in certain licensed or registered group living arrangements.
- 3.27 Home Occupation: “Home occupation” means a home occupation or professional offices, provided that no such use occupies more than 25% of the total floor area of the

dwelling or accessory building. Provided further that no more than one non-resident is employed on the premises. Such use does not include an activity that would create a nuisance or be otherwise incompatible with the surrounding residential area. Only one unlighted sign not exceeding nine (9) square feet in area may be displayed.

3.28 Interim Use: “Interim Use” is a temporary use of property until a particular date, until the occurrence of a particular event or until zoning regulations no longer permit it.

3.29 Junk or Salvage Yard: “Junk or salvage yard” is any establishment, place of business, or place of storage or deposit, which is maintained, operated or used for storing, keeping, buying or selling junk, wrecked, scrapped, ruined or dismantled motor vehicles or motor vehicle parts, whether maintained in connection with another business or not, where the waste, body, or discarded material stored is equal in bulk to two (2) or more motor vehicles. All permitted junk or salvage yards must be properly screened from public view.

a. Screening: Along all public road right-of-way junk yards, auto wrecking yards, tank salvaging yards or material yards shall be adequately screened by fences, walls, land forms and/or natural planted materials on the property to effectively conceal the establishment from general view of motorist on public roads and from all surrounding occupied property within ¼ mile from such premises.

b. Ground water protection: To protect ground water the yard operator must construct a curbed impermeable surface on which to conduct salvage operations and store hazardous waste and other fluids.

Junk or salvage yards may not be located in a floodplain or floodway area.

c. Pollution Control and Waste Disposal Standards: Applicant must complete and submit a hazardous waste disclosure form to the M.P.C.A. Hazardous Waste Disclosure Unit.

Obtain license from Aitkin County Solid Waste Officer.

Must meet all other State and Federal regulations.

d. Management Plan: Applicant must submit a plan drawn to a scale one (1) inch equals one hundred (100) feet or larger scale.

Plan must show property lines, existing and proposed structures, salvage area, storage areas, screening and other proposed development. Plan must also address number of cars, tires, batteries, tanks and other parts not recyclable... How applicant will handle motor oil, transmission fluid, antifreeze, gas, sludge, and other fluids.

3.30 Kennel: “Kennel” is any structure or premises or commercial activity on which two (2) or more dogs over three (3) months of age are kept for compensation.

- 3.31 Lot: “Lot” means a parcel of land designated by plat, metes and bounds, registered land survey, auditors plat, or other accepted means and separated from other parcels or portions by legal description for the purpose of sale, lease, or separation.
- 3.32 Lot Frontage: “Lot frontage” means the front of a lot shall be construed to be the portion nearest the street or road. For the purpose of determining yard requirements on corner lots and through lots (through lots are lots running from street to street), all portions of a lot adjacent to streets shall be considered frontage and yards shall be provided as indicated.
- 3.33 Lot Width: “Lot width,” means the shortest distance between lot lines measured at the midpoint of the building line.
- 3.34 Lot of Record: A lot which is part of a subdivision, the plat of which has been recorded in the office of the County Recorder, or a lot described by metes and bounds, the description of which has been recorded in the office of the County Recorder.
- 3.35 Mining Operation: “Mining operation” means the removal from the land of stone, sand and gravel, coal, salt, iron, copper, nickel, granite, petroleum products, or other minerals or materials for commercial, industrial, or government purposes.
- 3.36 Mobile Home or Manufactured Home: “Mobile or Manufactured Home” means a single-family dwelling unit suitable for year-round occupancy, which, if located at the same site outside a mobile home park for more than 90 days, during which time it is being used either part-time or full-time for residential purpose, shall be placed on a foundation or blocked and skirted within six (6) months.
- 3.37 Mobile Home or Manufactured Home Park: “Mobile Home or Manufactured Home Park” is a parcel of land which has been planned and improved for the placement of two or more mobile homes and licensed by the County of Aitkin Minnesota.
- 3.38 Non-conformity: “Non-conformity” means any Legal use, structure, or parcel of land already in existence, recorded or authorized before the adoption of official controls or amendments thereto that would not have been permitted to become established under the terms of the official control as now written, if the official controls had been in effect prior to the date it was established, recorded, or authorized.
- 3.39 Official Map: A map adopted in accordance with Minnesota Statutes (Section 394.361), which may show existing county roads and county state aid highways, proposed future county roads and highways, and the area needed for widening existing county roads and future highways. An official map may also show the location of existing public land and facilities and other land needed for future public purposes, including public facilities such as parks, playgrounds, schools, and other public buildings, civic centers, and travel service facilities.
- 3.40 Parking Space, Off Street: Any off-street parking space shall comprise not less than 180 square feet of parking area, plus necessary maneuvering incidental to parking or un-parking shall not encroach upon any public right-of-way. Every off-street parking space shall be accessible to a public roadway.

- 3.41 Person: A firm, association, organization, partnership, trust, company, or corporation as well as an individual.
- 3.42 Planning Commission: “Planning Commission” consists of five (5) members appointed by the Aitkin County Board of Commissioners. At least two (2) members shall be residents of that portion of the County lying outside the corporate limits of municipalities. No more than one (1) voting member shall be an officer or employee of the County.
- 3.43 Planned Unit Development and Group Housing: “Planned unit development and group housing” means a type of development characterized by a unified site design for a number of dwelling units or dwelling sites on a parcel, whether for sale, rent, or lease and also usually involving clustering of these units or sites to provide areas of common open space, density increases, and a mix of structure types and land use. These developments may be organized and operated as condominiums, time-share condominiums, cooperatives, full fee ownership, commercial enterprises, or any combination of these or cluster subdivision of dwelling units, residential condominiums, townhouses, apartment buildings, campgrounds, recreational vehicle parks, resorts, hotels, motels, and conversion of structures and land uses to these uses.
- 3.44 Planning and Zoning Administrator: “Planning and Zoning Administrator” means the Planning and Zoning Administrator of Aitkin County, Minnesota, or his authorized representative.
- 3.45 Public Road: An open space for vehicles, persons, or animals for public travel.
- 3.46 Recreational Camping Vehicle: The words “Recreational Camping Vehicle” shall mean any of the following:
- a. Travel trailer means a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses.
  - b. Pick-up coach means a structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation.
  - c. Motor home means a portable, temporary dwelling to be used for travel, recreation, and vacation, constructed as an integral part of a self-propelled vehicle.
  - d. Camping trailer means a folding structure, mounted on wheels and designed for travel, recreation and vacation use.
- 3.47 Recreational Vehicle Park Area: “Recreational Vehicle Park Area” is a parcel of land in which two or more spaces are occupied or intended for occupancy by recreational vehicles for transient dwelling purposes.
- 3.48 Residential Planned Unit Development: “Residential planned unit development,” means a use where the nature of residency is non-transient and the major or primary focus of the development is not service-oriented. For example, residential apartments, manufactured home parks, time-share condominiums, townhouses, cooperatives, and

full fee ownership residences would be considered as residential planned unit developments. To qualify as a residential planned unit development, a development must contain at least five dwelling units or sites.

- 3.49 Restaurant: “Restaurant” means any establishment under the control of a single proprietor or manager having appropriate facilities for the serving of meals, and where, in consideration of payment therefore, meals are regularly served at tables to the general public. This designation shall include restaurants and supper clubs in unincorporated or unorganized areas of Aitkin County, which qualify under the law for license for the “on-sale” or combination license for the “on-sale” or “off-sale” of intoxicating liquor.
- 3.49A Rural Land Use: “Rural Land Use” means a legally permitted use common to rural areas including but not limited to: timber harvesting and extractive uses including the associated hauling of materials; outdoor recreational uses such as motorized and non-motorized trail use, hunting, trapping, and fishing.
- 3.50 Sanitary Station: “Sanitary station” is a facility used for removing and disposing of wastes from recreational vehicle holding tanks. A minimum of a one thousand five hundred (1500) gallon holding tank is required with curbing and water supply to wash area.
- 3.51 Self-contained Recreational Vehicle: A “self-contained recreational vehicle” is a recreational vehicle, which can operate independently of connections to sewer, water, and electrical systems. It contains a water-flushed toilet, lavatory, shower, and kitchen sink, all of which are connected to water storage and sewage holding tanks located within the recreational vehicle.
- 3.52 Semi-public Use: “Semi-public use” means the use of land by a private, nonprofit organization to provide a public service that is ordinarily open to some persons outside the regular constituency of the organization.
- 3.53 Service Building (Comfort Station): “Service building (comfort station)” means a structure housing toilet, lavatory, and such other facilities as may be required by this ordinance.
- 3.54 Setback: “Setback” means the minimum horizontal distance between a structure including overhangs, eaves, or projections (of greater than twenty four (24) inches) therefrom, sewage treatment systems or other facility and an ordinary high water level, sewage treatment system, top of a bluff, road right-of-way, property lines, or other facility.
- 3.55 Sewage Treatment System: “Sewage Treatment System” means a septic tank and soil absorption system or other individual or cluster type sewage treatment system as described and regulated in the Aitkin County ~~Individual~~ Subsurface Sewage Treatment System and ~~Wastewater~~ Ordinance No. 4 and subsequent amendments.
- 3.56 Sewer System: “Sewer system” means pipelines or conduits, pumping stations and force main and all other construction, devices, appliances or appurtenances used for conducting sewage or industrial waste or other wastes to a point of ultimate disposal.

- 3.57 Sign: “Sign” means any display or device designed to inform or attract the attention of persons not on the premises on which the sign is located.
- 3.58 Signs, Number, and Surface Area: For the purpose of determining number of signs, a sign shall be considered to be a single display surface or display device containing elements organized, related, and composed to form a unit. Where matter is displayed in a random manner without organized relationship of elements, each element shall be considered to be a single sign. The surface area of a sign shall be computed as including the entire area within a regular geometric form of combination of regular geometric forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing advertising matter shall not be included in computation of surface area.
- 3.59 Sign, On-Premise: “Sign, on-premise” means a sign relating in its subject matter to the premises on which it is located, or to products, accommodations, services, or activities on the premises.
- 3.60 Sign, Off-Premise: “Sign, off-premise” means a sign other than an on-premise sign.
- 3.61 Significant Historic Site: “Significant Historic Site” means any archaeological site, standing structure, or other property that meets the criteria for eligibility to the National Register of Historic Places or is listed in the State Register of Historic Sites, or is determined to be an unplatted cemetery that falls under the provisions of Minnesota Statutes Section 307.08. A Historic site meets these criteria if it is presently listed on either register or if it is determined to meet the qualifications of listing after review by the Minnesota state archaeologist or the director of the Minnesota Historical Society. All unplatted cemeteries are automatically considered to be significant historic sites.
- 3.62 Steep Slope: “Steep slope” means land where agricultural activity or development is either not recommended or described as poorly suited due to slope steepness and the site’s soil characteristics, as mapped and described in available county soil surveys or other technical reports, unless appropriate design and construction techniques and farming practices are used in accordance with the provisions of this ordinance. Where specific information is not available, steep slopes are lands having average slopes over ~~12~~ 18 percent, as measured over horizontal distances of 50 feet or more that are not bluffs.
- 3.63 Structure: “Structure” means any building or appurtenance, including decks, overhangs, and projections, therefrom, except fences less than eight (8) feet in height, retaining walls, aerial or underground utility lines, such as sewer, electric, telephone, telegraph, gas lines, towers, poles, and other supporting facilities, television satellite receivers, antennas, propane tanks of 500 gallons or less, outdoor furnaces, currently licensed fish houses, however, recreational vehicles, fish houses, and television satellites must meet setback requirements of this ordinance. A recreational camping vehicle (or any portable building larger than four (4) feet by six (6) feet being used as a dwelling, whether temporary or permanent at a location when such a vehicle is placed at the location for fifteen (15) days or longer is considered to be a structure.

The recreational camping vehicle must be gone from the area for at least 30 consecutive days before returning to the area.

- 3.64 Subdivision: “Subdivision” means land that is divided for the purpose of sale, rent or lease, including planned unit developments.
- 3.65 Substandard Use: Means any use existing prior to the date of enactment of any county ordinance which is permitted within the applicable zoning district but does not meet the minimum lot area, structure setbacks, or other dimensional standards of the ordinance.
- 3.66 Toe of the Bluff: “Toe of the bluff” means the point on a bluff where there is, as visually observed, a clearly identifiable break in the slope, from gentler to steeper slope above. If no break in the slope is apparent, the toe of bluff shall be determined to be the lower end of a 50-foot segment, measured on the ground, with an average slope exceeding 18 percent.
- 3.67 Top of the Bluff: “Top of the bluff” means the point on a bluff where there is, as usually observed, a clearly identifiable break in the slope, from steeper to gentler slope above. If no break in the slope is apparent, the top of bluff shall be determined to be the upper end of a 50-foot segment, measured on the ground, with an average slope exceeding 18 percent.
- 3.68 Trailer: Every vehicle without motive power designed or used for carrying persons or property and for being drawn by a motor vehicle.
- 3.69 Unincorporated Area: That area lying outside the incorporated limits of any city.
- 3.70 Use: The specific purpose for which land or a building is designed, arranged, intended, or for which it is or may be occupied or maintained. The term “permitted use” or its equivalent shall not be deemed to include any non-conforming use.
- 3.71 Vacation/Private Home Rental: “Vacation/Private Home Rental” means a single family dwelling and/or related structure that is rented out on a transient basis for a charge. A transient basis shall be any period of time less than thirty (30) consecutive days.
- 3.72 Variance: “Variance” means any modification or variation of the provisions of the ordinance where it is determined pursuant to the provisions of this ordinance that, by reason of exceptional circumstances, the strict enforcement of the ordinance would cause unnecessary hardship as defined or described in Minnesota Statutes Chapter 394.27.7.
- 3.73 Water Supply Purpose: Includes any uses of water for domestic, commercial, industrial, or agricultural purposes.
- 3.74 Zoning Permit: A document issued by the zoning office to use land as designated in this ordinance. In addition to specific instances provided for herein, and unless otherwise provided for herein, a permit shall be required before beginning any construction, moving, rebuilding, or material alteration of a structure or septic.

## [SECTION 4]

### SPECIAL PROVISIONS: OFF-STREET LOADING AND PARKING

- 4.0 Loading: Space for off-street loading and unloading of vehicles shall be provided for every building used or designed for commercial, industrial, manufacturing, or warehousing purpose. One (1) such space shall be provided for every ten thousand (10,000) square feet of floor area or fraction thereof, and such spaces shall be a minimum of ten (10) feet in width, thirty-five (35) feet in length, and fourteen (14) feet in height.
- 4.01 Parking: Off-street automobile parking or storage space shall be provided on every lot on which any new structures are hereinafter established. Such space shall be provided with vehicular access to a street or alley and shall be deemed to be required open space associated with the permitted use and shall not thereafter be reduced or encroached upon in any manner. When a structure is enlarged, the required off-street parking space shall be provided for the enlarged portion. If a use is changed to a different use requiring more space, the additional amount of parking area shall be provided. In addition, the following minimum standards shall apply:
- a. Parking Space, Off Street: Any off-street parking space shall comprise no less than one hundred eighty (180) feet of parking area, plus necessary maneuvering incidental to parking or un-parking shall not encroach upon any public right-of-way. Every off-street parking space shall be accessible to a public roadway.
  - b. Residential Dwelling: One (1) parking space for each unit.
  - c. Tourist Accommodations: One (1) parking space for each unit.
  - d. Theater, Stadium, Auditorium, Church, or other places of Public Assembly: One (1) parking space for each five (5) seats based on maximum seating capacity.
  - e. Stores and Other Retail Business Establishments: One (1) parking space for each three hundred (300) square feet of total floor area (square footage is based on all but retail storage).
  - f. Office Buildings: One (1) parking space for each two hundred (200) square feet of office floor area.
  - g. Industrial, Manufacturing, or Wholesale Establishments: One (1) parking space for each three (3) workers based on peak employment.
  - h. Restaurants, Supper Clubs, Taverns, and Bars: One (1) parking space for each five(5) seats based on maximum seating capacity.

## [SECTION 5]

### SIGNS (DISPLAYS)

5.0 Purpose: It is the intent of this ordinance to permit signs wherever they are moderate in size and design and consistent with the public safety and the welfare and aesthetics of surrounding areas.

5.01 Permit Required: Except as otherwise specifically authorized, no sign shall be located, erected, moved, reconstructed, extended, or structurally altered within the County until a permit has been issued by the Zoning Administrator. No permit shall be issued for a sign not in conformity with the size, type, number, location, and use regulations affecting each zoning district.

- a. The change in message, maintenance, and repair or the use of extensions, cut-outs, or embellishments upon an existing structure shall not be considered an enlargement, extension structure, or structural alteration provided that thereby the structure is not caused to exceed any size limitation imposed by this ordinance.
- b. Lighted signs shall be shielded so as to prevent beams or rays of light from being directed at any habitable building or dwelling or at any portion of the traveled way of such roadway and shall not be of such intensity or brilliance as to cause glare or impair the vision of any motor vehicle operator or obscure any official traffic sign, device, or signal.

5.02 Prohibited Characteristics of Signs:

- a. No sign shall resemble, imitate, or approximate the shape, size, form, or color of railroad or traffic signs, signals, or devices.
- b. No sign shall be so located as to interfere with the visibility or effectiveness of any official traffic sign or signal, or with driver vision at any access point or intersection.
- c. No sign shall be erected, relocated, or maintained so as to prevent free ingress or egress from any door, window, or fire escape, and no sign shall be attached to a standpipe or fire escape.
- d. No sign shall exceed the maximum height limitations of the district in which it is located.
- e. No sign structure shall be so designed that both sides of the structure can be viewed from any one traffic lane.

5.03 General Design of Signs:

- a. **Back to Back Signs** – there shall not be more than a four (4) foot distance between sign faces. Signs shall face in opposite directions.

- b. End to End Signs – there shall be no more than two (2) feet between signs and the signs shall be in a straight line. No more than two signs are allowed to be constructed end to end.
- c. V-Shaped Signs – no interior angle of a sign shall exceed more than a thirty (30) degree angle from perpendicular to the center line of the road (see illustration and chart).

For illustration purposes V-shaped signs only:

<u>Length of sign</u>	<u>Maximum distance between sign faces</u>
8 feet and less	8.0 feet
12 feet	12.0 feet
16 feet	16.0 feet
20 feet	20.0 feet

\*\*See appendix C for diagram

- d. Signs erected back to back, end to end or in a V-type construction shall be deemed to be one sign structure. The largest advertising area on either side of the sign structure shall not exceed the allowable square footage measurements applicable to the sign class and the sign type.

5.04 Signs – No Permit Required:

- A. Official traffic control signs, and informational notice erected by federal, state, or local units of government. Only official identification, directional, or traffic control signs shall be allowed within the public right-of-way.
- B. On-premises signs, residential identification, government issued warning and similar signs not greater than nine (9) square feet in area. In residential zoning districts no more than two (2) such signs may be located on the premises. Signs shall not be spaced closer than every fifty (50) feet.
- C. Off-premises directory signs in the specific interest of the traveling public that identify the dwelling owners. Such signs shall not exceed four (4) square feet in area. Directory signs may be placed at the right-of-way line of the roadway provided they are not within three hundred (300) feet of an existing residence. Information on such signs may be of reflective materials.

5.05 Classification of Signs Requiring Permit:

A. On-Premise Signs: On-premise signs may be placed at the right-of-way line of the roadway, unless otherwise specified. All other setback distance requirements of the underlying zoning district must be met. On-premises signs shall not be spaced closer than three hundred (300) feet to other advertising signs on the same side of the road except back to back , v-shaped or end to end.

Type 1: Signs in the farm/residential, open and public zoning districts shall not exceed twenty-four (24) square feet in area, and no more than one (1) sign for each roadway upon which the property faces shall be permitted.

Type 2: Signs in a commercial or manufacturing zoning district, or on commercially assessed property that is allowed with a conditional use permit, shall have no more than two such signs for each roadway upon which the property faces shall be permitted. Such signs shall not exceed eighty (80) square feet in combined area. Free standing signs shall not exceed twenty-two (22) feet in height from above the ground.

B. Off-Premises Signs: Off-premises signs may only be placed in a commercial or manufacturing zone outside the shoreland zone. Refer to the Aitkin County Shoreland Management Ordinance Section 4.23 for guidance on whether an off-premise sign may be authorized within the shoreland zone through the conditional use permit process. Off-premise signs must be placed outside the road right-of-way, unless otherwise specified. All other setback distance requirements of the underlying zoning district must be met. Signs shall not exceed ~~two~~ three hundred (200 300) square feet in area. Free standing signs shall not exceed ~~twenty-two~~ seven (22 27) feet in height above the ground or be located within three hundred (300) feet of an existing residence. Off-premises signs shall not be spaced closer than three hundred (300) feet to other signs on the same side of the road except back to back, v-shaped or end to end. Off premises signs must be placed ~~one hundred~~ ~~(100)~~ thirty (30) feet from property lines.

5.06 Nonconforming Signs:

Nonconforming signs shall be subject to the provisions of SECTION 12.

5.07 Substitution

Commercial speech is not favored over non-commercial speech. A non-commercial message may be displayed upon any sign.

[SECTION 6]

6.00 Extractive Use Standards:

A. Sand and Gravel Pits: Extraction of top soil, sand, and gravel, aggregate materials and minerals is a conditional or interim use in the unincorporated areas of Aitkin County, only if a conditional or interim use permit is authorized pursuant to the provisions of Section 11.00 of this ordinance, and then only if all of the standards and requirements of the Aitkin County Mining and Reclamation Ordinance are met.

1. Owners or other persons controlling sites that have been in operation prior to the effective date of this ordinance pursuant to duly and validly issued permits and licenses which are still in force as of the effective date of this ordinance, shall comply with Section 3.8 of the Aitkin County Mining and Reclamation Ordinance.
2. All other standards, requirements, details, and specifics now or hereafter set out in the Aitkin County Mining and Reclamation Ordinance.

- 6.01 Mining of Metallic Minerals and Peat: Mining of metallic minerals and peat, as defined in Minnesota Statutes, sections 93.44 to 93.51, are regulated under the provisions contained within the Aitkin County Mining and Reclamation Ordinance.

## [SECTION 7]

### SPECIAL PROVISIONS: MOBILE HOMES AND MOBILE HOME PARKS

- 7.01 Purpose: It is the purpose of this regulation to permit the development of mobile home parks in a manner that will promote and improve the general health, safety, convenience, and welfare of the citizens by minimizing any adverse effects of such developments.

- 7.02 General Requirements; Mobile Homes and Mobile Home Parks: It shall be unlawful for any person to construct, alter, or extend any mobile home park, structures, or uses within the park unless he holds a valid permit issued by the Zoning Administrator upon compliance with all provisions of this ordinance. In addition to all other requirements imposed by law, the following regulations shall be observed.

Mobile Homes and Mobile Home Parks Permitted: Permits shall be issued for mobile homes and mobile home parks only in districts designated elsewhere in this ordinance.

Area and Yard Requirements: Mobile home parks shall comply with all area and yard requirements prescribed for such users in the district in which located.

Lot Area Occupancy: The buildings and trailers in any mobile home park – together with any accessory buildings already on the lot – shall not occupy in the aggregate more than twenty-five (25) percent of the area of the lot.

Landscaping – Unused Areas: All areas not used for access parking, circulation, buildings, and service shall be completely and permanently landscaped and the entire site maintained in good condition. A landscaped strip of land not less than thirty (30) feet in width when adjoining residential districts, shall be established and maintained within the trailer park along its exterior boundaries.

Accessory Buildings: All mobile homes which are established as a single-dwelling unit or within a mobile home park shall have an accessory building or garage for storage purposes for each mobile home unit. The size of the accessory building shall be a minimum of four (4) feet by six (6) feet.

- 7.03 Mobile Home Park; Submission of Plan: An application for the establishment of a mobile home park shall be filed with the Zoning Administrator and must be accompanied by a plat, drawn to scale and certified by a registered land surveyor, civil engineer, or architect. Such drawing shall include, but not necessarily be limited, to the following:
- a. Accurate dimensions of the proposed mobile home park shall be drawn to a scale of one (1) inch equals one hundred (100) feet or larger.
  - b. The number, location, and size of all mobile home lots.

- c. The location and width of roadways, walkways, approaches, and method of ingress and egress from the public highways.
- d. The complete electrical service installation, wire service outlets and lighting facilities, complete layout of unit parking spaces, and the number of square feet therein, together with the dimensions thereof.
- e. The location of electric power of gas distribution systems, water mains or wells, or water supply outlets for domestic water users, location of sanitary facilities, washrooms, garbage disposal units, incinerators, sanitary sewers or septic tanks, sewer drain lines, drainfields, fire protection stalls, fire hydrants, and other buildings, structures, or uses contemplated for use by the applicant.
- f. The applicant shall submit eleven (11) copies of the plan to the Zoning Office of which the Zoning Office shall distribute five (5) copies to the Planning Commission and one (1) each to the State Department of Transportation if abutting a State or Federal Highway, Aitkin County Highway Department, if abutting a county road, State Department of Natural Resources, Township Clerk and Chairperson, and the Aitkin County Soil and Water Conservation District.

7.04 Mobile Home Parks – Requirements: Mobile home parks shall be designed and maintained in accordance with the following requirements:

- a. Park Area: The minimum mobile home park area shall not be less than three (3) acres.
- b. Lot Area: The minimum lot area per mobile home unit site within the park shall be five thousand (5000) square feet.
- c. Lot Dimension: The minimum lot dimension per mobile home unit within the park shall be fifty (50) feet by one hundred (100) feet. Each lot shall be clearly defined by a permanent marker in the ground.
- d. Access: Each park shall abut upon a public road and each mobile home lot shall have direct access to a private hard surface road.
- e. Mobile Home Sighting: Mobile homes shall be located at least fifty (50) feet from any public road right-of-way, and at least thirty (30) feet from mobile home park boundary. There shall be a minimum distance of ten (10) feet between an individual mobile home and the right-of-way of a mobile home park street or common parking area or other common areas. Mobile homes and their additions shall be separated from each other and from other buildings and structures by at least twenty (20) feet, provided that mobile homes placed end to end may have a clearance of twenty (20) feet where opposing rear walls are staggered.
- f. Utilities: No building, plumbing, heating, and electrical requirements other than those adopted pursuant to Minnesota Statutes Section 327.31-327.34 shall be

required. A sanitary sewer or septic system and water system shall be installed in accordance with County and State specifications.

- g. Interior Roads: The minimum roadway width of interior one-way roads with parking permitted on one side shall be twenty-one (21) feet. The minimum roadway width of two-way roads with parking permitted on two sides shall be thirty-six (36) feet and surfaced according to County specifications for residential roads and maintained in good condition and lighted at night.
- h. Recreation Areas: There shall be provided within each mobile home or trailer park an adequate site or sites for recreation for the exclusive use of the park occupants. Such recreation site or sites shall have a minimum area of two thousand five hundred (2,500) square feet in the aggregate, or one hundred (100) square feet for each mobile home space in said park, whichever is the greatest. The recreation sites shall be furnished, equipped, and maintained for the use of the mobile home families.
- i. Length of Occupancy: No mobile home or trailer shall remain in a mobile home or trailer park for a period exceeding fifteen (15) days without connection to a permanent sanitary sewer system of the park.
- j. Mobile Home Skirting: Every unit within the park shall be skirted.
- k. Maintenance: It shall be the responsibility of the mobile home park owner to see that good housekeeping and living conditions are maintained in the mobile home park at all times. Each mobile home lot shall be landscaped or maintained in grass. No unused building materials, debris, or rubbish shall be allowed to accumulate.
- l. Vehicle Storage: No more than two (2) motor vehicles shall be stored or kept on any mobile home lot. No vehicle shall be dismantled nor shall mechanical work except of minor repair nature be done on any vehicle on a mobile home lot; nor shall any automotive vehicle that is not in an operable condition be parked, stored, or kept on a mobile home lot or in a mobile home park, except a vehicle that became inoperable when it was in the mobile home park and then it shall not be parked in that condition for a period of more than seven (7) days.

7.21 Maintenance and Administration Requirements:

- A. Before final approval of a planned unit development, adequate provisions must be developed for preservation and maintenance in perpetuity of open spaces and for the continued existence and functioning of the development.
- B. Open space preservation. Deed restrictions, covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means must be provided to ensure long-term preservation and maintenance of open space. The instruments must include all of the following protection:
  - 1. commercial uses prohibited (for residential PUD's)

2. vegetation and topographic alterations other than routine maintenance prohibited
  3. construction of additional buildings or storage of vehicles and other materials prohibited; and
- C. Development organization and functioning. Unless an equally effective alternate community framework is established, when applicable, all residential planned unit developments must use an owner's association with the following features:
1. membership must be mandatory for each dwelling unit or site purchasers and any successive purchasers;
  2. each member must pay a pro-rate share of the association's expenses and unpaid assessments can become liens on units or sites;
  3. assessments must be adjustable to accommodate changing conditions; and
  4. The association must be responsible for insurance, taxes, and maintenance of all commonly owned property and facilities.
- D. All residential planned unit developments must contain at least five (5) dwelling units or sites.

7.22 Open Space Requirements: Planned unit developments must contain open space meeting all of the following criteria:

1. at least 50 percent of the total project area must be preserved as open space;
2. dwelling units or sites, road right-of-way, or land covered by road surfaces, parking area, or structures, except water-oriented accessory structures or facilities, are developed areas and shall not be included in the computation of minimum open spaces;
3. open space must include areas with physical characteristics unsuitable for development in their natural state and areas containing significant historic sites or unplatted cemeteries;
4. open space may include outdoor recreational facilities for use by owners of dwelling units or sites, by guests staying in commercial dwelling units or sites, and by the general public;
5. open space may include subsurface sewage treatment systems if the use of the space is restricted to avoid adverse impacts on the systems;
6. open space must not include commercial facilities or uses, but may contain water-oriented accessory structures or facilities;
7. the appearance of open space areas, including topography, vegetation, and allowable uses, must be preserved by use of restrictive deed covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means; and

7.23 Erosion Control and Stormwater Management: Erosion control and stormwater management plans must be developed and the PUD must:

1. Be designed and the construction managed, to minimize the likelihood of serious erosion occurring either during or after construction. This must be accomplished by limiting the amount and length of time of bare ground exposure. Temporary ground covers, sediment entrapment facilities, vegetated buffer strips, or other appropriate techniques must be used to minimize erosion impacts on surface water features. Erosion control plans approved by a soil and water conservation district may be required if project size and site physical characteristics warrant; and
2. Be designed and constructed to effectively manage reasonably expected quantities and qualities of stormwater runoff.

7.23 7.24 Centralization and Design of Facilities: Centralization and design of facilities and structures must be done according to the following standards:

1. Planned unit developments must be connected to publicly owned water supply and sewer systems, if available. On-site water supply and sewage treatment systems must be centralized, designed, and installed to meet or exceed applicable standards or rules of the Minnesota Department of Health and Section 17.01 of this ordinance. On-site sewage treatment systems must be located on the most suitable areas of the development and sufficient lawn area free of limiting factors must be provided for a replacement soil treatment system for each sewage system;
2. Dwelling units or sites must be clustered into one or more groups and located on suitable areas of the development.

## **[SECTION 8]**

### ADMINISTRATION

- 8.0 Designation: The Board on County Commissioners shall appoint a Zoning Administrator, whose duty it shall be to administer and enforce the provisions of this ordinance. His administrative functions shall include, but not be limited to, the duty to:
- a. Provide necessary forms and applications.
  - b. Issue land use permits upon demonstration of the applicant's compliance with the provisions of this ordinance.
  - c. Issue any authorized permits.
  - d. Identify and record information relative to non-conformities.
  - e. Provide assistance in zoning changes and amendments to the ordinance text or map.
  - f. Maintain files of applications, permits, and other relevant documents.
  - g. Make an annual report of his activities to the Board of County Commissioners.

- 8.01 The Zoning Administrator shall have all powers and authority conferred by laws, statutes, and ordinances to enforce the provisions of this ordinance, including but not limited to, the following:
- a. Right of Inspection: An applicant for any permit under this ordinance, by making such application, does thereby give the Zoning Administrator reasonable right-of-access to the premises concerned for inspection from time to time, so he may carry out his duties as specified in this ordinance.
  - b. Right of Inspection for Investigation: The Zoning Administrator or his authorized Representative is hereby authorized to enter upon lands within the unincorporated area of the county for the purpose of carrying out the duties and functions imposed upon him under this ordinance, or to make investigations of any violations of this ordinance, and to cause proceedings to be instituted if proofs at hand warrant such action.
- 8.20 Permits Required
- 8.21 A permit is required for the construction or placement of buildings or building additions (and including such related activities as construction of decks and signs), and the installation and/or alteration of sewage treatment systems. Application for a permit shall be made to the Zoning Administrator on the forms provided. The application shall include the necessary information so that the Zoning Administrator or his authorized Representative can determine the site's suitability for the intended use and that a compliant sewage treatment system will be provided.
- 8.22 A permit authorizing an addition to an existing structure shall stipulate that an identified nonconforming sewage treatment system, as defined by Section 17.01, shall be reconstructed or replaced in accordance with the provisions of this ordinance.
- 8.3 Certificate of Zoning Compliance: The Zoning Administrator or his authorized Representative shall issue a certificate of zoning compliance for each permitted activity requiring certification. All permitted activities as specified in Section 3.74 of the ordinance shall be inspected to ensure the use of land conforms to the requirements of this ordinance. Any use, arrangement, or construction at variance with the authorized by permit shall be deemed a violation of this ordinance and shall be punishable as provided in Section 13 of this ordinance.
- 8.31 A septic system Certificate of Compliance is required as defined in the Aitkin County ~~Individual Subsurface Sewage Treatment System and Wastewater Ordinance No. 1~~ and subsequent amendments.
- 8.32 Zoning Permits: Zoning permits shall be issued in accordance with the following provisions:
- a. Applications shall be accompanied by scale maps or drawings showing accurately the locations, size, and shape of the lot(s) involved and any proposed structures, including the relation to abutting roads, lakes, or streams and the existing and proposed use of each structure and lot and the number of families to be accommodated. One (1) copy shall be retained by the Zoning

Administrator and one (1) copy shall be returned to the owner when such plans have been approved.

- b. Any permit shall be valid for twelve (12) months after date of issue. However, the permit may be extended for up to three months at the discretion of the Zoning Administrator.
- c. No permit shall be required for maintenance, repair, or remodeling where the building area coverage and/or volume is not increased.
- d. Permits issued hereunder may be revoked for cause, including but not limited to, mistakes or misrepresentation of fact, issuance in violation of the provisions of this ordinance, or in violation of any applicable law or ordinance and for violation of the terms and conditions of the permit.
- e. An accessory structure that is converted/changed into habitable/living space (primary use) is a change/intensification of the use and a permit is required.

8.33 Structure Setbacks; Placement of Structures:

The following structure setbacks apply:

<b>Setback from:</b>	<b>Setback (in feet)</b>
1. Top of bluff	30'
2. Unplatted Cemetery	50'
3. Right of way line of Federal, State, or County Highway; and	50'
4. Right-of-way line of Town road, public street, or other roads or streets not classified.	30'
5. Property line	20'
6. Platted property line	10'

**[SECTION 9]**

PLANNING COMMISSION

9.0 Name of organization:

The name of this organization shall be the Aitkin County Planning Commission.

9.01 Authorization:

The authorization for the establishment of this Planning Commission is set forth under MS 394.21 to 394.37, amendments and supplements thereto. Powers and duties are delegated to the Planning Commission by the Board of County Commissioners of Aitkin County, Minnesota, by Resolution dated March 1, 1966, in accordance with the above-mentioned enabling law.

9.02 Membership:

Membership shall consist of five (5) persons to be appointed by the Board of County Commissioners. At least one (1) member shall be from the Board of County Commissioners. Members shall be appointed for a term of three (3) years, excluding the County Commissioner and Board of Adjustment appointee who will be appointed on an annual basis. An appointment to fill a vacancy shall be only for unexpired portion of term. Each member shall be entitled to one vote.

9.03 Officers:

**SubSection 1.** The officers of the Planning Commission shall consist of a chairperson, vice-chairperson, and secretary.

**SubSection 2.** The chairperson shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such officers.

**SubSection 3.** The vice-chairperson shall act for the chairperson in his absence.

**SubSection 4.** The secretary need not be a member of the commission. The secretary shall keep the minutes and records of the Commission; and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the chairperson, provide notice of all meetings to Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission, and such other duties as are normally carried out by a secretary.

9.04 Election of Officers:

**SubSection 1.** An annual organization meeting shall be held on the first regular meeting of each year.

**SubSection 2.** Nominations shall be made from the floor at the annual organization meeting, and election of officers specified in Section 9.03, shall follow immediately thereafter.

**SubSection 3.** A candidate receiving a majority vote of the member ship of the Planning Commission shall be declared elected and shall serve for one (1) year, until his/her successor shall take office.

9.05 Meetings:

**SubSection 1.** Meetings shall be held on the third Monday of each month at 4:00 P.M., in the Aitkin County Courthouse unless otherwise specified by the chairperson in the call for meeting. In the event of a conflict with holidays or other events, a majority at any meeting may change the date of said meeting.

**SubSection 2.** A quorum shall consist of three (3) members. Voting shall be by roll call. A record of the roll call vote shall be kept as a part of the minutes.

**SubSection 3.** Special meetings may be called by the chairperson. It shall be the duty of the chairperson to call a special meeting when requested to do so by a majority of members of the Commission or Zoning Administrator or designee. The secretary shall notify all members of the Commission in writing not less than five (5) days in advance of such special meeting.

**SubSection 4.** All meetings or portions of meetings at which official action is taken shall be open to the general public.

**SubSection 5.** Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of this Commission.

9.06 Order of Business:

**SubSection 1.** The order of business at the regular meetings shall be:

- a. Chair shall call the meeting to order;
- b. Chair will read the meeting rules and direct citizens to the agenda for the order of business;
- c. Roll Call/Introduction of board members and staff;
- d. Approval of the agenda;
- e. Old business;
- f. New business;
- g. Approval of minutes from previous meeting(s)
- h. Staff updates
- i. Adjourn meeting.

**SubSection 2.** A motion from the floor must be made and passed in order to dispense with any item on the agenda.

**SubSection 3.** Filing of Decisions: Decisions on Conditional Uses, Interim Uses and Rezoning made by the Planning Commission shall be filed within twenty five (25) working days, as a certified copy of any order, with the County Recorder.

9.07 Powers: The Planning Commission shall have and exercise the following powers:

- a. To adopt rules of procedure governing the transaction of its business.
- b. To cooperate with the Planning and Zoning Administrator and other employees of the County in preparing and making recommendations to the County Board of Commissioners with such comments and recommendations for plan execution in the form of official controls and other measures and amendments thereto.
- c. To conduct such hearings as may be required by law and by the provisions of this ordinance, and in connection there with to make findings and conclusions which shall be transmitted to the Planning and Zoning Office which shall forthwith transmit same to the County Board

of Commissioners with such comments and recommendations as it deems necessary.

- d. All other powers granted to it by law and by the provisions of this ordinance.

- 9.08 Removal: Members of the Planning commission may be removed for cause by a majority vote of the County Board of Commissioners upon the filing of written cause with the County Board of Commissioners. No member shall be removed prior to a public hearing, which shall be held within thirty (30) days of the date of filing of the written cause.
- 9.09 Vacancies: Vacancies occurring on the Planning Commission shall be promptly filled by the County Board of Commissioners and any members so appointed shall serve the balance of the preceding member's term and shall thereafter be subject to appointment in the manner herein above set forth.
- 9.10 Rules of Procedure: The board of County Commissioners shall establish the Rules of Procedure setting forth the terms of office, election of officers, conduct of meetings, and such other rules as the Board of Commissioners deem appropriate. The Board of Commissioners may make changes as it deems appropriate in the Rules of Procedure. Such rules and changes, however, shall be consistent with State Statutes and Aitkin County Ordinances.
- 9.11 Public Hearings: Public hearings shall be conducted and notices therefore, shall be given in compliance with Minnesota Statutes, Section 394.26.

## [SECTION 10]

### BOARD OF ADJUSTMENT

10.0 Name of organization:

The name of this organization shall be Aitkin County Board of Adjustment.

10.01 Membership:

Membership shall consist of five (5) persons to be appointed by the Board of County Commissioners. Members shall be appointed for a term of three (3) years. An appointment to fill a vacancy shall be only for the unexpired portion of the term. Each member shall be entitled to one (1) vote.

10.02 Officers:

**SubSection 1.** The officers of the Board of Adjustment shall consist of a chairperson, vice-chairperson, and secretary.

**SubSection 2.** The chairperson shall preside at all meetings and hearings of the Board of Adjustment and shall have the duties normally conferred by parliamentary usage on such officers.

**SubSection 3.** The vice-chairperson shall act for the chairperson in his/her absence.

**SubSection 4.** The secretary need not be a member of the Board of Adjustment. The secretary shall keep the minutes and records of the Board and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings to the Board members, arrange to correspondence of the Board of Adjustment, and such other duties as are normally carried out by a secretary.

10.03 Meetings:

10.04

Regular meetings shall be held on the 1st and 3rd Wednesday of each month in the Aitkin County Courthouse. Special meetings may be called by the Chairperson. At least forty-eight (48) hours notice of the meeting time set for such special meetings shall be given each member.

**SubSection 1. Quorum:** A quorum shall consist of three (3) members. Voting shall be by roll call. A record of the roll call vote shall be kept as a part of the minutes.

**SubSection 2. Cancellation of Meetings:** Whenever there is no proper business which may come before a regular meeting of the Board of Adjustment, the Chairperson may dispense with such meeting by notice to all members not less than forty-eight (48) hours prior the regular meeting time.

**SubSection 3. Conduct of the Meeting:** All meetings shall be open to the public. The order of business at regular meetings shall be:

- a. Chair will call the meeting to order.
- b. Chair will read the meeting rules and direct citizens to the agenda for the order of business.
- c. Roll Call/Introduction of board members and staff.
- d. Approval of the agenda.
- e. Old business.
- f. New business.
- g. Approval of minutes from previous meeting(s).
- h. Staff updates.
- i. Adjournment

No board member shall sit in hearing nor vote in passing any case in which he is personally or financially interested. If, because of absences, an additional concurring vote shall be held over, the Chairperson shall direct the Secretary to cause a copy of the record in the case to be transmitted to the absent member. At the next regular meeting if it falls within thirty (30) days, or at a special meeting if necessary, the member absent at the preceding meeting shall affirm that the Board has examined the record. Such affirmation shall appear in the record. The Chairperson shall then call for a vote on the case that had been held over.

10-05 Powers: The Board of Adjustment shall have and exercise the following powers:

- a. To adopt rules of procedure governing the transaction of its business.
- b. To hear and decide appeals from and review any order, requirement, decision, or determination made by any administrative official charged with enforcing the provisions of this ordinance.

- c. To order the issuance of permits for buildings in areas designated for future public use on an official map.
- d. To order the issuance of variances from the terms of any official control, including restrictions placed on any nonconformity. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the official control. In considering a variance request, the Board of Adjustment must also consider several factors, including but not limited to: is the variance in harmony with the general purposes and intent of the official control and consistent with the comprehensive plan, is the owner proposing to use the property in a reasonable manner not permitted by the official control, is the practical difficulty due to circumstances unique to this property, is the need for the variance created by actions other than the landowner or prior landowners, will the issuance of the variance maintain the essential character of the locality, and does the practical difficulty involve more than economic considerations. No variance may be granted which would allow any use that is prohibited in the zoning district in which the property is located. The Board of Adjustment may impose conditions in the granting of variance to insure compliance and protect adjacent properties and the public interest.

The applicant for a variance which, in the opinion of the Board of Adjustment, may result in a material adverse effect on the environment may be requested by the Board of Adjustment to demonstrate the nature and extent of the effect.

**10.06 SubSection 1. Application:** In the cases of applications to the Board of Adjustment for the granting of variances for those requirements specified in the Zoning Ordinance as requiring Board approval, the application shall be made upon forms provided by the Zoning Administrator or designee.

**SubSection 2. The Calendar:** Each case filed in the proper form with the required data shall be placed on the Secretary's calendar. As soon as a case is put on the calendar, the applicant or appellant shall be notified to appear on the date when the case will be heard.

**10.07 Hearings:**

**SubSection 1. Form of Notice:** The notice shall state the location of the building or lot, the general nature of the question involved, and the time and place of the hearing. A copy of the notice and a list of persons to whom mailed shall become part of the records of the Board.

**SubSection 2. Conduct of Hearing:** Any person may appear in person or by agent or attorney at the hearing. The order of business for the hearing shall be:

- a. Read notice of hearing
- b. Staff report
- c. Comments of applicant to staff report/additional info or testimony
- d. Board/Commission discussion
- e. Comments in favor or neutral
- f. Comments in opposition

- g. Further Board/Commission discussion – may include discussion with applicant and/or audience at discretion of the Board/Commission
- h. Motion
- i. Findings of Fact
- j. Further discussion, if any
- k. Second to the motion
- l. Vote

The first person to be heard on the affirmative side shall be the applicant or his agent. Witnesses may be called and factual evidence may be submitted. All witnesses shall affirm that their testimony is true.

**SubSection 3. Rehearings:** An application for a rehearing shall be made in the same manner as for an original hearing. The application for a rehearing shall be denied by the Board if from the record it shall appear that there has been no substantial change in facts, evidence, condition, or a minimum of twelve (12) months has not passed.

10.08 Decisions:

**SubSection 1. Time of Decisions:** Final decision of the Board shall be made according to Minn.Stat. Sec. 15.99. Every attempt shall be made to reduce this period to a minimum.

**SubSection 2. Vote:** The concurring vote of a majority of the members of the Board shall be necessary to reverse any order, requirement, or determination of the Zoning Administrator. The same vote shall be necessary for the granting of a variance.

**SubSection 3. Form of Decisions:** The final decision of the Board shall be made by a formal written order signed by the Chairperson. Such decision shall show the reasons for the determination and may reverse or affirm, wholly or in part, or may modify the order or determination appealed from. Such decisions shall also state in detail, in the case of variances, ~~and~~ an exceptional difficulty or unusual hardships upon which the appeal was based and which the Board found present. The decision shall also state in detail what, if any, conditions and safeguards are required.

**SubSection 4. Filing of Decisions:** Decisions of the Board shall be filed within Twenty five (25) working days, as a certified copy of any order, with the County Recorder.

10.09 Appeals:

- a. Appeals may be taken by any person aggrieved, or by any officer, department, board, or bureau of a town, municipality, county, or state. Such appeal shall be taken within thirty (30) days by filing with the Board of Adjustment a notice of appeal specifying the grounds thereof.
- b. The Board of Adjustment shall fix a reasonable time for the hearing of the appeal and give due notice thereof to the appellant, to the officer from whom

the appeal is taken, and to the public and shall decide the same within thirty (30) days of the hearing or as per Minn. Stat. Sec. 15.99.

- c. An appeal stays all proceedings in furtherance of the action appealed from, unless the Board of Adjustment certifies that by reason of fact stated in the certificate, a stay would cause imminent peril to life or property.
- d. The Board of Adjustment may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and to that end shall have all the powers of the officer from whom the appeal was taken and may direct the issuance of permit.
- e. The Board shall keep complete and detailed records of all its proceedings, which shall include the minutes of its meetings, its finds and actions taken on each matter heard by it, including the final order. The order shall include the legal description of the property involved. Reasons for the decision shall be stated in writing. The Board shall record the vote of each member on each question or if absent or failing to vote, indicating such fact. All records shall be open to the public and shall be filed within five (5) working days by the secretary of the Board of Adjustment.

Meetings shall be held at the call of the chairperson and at such other times as the Board of Adjustment may determine. All meetings and hearings shall be conducted in conformance with the provisions of the Minnesota Open Meeting Law, Minnesota Statutes, Section 471.705 and any additions or amendment thereto.

- f. A majority vote of the members of the Board of Adjustment shall be sufficient on action under consideration.
  - g. All variances granted shall be recorded in the Office of the County Recorder by the secretary of the Board of Adjustment within twenty five (25) working days.
  - h. All decisions by the Board of Adjustment in granting variances or in hearing appeals shall be final, except that any aggrieved person or persons or any department, Board of Commissioners, or the state shall have the right to appeal within thirty (30) days after the receipt of notice of the decision, to the District Court in the county in which the land is located on Questions of law and fact.
- ~~10.10~~ **Removal:** Members of the Board may be removed for cause by a majority vote of the Board of County Commissioners. No member shall be removed prior to a public hearing, which shall be held within thirty (30) days of the date of filing of the written cause.
- ~~10.11~~ **Vacancies:** Vacancies occurring on the Board shall be promptly filled by the Board of County Commissioners and any member so appointed shall serve the balance of the preceding member's term and shall thereafter be subject to appointment in the manner herein above set forth.

10.12 The Board shall always act with due considerations toward promoting the public health, safety, and welfare, thereby encouraging the most appropriate use of land consistent with the Comprehensive Plan.

10.13 Rules of Procedure: The Board of Commissioners shall establish Rules of Procedure setting forth the terms of offices, election of officers, conduct of meetings and such other rules as the Board of Commissioners deems appropriate. The Board of Commissioners may make changes as it deems appropriate in the Rules of Procedure; however, such rules and changes shall be consistent with State Statutes and Aitkin County Ordinance.

10.14 Public Hearings: Public hearings shall be conducted and notices thereof shall be given in compliance with the Minnesota Statutes, Section 394.26.

## [SECTION 11]

### 11.00 CONDITIONAL USE AND INTERIM USE PERMITS

11.01 Conditional and interim use permits shall only be granted in accordance with Minnesota Statutes, Chapter 394, including the public hearing provisions thereof and the provisions of that statute shall apply to all conditional or interim use permits issued under this ordinance.

Any use listed in this Ordinance as a conditional use may, at the discretion of the County, be processed and allowed as an interim use in accordance with Minn. Stat. Sect. 394.303 if:

- Such use will conform to the zoning regulations;
- If the date or event that will terminate the use can be identified with certainty;
- Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and
- The user agrees to any conditions that the County deems appropriate for permission of the use.
- Public hearings on the granting of interim use permits shall be held in the manner provided in section 394.26.

11.02 Application for a Conditional or Interim Use Permit shall be on forms provided by the Zoning Administrator, shall be signed by the owner of the property involved, and shall be submitted with such plans, maps, and ~~necessary~~ other required information as deemed necessary by the Zoning Administrator for evaluation of the application.

11.03 Application for a conditional or interim use permit shall be granted by the Planning Commission only if the Planning Commission makes all the following findings:

1. That the proposed use will not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity, nor impair property values within the surrounding neighborhood;
2. That the proposed use will not increase local or state expenditures in relation to costs of servicing or maintaining neighboring properties;

3. That the location and character of the proposed use are considered to be consistent with a desirable pattern of development for the locality in general;
4. That the proposed use conforms to the comprehensive land use for the County;
5. That adjoining property owners, and others required to be given notice pursuant to Minnesota Statutes, Chapter 394, have been given written notice of the proposed use and of the hearing before the Planning Commission;
6. That other applicable requirements of this ordinance, or other ordinances of the County have been met.
7. The proposed use is not injurious to the public health, safety, and general welfare.

11.04 In connection with the issuance of a conditional or interim use permit the Planning Commission may impose such restrictions or conditions as it deems necessary to protect the public interest, to insure compliance, and to protect adjacent properties, including, but not limited to, matters relating to appearance, lighting, hours of operation, performance characteristics, restoration, reclamation, and the delivery of bonds or other security for the proper completion and performance of any restrictions or conditions. Also, when deemed appropriate by the Planning Commission, recorded restrictive covenants may be required by the Planning Commission.

- A conditional use permit shall remain in effect for so long as the conditions agreed upon are observed, and such use has not been expanded, intensified or changed, or be re-established if discontinued for a continuous twelve (12) month period or more. However, whenever it is deemed advisable, a time limitation or review requirement may be placed as a condition on any permit.
- An interim use permit shall remain in effect until the termination date established through the approval process, so long as the conditions agreed upon are observed.

#### 11.05 **REVOCATION OF A CONDITIONAL OR INTERIM USE PERMIT**

- A) A conditional or interim use permit may be revoked by the Planning Commission for good cause, upon due notice and hearing.
- B) Good cause shall include any violation of the agreed upon conditions attached to the conditional or interim use permit.
- C) Notice of Intent to Revoke. A written notice of intent to revoke shall be prepared by the Aitkin County Zoning Officer or his/her representative. This notice shall include the following:
  - 1) Identity and address of the conditional or interim use permit holder(s).
  - 2) Legal description of the property.
  - 3) The facts alleged to constitute good cause to revoke and the dates or approximate dates of alleged violation(s).
  - 4) The date, time, and place of the public hearing of the Planning Commission at which time revocation of said conditional or interim use permit will be considered and determined.
  - 5) The right of said conditional or interim use permit holder or his authorized representative to attend and be heard at said hearing.

- 11.06 Any person or department, board, or commission of the County or of the State of Minnesota may appeal any decision of the Planning Commission relative to a conditional or interim use permit by writ of certiorari to the Minnesota Court of Appeals within thirty (30) days of the Planning Commission's final decision.

**[SECTION 12]**

- 12.0 NON-CONFORMITIES: All legally established non-conformities as of the date of this ordinance may continue, but they will be managed according to applicable state statutes and other regulations of this County for the subjects of alterations and additions, repair after damage, discontinuance of use and intensification of use; except that the following standards will also apply:
1. Intent: It is the intent of this section to regulate non-conformities to provide for their gradual elimination.
  2. Change of Use: Such use shall not be changed to another non-conforming use or be re-established if discontinued for a continuous twelve-month period or more.
  3. Destruction of Structure: If a non-conforming structure is destroyed by any cause, including neglect, to an extent exceeding fifty percent of its fair estimated market value as indicated by the records of the County Assessor, a future structure of or use of the site shall conform to this ordinance.
- 12.1 Amortization: The County may provide for the termination of non-conformities, either by specifying the period of or periods within which they shall be required to cease or by providing a formula; whereby compulsory termination shall be so fixed as to allow a reasonable period for the recovery of the investment in the non-conforming use.
- 12.2 Purchase: Any premises having a non-conformity that is determined by the County Board of Commissioners to be detrimental to the achievement of the goals and objectives of the Comprehensive Plan may be acquired by Aitkin County by purchase.
- 12.3 Non-conforming Structures: Any structure existing at the date of adoption or amendment of this ordinance which does not comply with the provisions of this ordinance by reason or restriction on area, lot coverage, yards, or other characteristic of the structure or lot may be continued provided that such structure may:
1. Not be enlarged or altered in a way which increases its non-conformity.
  2. Not be rebuilt, except in conformity with the provisions of this ordinance, after damage to an extent of more than fifty (50) percent of its replacement value at time of damage or becomes deteriorated to an extent of more than fifty (50) percent of its replacement value.

**[SECTION 13]**

**VIOLATIONS AND PENALTIES**

- 13.0 Complaints Regarding Violations: Whenever a violation of this ordinance occurs or is alleged to have occurred, any person may file a written complaint with the Zoning Administrator, stating fully the causes and basis thereof. The Zoning Administrator shall maintain a record of such complaints and shall take appropriate action pursuant to the provisions of this ordinance.
- 13.01 Any unauthorized change in the official Zoning Map shall be considered a violation of the provisions of this ordinance.
- 13.02 No building, structure, or land shall hereafter be used or occupied and no building or structure or part thereof shall hereafter be erected, constructed, reconstructed, moved, or structurally altered unless in conformity with the provisions of this ordinance.
- 13.03 The county shall have power to bring action for injunctive relief to enforce the provisions of this ordinance.
- 13.04 Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or who resists the enforcement of any other provisions of this ordinance shall be guilty of a misdemeanor, punishable by \$1,000.00 and 90 days imprisonment, or both. Each day that a violation is permitted to exist shall constitute a separate offense. The County Attorney shall have the authority to prosecute any and all violations of this Ordinance.
- 13.05 In the event of a violation or threatened violation of this ordinance, Aitkin County, in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, or abate such violations or threatened violations. The Department may and is empowered to issue citations and/or cease and desist orders to halt the progress of any ongoing violation. When the work has been stopped by the Department for any valid reason whatsoever, it shall not again be resumed until the reason for the work stoppage has been completely satisfied and the cease and desist order lifted.
- 13.06 After two or more attempts to achieve compliance, the Department may charge for the enforcement of violations of this Ordinance to recover actual costs for staff time, mileage and supplies. This cost shall be above and beyond any other fee imposed by this Ordinance.

**[SECTION 14]**

**SCHEDULE OF FEES, CHARGES, AND EXPENSES**

- 14.00 The County Board of Commissioners shall establish a schedule of fees, charges, and expenses for permits, certificates, appeals, and other documents and actions required by the provisions of this ordinance. This schedule shall be available in the office of the Zoning Administrator. No permit, certificate, or variance shall be issued unless such fees, charges, or expenses have been paid in full, nor shall any action be taken on

proceedings before the Board of Adjustment or Planning Commission unless or until fees, charges, and expenses have been paid in full.

- 14.01 Late Application Fee: Any application for a permit which is made after the work is commenced and which requires a permit shall be charged five (5) times the permit fee or five (5) percent of the project cost at the Departments discretion.

## **[SECTION 15]**

### PLANNED UNIT DEVELOPMENT

- 15.0 Procedure: Planned Unit Developments may be approved by the County Board of Commissioners without following the amendment procedure following a recommendation by the Planning Commission after consideration of the items specified in this article.
- 15.01 Public Hearings: Notice will be given subject to Minnesota Statutes 394.26.
- 15.02 Applications: Applications for a Planned Unit Development shall be made to the Zoning Administrator on forms supplied by the Zoning office. The applicant shall submit the following documents prior to final action being taken on the application request:
- a. Three (3) copies of a plan drawn to a scale of one (1) inch equals one hundred (100) feet or larger scale.
  - b. Site plan for project showing locations of property boundaries, existing and proposed structures, land alterations, sewage treatment, water supply, and other proposed development. Any additional documents as requested by the Zoning Administrator that are necessary to explain how the Plan Unit Development will be designed and will function. The Zoning Office shall forward a copy of the plan and other documents to Aitkin County Soil and Water Conservation District and one to the Township Clerk.
- 15.03 Group Housing, Cluster Subdivision, and Condominium Projects: In the case of a housing project consisting of a group of three (3) or more residential buildings to be constructed on a plot of ground of at least ~~one~~ three (± 3) acre not subdivided into the customary streets and lots or where the existing or contemplated street and lot layout of a cluster subdivision development makes it impractical to apply the requirements of this ordinance to the individual buildings in such housing and cluster subdivision projects, an application for a Planned Unit Development permit for such a project in Zoning Districts shall be made to the Planning Commission. Before recommending the approval of the conditional use permit to the County Board, the Planning Commission shall require the applicant to show that the development will:
- a. Be consistent with the intent and purpose of this ordinance.
  - b. Have no adverse effect on adjacent property.

- c. Ensure use of the project structures only for residential purposes and accessory uses.
- d. Ensure a density of land use no higher and a standard of open space at least as high as required by this ordinance in the district in which the proposed project is to be located.
- e. Ensure provision of off street parking facilities as specified in ~~Article~~ Section 4.
- f. Meet any other requirements that the Planning Commission may impose to safeguard the public interest.
- g. Any subdivisions or Planned Unit Developments authorized under this ordinance shall meet all requirements of the Aitkin County Subdivision Platting Regulations.

15.04 Shopping Centers: The owner of a tract of land within a Zoning District, containing not less than five (5) acres, may submit to the Planning Commission a preliminary plan and planned unit development application for the use and development of such a tract of land for an Integrated Shopping Center. Before recommending such a plan to the Board of Commissioners, the Planning Commission shall require the sponsor of the shopping center to show:

- a. The need for the proposed development.
- b. That the proposed center is located so that reasonable direct traffic access is supplied from principal thoroughfares and where traffic congestion on neighboring streets and roads will not likely be increased by the proposed center.
- c. That the plan provides for a grouping of buildings of harmonious design, together with adequately arranged traffic and parking facilities, and adequate landscaping of grounds.
- d. That the proposed center will not have adverse effects on surrounding properties.
- e. That any other requirements have been met such as may be imposed by the Planning Commission to safeguard the public interest.

15.05 Industrial Parks: The owner of a tract of land in a zoning district containing twenty (20) acres or more, may submit to the Planning Commission for its review a preliminary plan and planned unit development application for the use and development thereof for the planned industrial district or industrial park. Before the Planning Commission makes a recommendation to the County Board, it shall be the responsibility of the applicant to show that the proposed plan meets or exceeds the following conditions:

- a. That the plan provides for a grouping of buildings of harmonious design having properly arranged traffic ways, parking and loading facilities, adequate landscaping and not having adverse effect on the neighboring properties.
- b. That the proposed project will have direct access to at least one (1) major or secondary thoroughfare.
- c. That all uses proposed are listed as basic provisions or conditional uses in the M district.
- d. That any other requirements that the Planning Commission may impose to safeguard the public interest have been met.

**[SECTION 16]**

16.0 Travel Trailer Park and Campground: In the case of a travel trailer park or campground project consisting of two (2) or more units to be constructed on a plot of ground of at least three (3) acres not subdivided into the customary streets and lots, an application for a planned unit development permit for such a project shall be made to the Zoning Administrator. Before recommending the approval of the permit to the County Board, the Planning Commission shall require the applicant to:

- A. The applicant shall submit eleven (11) copies of the plan drawn to scale of one (1) inch equals one hundred (100) feet or a larger scale. The plan must be prepared by a Registered Land Surveyor, Civil Engineer, or Architect.
- B. The Zoning Office shall submit five (5) copies to the Planning Commission and one (1) each to the State Department of Transportation, if abutting a State or Federal Highway, Aitkin County Highway Department if abutting a County Road, State Department of Natural Resources, Township Clerk and Chairperson, Aitkin County Soil and Water Conservation District.
- C. Have a minimum size campsite to accommodate one family group this is at least two thousand (2000) square feet in area. Campsites are limited to one (1) RV or tent per site.
- D. Have a roadway with driving surface of fourteen (14) feet for one-way and twenty-four (24) feet for two-way roads.
- E. Have traffic control consisting of parking limited to individual campsite spurs and parking areas constructed for that purpose. No parallel parking on site access roads within camping area shall be permitted. Barrier posts or other traffic control devices shall be installed to eliminate parking along site access roads and prevent users from setting up camp on areas other than designated campsites.
- F. Have a setback for all campsites and permanent structures at one hundred fifty (150) feet from a Natural Environment lake, one hundred (100) feet from a Recreational Development lake and seventy-five (75) feet from a General Development lake. The setbacks would be from the ordinary high water level.

The setback from any adjacent public road, street, or highway shall be fifty (50) feet. The setback distance from an adjacent property line shall be thirty (30) feet.

G. Provide sanitary facilities. All sanitary facility installations shall comply with the current standards of the Minnesota Department of Health and Aitkin County Subsurface Sewage Treatment System Ordinance, as well as any other applicable State and Local codes and standards. In conjunction with and in addition to the above, the following minimum standards shall apply.

H. Provide disposal facilities.

1. Sealed vault-type pit toilets: Sealed vault-type pit toilets shall comply with the setbacks designated in the Shoreland Management Standards.

~~The bottom of the vault in sealed vault-type toilets shall be a minimum of one (1) foot above the highest known ground-water table.~~

2. Central buildings with flush toilets: Central buildings shall comply with the setbacks designated in the Shoreland Management Standards.

3. Provide water holding tank dumping facilities: Any overnight camping facility to be used by camper or trailer units equipped with waste holding tanks shall have a minimum of one dumping facility per one hundred (100) units or fractions thereof. A minimum of one thousand five hundred (1500) gallon holding tank is required with curbing and water supply to wash area.

4. Solid waste disposal: Garbage cans shall be provided at a minimum ration of one (1) can per two (2) units. Garbage cans shall be provided with non-tip stands and tight fitting covers.

No on-site waste disposal areas will be permitted. Solid waste shall be disposed of at the approved solid waste facility which serves the projects area.

## [SECTION 17]

### 17.0 Vacation/Private Home Rental

The following standards apply to vacation/private homes renting for thirty (30) days or less except those located within Planned Unit Developments whose legal documents regulate unit rentals.

(1) The owner of a vacation/private home rental must apply for and receive an Interim Use Permit from the County. The initial Interim Use Permit will be valid for five (5) years in order to determine the compliance level of the owner with the conditions of approval. Subsequent renewals shall be for five (5) years or less as established by the Aitkin County Planning Commission. The County will establish fees for the application and renewal.

- (2) The application for an Interim Use Permit shall include:
- a. All information required for a conditional use permit,
  - b. Floor plan of the structure drawn to scale, including the number of bedrooms with dimensions and all other sleeping accommodations, smoke detector and carbon monoxide detector locations,
  - c. A to-scale site plan which shows locations and dimensions of property lines, the structure intended for licensing, accessory structures, parking areas, shore recreational facilities (docking plan, fire pit area, swim beach, etc) and sewage treatment systems.
  - d. Emergency contact information (police, fire, hospital, septic tank pumper) be posted in the home.
  - e. Current compliance inspection on the septic system.
  - f. Current water test from an accredited laboratory with test results for nitrate-nitrogen and coliform bacteria.
  - g. Plan for garbage disposal.
  - h. Applicant must submit a pet policy.
  - i. In each bedroom and any room used for sleeping, show the dimensions of egress windows on the drawing and the style (double hung, sliding or casement).
  - j. Provide a detailed list of all advertising sources pertaining to the vacation/private home rental and notify Environmental Services with any changes to the advertising within 30 days.
- (3) The occupancy of a vacation/private home rental shall be limited to no more than two (2) persons per bedroom plus two (2) additional persons per building, or no more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle, whichever is less.
- (4) The vacation/private home rental shall be connected to an approved SSTS. The SSTS shall be designed and constructed with a design flow of seventy-five (75) gallons of water per person per day to handle the maximum number of guests for which the facility is permitted. The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and records shall be made available to the Department upon request. The use of holding tanks for vacation/private home rental units shall be prohibited.
- (5) On-site parking shall be provided which is sufficient to accommodate the occupants of the vacation/private home rental. Public streets and septic systems may not be used for calculating parking by renters or guests. Parking areas must be setback a minimum distance of five (5) feet from the property lines.
- (6) Attempting to obtain additional occupancy by use of recreational vehicles, tents, accessory structures or fish houses is prohibited.
- (7) Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Department, whichever is stricter. Every room occupied for

sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof.

- (8) On premise advertising signs are prohibited.
- (9) The owner shall provide a visual demarcation of the property lines.
- (10) The owner shall keep a report, detailing use of the home by recording the full name, address, phone number and vehicle license number of guests using the property. A copy of the report shall be provided to the Department upon request.
- (11) No more than two (2) vacation/private home rentals will be allowed on a parcel. More than two (2) vacation/private home rentals on the same parcel or on contiguous parcels under common ownership shall constitute a resort and must meet the standards set forth in Section 15 and/or 16 of this ordinance and Section 7 of the Aitkin County Shoreland Management Ordinance.
- (12) The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, and nearby water bodies as well as other concerns including, but not limited to, public safety, and safety of guests. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of guests.
- (13) A vacation/private home rental shall be licensed by the County and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, Aitkin County’s Lodging Ordinance, if applicable.
- (14) The Planning Commission may impose noise standards in order to assist in reducing potential impacts on neighboring properties.
- (15) ~~All vacation/private home rentals, operating prior to the effective date of these standards, shall be in compliance with this section by April 1, 2014.~~ Websites and all other advertising of the rental property must be in compliance with the occupancy allowance and all other conditions per approved Application .

17.01 Water Supply and Sewage Treatment:

**Water Supply-** Any public or private supply of water for domestic purposes must meet or exceed standards for water quality of the Minnesota Department of Health and the Minnesota Pollution Control Agency.

**Sewage Treatment-** any premises used for human occupancy must be provided with an adequate method of sewage treatment, as follows:

- A. Publicly owned sewer system must be used where available.

- B. All private sewage treatment systems must meet or exceed the Aitkin County Subsurface Sewage Treatment System Ordinance and subsequent amendments. A copy of which is hereby adopted by reference and declared to be a part of this ordinance.

#### 17.02 — Cemeteries/Human Burials

- ~~A. All burials shall be within an industry standard concrete, steel or fiberglass vault or grave liner, installed or constructed in each burial space before interment.~~

~~An exception to the above would be in a Green Cemetery that follows the specific standards set forth by the Green Burial Council for a Natural Burial Ground and is approved by the Aitkin County Planning Commission.~~

- ~~B. Only one person may be buried in a grave except for a parent and infant, or 2 children buried at the same time.~~
- ~~C. One person and the cremains of a second person or the cremains of two persons may be buried in a grave.~~
- ~~D. Cremains interred in a burial space shall be in an indestructible container such as concrete, marble or bronze. No cremains shall be interred in cardboard boxes, wooden boxes or plastic bags. Cremains are not allowed to be scattered in the cemetery, nor buried anywhere other than a burial space.~~
- ~~E. All public cemeteries shall be platted pursuant to MN Statutes Chapters 306 and 307.~~
- ~~F. Have governing documents, approved by the Planning Commission, that ensure continued maintenance of the cemetery.~~

#### 17.03 — Dog Pound/Kennels

This section is intended to help enforce public health, safety and welfare concerns for the general public and for the purpose of prohibiting nuisance, animal neglect, and containing the spread of disease.

- A. Kennels are allowed as an Interim Use Permit in those zoning districts identified in Appendix A.
- B. A maximum of 40 dogs may be permitted at the property. The Planning Commission can set the maximum number to be less than 40 dogs.
- ~~C. No shock collars shall be used to control barking.~~
- D. The owner must be in compliance with all local, state and federal statutes, rules, regulations and permit requirements at all times.
- E. Kennels or shelters and dog runs require a minimum 100 foot setback from any property line and 500 feet from any pre-existing residence, excluding the kennel owner's residence.
- F. Supervision and monitoring of the site must be continuously maintained, either by having the owner or caretaker living on-site, or through electronic monitoring which, at a minimum, means monitoring for power outages, fire, and temperature.
- G. All animals at the property must have current vaccinations.
- H. Applicant must submit and have approved by the Environmental Services Department a waste disposal plan, which includes how the owner will handle

on-site kennel wash water, composting or other method of feces management, and dead animal disposal. If composting, the feces must be composted according to the guidelines in the United States Department of Agriculture publication "Composting Dog Waste", dated December 2005, or newer version.

- I. All dogs must be kept indoors at night, during feeding, and when the dogs are not supervised.
- J. Except for traditional sled dog species, chaining or tethering shall not be used for confining animals.
- K. Kennel facilities shall be designed to accommodate seasonal extremes including adequate heating, cooling, ventilation and lighting.
- L. An indoor confinement area must be ventilated. Drafts, odors, and moisture condensation must be minimized.
- M. All animals must be fed at least once a day with food that is sufficient to meet the normal daily nutritive requirements for the animal's size, age and condition.
- N. Clean, potable water must be made available to all animals at least twice daily.
- O. All feeding and water receptacles must be kept clean and sanitary.
- P. Animals with any clinical evidence of infections, contagious or communicable disease must be separated from other animals.
- Q. The owner must keep the kennel free of nuisance conditions caused by, but not limited to, noise, smell, insects, rodents and other pests.
- R. Runoff from the kennel area shall be treated onsite by natural vegetation or other means to prevent contamination of surface or ground water.
- S. All dogs over 6 months of age shall be exercised daily.
- T. Kennel facilities must be cleaned and disinfected as often as necessary to maintain clean and sanitary conditions.
- U. Outdoor kennel areas shall be fenced with a durable material at least 6 feet in height, and shall deter dogs from escaping over, under, or through the fence.
- V. Confinement areas must be of sufficient size to allow each dog or cat to turn about fully and to stand, sit, and lie in a comfortable, normal position.

#### 17.04 Rural land uses not a nuisance

- A. A rural land use is not and shall not become a private or public nuisance if the operation:
  - 1. Is located in an area zoned for the use;
  - 2. Complies with the provisions of all applicable federal, state, or county laws, regulations, rules, and ordinances and any permits issued for the operation; and
  - 3. Operates according to generally accepted practices.
  - 4. The provisions of this subdivision apply to all zoning districts within the unincorporated areas of Aitkin County.
- B. The provisions of this subdivision do not apply:
  - 1. Agricultural operations provided for in **MN Statute 561.19**

**[SECTION 18]**

MORE RESTRICTIVE REGULATIONS

18.0 More restrictive Federal, State, County, Township, or Airport Zoning regulations or standards shall take precedence over the regulations of this ordinance. Nothing in this ordinance shall limit any Township's power to zone more restrictive than established herein.

**[SECTION 19]**

VALIDITY

19.00 Should any section or provision of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid. Such decision shall not be retroactive affecting previous decisions of that section.

**[SECTION 20]**

20.0 Effective Date: "This ordinance shall take effect and be in force immediately after its adoption and publication."

**[SECTION 21]**

AIRPORT STANDARDS

21.00 The Aitkin Airport Zoning Ordinance adopted on March 15, 2011, by the Joint Aitkin Airport Zoning Board, is hereby adopted by reference.

Adopted by the Aitkin County Board of Commissioners; June 7, 2011

APPENDIX A – CLASSIFICATION LIST

A “C”, appearing in the table for any use means that the use will be permitted in the zoning district only if the Planning Commission issues a “Conditional or Interim Use Permit.” A “P” means that the use is permitted in the zoning district subject to the general provisions of the zoning ordinance, and “NP” means the use is not permitted in the zoning district. For uses not included on this list, application shall be made to the Board of Adjustment for interpretation.

FR – Farm Residential  
 R – Residential  
 C – Commercial

M – Manufacturing  
 P – Public  
 O – Open

<b>CLASSIFICATION LIST</b>	<b>FR</b>	<b>R</b>	<b>C</b>	<b>M</b>	<b>P</b>	<b>O</b>
Advertising display/signs, manufacturing of	C	NP	P	P	NP	C
Ag. Implements; distribute, display, repair, sale	C	NP	P	P	NP	C
Airport, public, private	C	NP	NP	NP	C	C
Amusement Park	C	NP	C	NP	C	C
Animal Hospital	C	NP	C	P	C	C
Antique Sales	C	C	P	P	C	C
Antique Displays; auto, machinery, etc.	C	NP	P	P	C	C
Appliance Repair, small household and/or sales	C	C	P	P	NP	C
Armory	P	P	P	P	P	C
Asphalt/Ready Mix products & processing	C	NP	C	C	C	C
Assoc., (clubs, lodges) private	C	C	P	NP	NP	C
Athletic Club	C	NP	P	NP	C	C
Athletic field	P	P	P	P	P	P
Auditorium, Assembly Hall	P	P	P	NP	P	P
Auto, Truck, Sales, repair and parts	C	NP	P	P	NP	C
Bakery manufacturing, sales	C	C	P	P	C	C
Bank & Trust Company, Loan Company	C	C	P	NP	NP	C
Bar, Saloon, Cocktails, Tavern	C	C	P	NP	C	C
Beauty Shop	P	C	P	P	C	C
Bed and Breakfast	C	C	NP	NP	C	C
Beverage, Wholesale, and Storage	C	NP	P	P	NP	C
Bicycle, Snowmobile, repair and sales	C	NP	P	P	NP	C
Bottled Gas, Storage, Distribution	C	NP	C	P	NP	C
Bowling Alley	C	C	P	P	NP	C
Broadcast Studio (Radio & TV)	C	C	P	P	C	C
Bldg. Contractor, large equipment warehouse	C	NP	C	P	NP	C
Bldg. Contractor, light residential & general	P	C	P	P	C	C
Bldg. Materials, storage & sales	C	C	P	P	C	C
Brewery/Distillery	C	NP	P	P	C	C
Bus Line, Depot, Garage, repair	NP	NP	P	P	NP	NP
Bus Storage (school) (private)	P	C	P	P	P	P
Business Office, general	C	C	P	P	C	C
Business Office, professional	P	P	P	P	P	C

<b>CLASSIFICATION LIST</b>	<b>FR</b>	<b>R</b>	<b>C</b>	<b>M</b>	<b>P</b>	<b>O</b>
Café, Restaurant, Supper Club	C	NP C	P	P	C	C
Campground, private & public	C	C	C	NP	C	C
Carpenter Shop & Power Woodworking	C	NP	C	P	NP	C
Carpet & Rugs, sales & storage	C	C	P	P	C	C
Carwash	C	NP	P	P	C	C
Cement, Concrete mfg., sales & storage	C	NP	C	P	NP	C
Cemetery (except family burial)	C	C	NP	NP	C	C
Childcare Center, Playschool	C	C	C	NP	C	C
Church, Synagogue	P	P	P	NP	P	P
Coin Machine, rental & service	C	NP	P	P	NP	C
College	P	NP	P	NP	C	C
Community Center, Town Hall	P	P	P	NP	P	P
Convent	P	P	P	NP	P	P
Curio & Souvenir Shop	C	NP	P	NP	C	C
Dairy Farm (exclusive of residence)	P	C	NP	NP	P	P
Dairy Products, sales & storage	P	NP	P	P	P	P
Dance Hall, Pavilion	C	NP	NP	P	C	C
Disposal Plant, Sewage	C	C	C	C	C	C
Dog Pound, Kennel	C	NP	C	C	C	C
Drive-In Restaurant	C	NP	P	P	C	C
Drive-In Theater	C	NP	C	C	C	C
Driving Range, golf	C	C	P	NP	C	C
Dry Cleaning, Bulk Processing	NP	NP	P	P	NP	NP
Dwelling, single family (mobile)	P	P	C	C	P	P
Dwelling, duplex	P	P	C	C	P	P
Dwelling, multiple	C	C	C	C	C	C
Dwelling – Secondary unit	P	C	C	C	P	P
Electric Company, Substations	C	C	C	C	C	C
Elevators, grain, corn, etc.	C	C	C	P	C	C
Essential Services	P	P	P	P	P	P
Exotic Animals	NP	NP	C	NP	NP	NP
Explosives	NP	NP	NP	C	NP	NP
Express Co., warehouse, garage	C	C	C	P	C	C
Fairground	C	NP	C	C	P	C
Farm (except livestock & poultry, commercial)	P	P	P	P	P	P
Farm (including livestock & poultry, commercial)	P	C	C	C	P	P
Farm, Fur, preparation, storage	C	NP	C	C	C	C
Farm, hobby	P	C	C	C	P	P
Florist, Greenhouse, nursery & sales	P	C	P	P	P	P
Forestland, private, commercial, public	P	P	P	P	P	P
Frozen Food, cold storage locker	C	NP	P	P	C	C
Game Preserve	P	C	C	NP	P	P
Game Farm (with hunting)	C	NP	C	NP	C	C
Garage, public storage	C	NP	P	P	C	C

Gasoline – Commercial retail	C	NP	P	NP	C	C
<b>CLASSIFICATION LIST</b>	<b>FR</b>	<b>R</b>	<b>C</b>	<b>M</b>	<b>P</b>	<b>O</b>
Golf Course	C	C	NP	NP	C	C
Gravel Pit, exclusive of crushing	C	C	C	C	C	C
Gravel Pit, quarry, crushing operation	C	C	P	C	C	C
Grocery (with bait)	C	C	P	P	C	C
Group Home – 7 or more residents	C	C	C	NP	C	C
Home Occupation	P	C	C	NP	P	P
Hospital, Public, Private	C	C	C	NP	C	C
Housing, group or cluster (PUD)	C	C	C	C	C	C
Ice, manufacturing, sales	C	NP	P	P	C	C
Ice Skating Rink, Outdoor & Public	P	C	P	P	P	P
Industrial Park (PUD)	C	NP	C	P	NP	C
Junk & Salvage Yard	C	NP	C	C	NP	NP
Laboratory, Research, Commercial, etc.	C	NP	P	P	C	C
Laundry, bulk processing	NP	NP	P	P	NP	NP
Laundromat	C	NP	P	P	C	C
Liquor, Off-sale	C	NP	P	P	C	C
Lumber Yard, retail	C	NP	P	P	C	C
Machine Shop & Factory	C	NP	C	P	NP	C
Meat Processing, Locker Plant	C	NP	P	P	C	C
Mineral Exploration	C	C	C	C	C	C
Mining, quarry, equipment, crushing, etc.	C	C	C	C	C	C
Mobile home, seasonal & Travel Trailer, temp.	P	C	P	NP	P	P
Mobile Home Park	C	C	C	NP	C	C
Motel	C	NP	P	C	C	C
Museum, historical display	C	C	P	NP	C	C
Oil products, fuel storage (bulk)	NP	NP	C	P	NP	NP
Paper & Wood Products, processing	C	NP	C	C	NP	C
Park, Playground (no over-night)	P	P	P	P	P	P
Pipe, Culvert, manufacturing	C	NP	C	P	NP	C
Pipe Line, Gas, Oil, etc.	C	C	C	C	C	C
Printing, Lithograph, Photo, etc.	C	NP	P	P	NP	C
Professional Office; Doctor, etc.	P	C	P	P	C	C
Public Building, including Utility Plant	C	C	P	P	P	C
Race Track	C	NP	C	C	C	C
Radio, TV Transmitting Station	C	NP	C	P	C	C
Railroad, service & repair	NP	NP	P	P	NP	NP
Retail Stores, Sales (not specified)	C	NP	P	P	C	C
Resort, Rental Cabins, including Residence	C	C	P	C	C	C
Roadside Park, Rest (no over-night)	P	P	P	P	P	P

Roller Skating Rink, Indoor Ice Skating	C	NP	P	P	C	C
<b>CLASSIFICATION LIST</b>	<b>FR</b>	<b>R</b>	<b>C</b>	<b>M</b>	<b>P</b>	<b>O</b>
Sauna, Steam Bath, commercial	C	NP	P	C	C	C
Sawmill	C	NP	C	P	C	C
Sawmill, portable (temporary)	P	NP	P	P	P	P
School, Public & Private	P	C	P	NP	C	C
School, commercial (Beauty, etc.)	C	NP	P	P	C	C
Second Hand Store, Flea Market	C	NP	P	C	C	C
Septic Tank Manufacturing	C	NP	C	P	NP	C
Shopping Center (PUD)	C	NP	P	C	C	C
Shooting Range (Firearm, Archery)	C	NP	NP	NP	C	C
Shooting Range (Indoor Firearm, Archery)	C	C	C	C	C	C
Silk Screening	C	C	P	P	C	C
Solid Waste Site (Hazard, Toxic)	NP	NP	NP	NP	NP	NP
Solid Waste Disposal Site	C	NP	NP	NP	C	C
Swimming Pool, Public	C	NP	P	NP	C	C
Tannery	C	NP	C	C	C	C
Taxidermist	P	C	P	P	C	P
Tire Repair, Equipment, Sales	C	NP	P	P	C	C
Timber Harvest, Logging Operation	P	P	P	P	P	P
Transmitter Towers	C	NP	C	P	C	C
Upholstery	C	C	P	P	C	C
Vacation/Private Home Rental	C	C	C	C	C	C
Water Reservoir, Treatment Plant	P	P	P	P	P	P
Welding Shop	C	NP	C	P	C	C
Wood Products, secondary (pallet, etc.)	C	NP	C	P	C	C



Adopted by the Aitkin County Board of Commissioners this 24th Day of  
April, 2018.

---

**Chairperson**  
**Aitkin County Board of Commissioners**

**Attest:**

---

**Jessica Seibert**  
**Aitkin County Administrator**

**Approved as to Form:**

---

**Jim Ratz**  
**Aitkin County Attorney**

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# **AITKIN COUNTY SHORELAND ORDINANCE** Draft 3-28-18

## **SECTION 1.0 – STATUTORY AUTHORIZATION AND POLICY**

### **1.1 Statutory Authorization.**

This shoreland ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes, Chapter 103F Minnesota Regulations, Parts 6120.2500 – 6120.3900, and the planning and zoning enabling legislation in Minnesota Statutes, Chapter 394.

### **1.2 Policy.**

The uncontrolled use of shorelands of Aitkin County, Minnesota affects the public health, safety and general welfare, not only by contributing to the pollution of public waters, but also by impairing the local tax base. Therefore, it is in the best interests of the public health, safety and welfare to provide for the wise subdivision, use and development of shorelands of public waters. The Legislature of Minnesota has delegated responsibility to local governments of the state to regulate the subdivision, use and development of the shorelands of public waters and thus preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, and provide for the wise use of waters and related land resources. This responsibility is hereby recognized by Aitkin County. "Shoreland" means land located within the following distances from public waters: 1,000 feet from the ordinary high water level of a lake, pond, or flowage; and 300 feet from a river or stream, or the landward extent of a floodplain designated by ordinance on a river or stream, whichever is greater. The limits of shorelands may be reduced whenever the waters involved are bounded by topographic divides that extend landward from the waters for lesser distances and when approved by the commissioner of the Department of Natural Resources.

## **SECTION 2.0 – GENERAL PROVISIONS AND DEFINITIONS**

### **2.1 Jurisdiction.**

The provisions of this Ordinance shall apply to the shorelands of the public water bodies as classified in Section 4.0 of this ordinance. Pursuant to Minnesota Regulations, Parts 6120.2500 – 6120.3900, no lake, pond, or flowage less than 25 acres in size in unincorporated areas need be regulated in a local government's shoreland regulations. A body of water created by a private user where there was no previous shoreland may, at the discretion of the governing body, be exempt from this ordinance.

### **2.2 Compliance.**

The use of any shoreland of public waters; the size and shape of lots; the use, size, type and location of structures on lots; the installation and maintenance of water supply and waste treatment systems, the grading and filling of any shoreland area; the cutting of shoreland vegetation; and the subdivision of land shall be in full compliance with the terms of this ordinance and other applicable regulations.

### **2.3 Enforcement.**

- (1) This ordinance is adopted by reference pursuant to the provisions of Minnesota Statutes Section 394.37. It is declared unlawful for any person to violate any of the terms or conditions of this ordinance. Violation thereof shall be a misdemeanor.
- (2) In the event of a violation or a threatened violation of this ordinance, Aitkin County, in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, or abate such violations or threatened violations. The Department may and is empowered to issue citations and/or cease and desist orders to halt the progress of any on-going violation. When the work has been stopped by the

Department for any valid reason whatsoever, it shall not again be resumed until the reason for the work stoppage has been completely satisfied and the cease and desist order lifted.

- (3) Any person with standing, may institute mandamus proceedings in the District Court to compel specific performance by the proper official or officials of any duty required by this ordinance.
- (4) Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with, or who resists the enforcement of any other provisions of this ordinance shall be guilty of a misdemeanor, punishable by \$1000.00 and/or 90 days imprisonment or both. Each day that a violation is permitted to exist shall constitute a separate offense. The County Attorney shall have the authority to prosecute any and all violations of this Ordinance.
- (5) Any application for a permit which is made after the work is commenced and which requires a permit shall be charged five (5) times the permit fee or five (5) percent of the project cost, whichever is more. The Planning Commission and/or Board of Adjustment may require correction and/or restoration of the property to its original state before the permit is considered.
- (6) After two or more attempts to achieve compliance, the Department may charge for the enforcement of violations of this Ordinance to recover actual costs for staff time, mileage and supplies. This cost shall be above and beyond any other fee imposed by this ordinance.

#### **2.4 Interpretation.**

In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the governing body and shall not be deemed a limitation or repeal of any other powers granted by State Statutes.

#### **2.5 Severability.**

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

#### **2.6 Abrogation and Greater Restrictions.**

It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only, with the exception of the Aitkin County Flood Plain Ordinance and Mississippi Headwaters Board Comprehensive Management Plan.

#### **2.7 Definitions.**

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the same meaning as they have in common usage and so as to give this ordinance its most reasonable application. For the purpose of this ordinance, the words "must" and "shall" are mandatory and not permissive. All distances, unless otherwise specified, shall be measured horizontally.

- 2.711 Accessory structure or facility.** "Accessory structure" or "facility" means any building or improvement subordinate to a principal structure which, because of the nature of its use, can reasonably be located at or greater than normal structure setbacks. An accessory structure shall not be used for human habitation. Examples of accessory structures are, but not limited to, garages, pole buildings, sheds, gazebos, decks, storage containers, fish houses, and similar structures.

- 2.712 Attorney.** "Attorney" means the County Attorney of Aitkin County, Minnesota or his/her authorized representative.
- 2.713 Auditor.** "Auditor" means the County Auditor of Aitkin County, Minnesota or his/her authorized representative.
- 2.714 Basement.** "Basement" means the space below the main living floor that is normally greater than four (4) feet in height and used for habitable purposes and/or storage.
- 2.715 Bluff.** "Bluff" means a topographic feature such as a hill, cliff, or embankment having the following characteristics (land feature with an average slope of less than 18 percent over a distance for 50 feet or more shall not be considered part of the bluff):
- (1) Part or all of the feature is located in a shoreland area;
  - (2) The slope rises at least 25 feet above the ~~ordinary high water level of the waterbody or 25 feet above the toe of the bluff;~~
  - (3) The grade of the slope from the toe of the bluff to a point 25 feet or more above the ~~ordinary high water level-~~ toe of the bluff averages 30 percent or greater.
  - ~~(4) The slope must drain toward the waterbody.~~
- 2.716 Bluff impact zone.** "Bluff impact zone" means a bluff and land located within 20 feet from the top of a bluff.
- 2.717 Board of Adjustment.** "Board of Adjustment" means the Board of Adjustment for Aitkin County, Minnesota as created by resolution of the County Board of Commissioners. Membership of the Board of Adjustment shall consist of five (5) persons to be appointed by the Board of County Commissioners.
- 2.718 Boathouse.** "Boathouse" means a one level accessory structure designed and used solely for the storage of boats or boating equipment.
- 2.719a Building Coverage.** "Building Coverage" means the ground surface covered by any building or appurtenance, including, but not limited to, decks, overhangs and projections therefrom, outdoor furnaces, fish houses, sheds, carports, lean-to's, or any similar building. Building coverage does not include eaves of twenty-four (24) inches or less.
- 2.719b Building line.** "Building line" means a line parallel to a lot line or the ordinary high water level at the required setback beyond which a structure may not extend.
- 2.720 Cabin.** "Cabin" means any structure or portion of a structure, or other shelter designed as short- or long-term living quarters for one or more persons, including rental or timeshare accommodations such as motel, hotel, and resort rooms and cabins.
- 2.721 Commercial planned unit developments.** "Commercial planned unit developments" means uses or developments that provide transient, short-term lodging spaces, rooms, or parcels and their operations are essentially service-oriented. For example, hotel/motel accommodations, resorts, recreational vehicle and camping parks, and other primarily service-oriented activities are commercial planned unit developments.
- 2.722 Commercial Use.** "Commercial use" means the principal use of land or buildings for the sale, lease, rental, or trade of products, goods, and services.

- 2.723**      **Commissioner.** "Commissioner" means the commissioner of the Minnesota Department of Natural Resources.
- 2.724**      **Conditional use.** "Conditional use" means a land use or development as defined by ordinance that would not be appropriate generally but may be allowed with appropriate restrictions as provided by official controls upon a finding that certain conditions as detailed in the ordinance exist, the use or development conforms to the comprehensive land use plan of the community, and the use is compatible with any existing neighborhood.
- 2.724A**     **Conservation Subdivision.** "Conservation subdivision" means a method of subdivision characterized by common open space and clustered compact lots, with the purpose of creating greater community value through open space amenities for homeowners and protection of natural resources, while allowing for the residential densities consistent with prevailing densities. Site designs incorporate standards of low impact development.
- 2.725**      **Contiguous Lot.** "Contiguous lot" means an adjacent lot under the same ownership with a common boundary line.
- 2.726**      **County Board.** "County Board" is the Board of County Commissioners of Aitkin County, Minnesota.
- 2.727**      **Crawl space.** "Crawl space" means a low or narrow space, such as one beneath the floor that gives workers access to plumbing or wiring equipment. Any area beneath the main living floor area that is not considered a basement, and the floor, whether concrete, wood or earthen material, is the lowest floor of the structure for Federal Emergency Management Agency regulatory purposes.
- 2.728**      **Deck.** "Deck" means a horizontal, unenclosed platform with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site and at any point the deck surface extends more than six (6) inches above ground. For purposes of measuring building setback distances, a detached deck must have at least two (2) feet of open space between the structure and any portion of the deck, otherwise the deck will be considered attached and part of the main structure.
- 2.729**      **Department.** "Department" means the Aitkin County Environmental Services Department.
- 2.730**      **Duplex, triplex, and quad.** "Duplex", "triplex", and "quad" means a dwelling structure on a single lot, having two, three, and four units, respectively, being attached by common walls and each unit equipped with separate sleeping, cooking, eating, living, and sanitation facilities.
- 2.731**      **Dwelling site.** "Dwelling site" means a designated location for residential use by one or more persons using permanent, temporary or movable shelter, including camping and recreational vehicle sites.
- 2.732**      **Dwelling unit.** "Dwelling unit" means any structure or portion of a structure, or other shelter designed as short- or long-term living quarters for one or more persons, including rental or timeshare accommodations such as motel, hotel, and resort rooms and cabins.
- 2.733**      **Essential Services.** "Essential Services" means services provided by public and private utilities, necessary for the exercise of the principal use or service of the principal structure. These services include underground, surface or overhead gas, electrical, steam, water, sanitary sewerage, storm water drainage, and communication systems and accessories thereto, such as poles, towers, wires, main drains, vaults, culverts, laterals, sewers, pipes, catch basins, water storage tanks, conduit cables, traffic signals, pumps, lift stations and hydrants, but not including buildings.

- 2.734 Exotic Animals.** “Exotic Animal” means any animal that is not part of the definition of an ‘animal’ under Title 9, Chapter 1, Subchapter A of the Code of Federal Regulations and one that is not native to the U.S.
- 2.734 Extractive use.** “Extractive use” means the use of land for surface or subsurface removal of sand, gravel, rock, industrial minerals, other nonmetallic minerals, and peat not regulated under Minnesota Statutes, sections 93.44 to 93.51.
- 2.735 Farm – Commercial.** “Farm – Commercial” means agriculture of a primarily commercial nature including, but not limited to fur farms, poultry and egg farms, raising of livestock for profit, hog farms, feed lots and any other agricultural endeavor for profit (not including exotic animals).
- 2.736 Farm – Hobby.** “Farm – Hobby” means the pursuit of hobby and family-type agricultural activities; including minimum cropland tillage and animal agriculture for personal and family use, including boarding facilities for horses. (Not including gardens of 2 acres or less or exotic animals).
- 2.737 Floodplain.** “Floodplain” includes the beds proper and the area adjoining a watercourse which have been, or hereafter may, be covered by the regional flood.
- 2.738 Forest land conversion.** “Forest land conversion” means the clear cutting of forested lands to prepare for a new land use other than reestablishment of a subsequent forest stand.
- 2.739 Garage, Private.** “Garage, Private” means a detached accessory structure or portion of the principal structure which is used primarily for storing passenger vehicles, trailers, or personal property. See definition of accessory structure.
- 2.740 Guest cottage.** “Guest cottage” means a structure used as a dwelling unit that contains sleeping spaces and/or kitchen and/or bathing facilities or any other feature that would make the structure more oriented towards a sleeping unit in addition to those provided in the primary dwelling unit on a lot.
- 2.740A Habitable structure.** “Habitable structure” means a structure which contains one or more of the following - one or more sleeping areas, bath tub, or shower.
- 2.741 Hardship.** “Hardship” means the property in question cannot be put to a reasonable use if used under the conditions allowed by the official controls; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute a hardship if a reasonable use for the property exists under the terms of the ordinance.
- 2.742 Height of structure.** “Height of structure” means the vertical distance between the lowest adjoining ground level at the building and the highest point of the roof.
- 2.743 Home occupation.** “Home occupation” means any occupation of a service character that is secondary to the main use of the premises as a dwelling and does not change the character thereof or have any exterior evidence of such a secondary use.
- 2.744 Impervious surface coverage.** “Impervious surface coverage” means any structure, facility or surface that sheds water including structures and facilities, sewage treatment system absorption areas (equal to 190 sq.ft./bedroom), retaining walls, and roadway surfaces and parking areas. Impervious surface coverage does not include eaves of twenty-four (24) inches and less.

- 2.745 Industrial use.** "Industrial use" means the use of land or buildings for the production, manufacture, warehousing, storage, or transfer of goods, products, commodities, or other wholesale items.
- 2.746 Intensive vegetation clearing.** "Intensive vegetation clearing" means the removal of vegetation which would reduce the natural screening of a principal structure from a lake, river or stream, assuming summer "leaf-on" conditions, and/or create an erosion or other water quality impact to the water body.
- 2.747 Kennel.** "Kennel" means any structure or premises or commercial activity where two (2) or more dogs over three (3) months of age are kept for compensation.
- 2.748 Landing.** "Landing" means the top or bottom of a section of stairway, with or without railings.
- 2.749 Lot.** "Lot" means a parcel of land designated by plat, metes and bounds, registered land survey, auditors plat, or other accepted means and separated from other parcels or portions by legal description.
- 2.750 Lot Depth.** Measured perpendicular to the lot width. Normally is the distance measured perpendicular from the lake to the opposite lot line or perpendicular from the lot line abutting the road or edge of the road right-of-way to the opposite lot line. Lot depth shall not be less than the minimum required lot width.
- 2.750A Lot Frontage.** "Lot Frontage" means the front of a lot shall be construed to be the portion nearest the street or a body of water if the lot has water frontage. For the purpose of determining yard requirements on corner lots and through lots (through lots are lots running from street to street), all portions of a lot adjacent to streets shall be considered frontage and yards shall be provided as indicated.
- 2.751 Lot width.** "Lot width" means the shortest distance between lot lines as measured at the midpoint of the building setback line and also as measured at the ordinary high water level for riparian lots; and for non-riparian lots the width as measured on the lot line that fronts the road and also as measured at the midpoint of the building setback line. The minimum lot width dimension beyond the building setback line shall not be less than 50% of the required lot width.
- 2.752 Mobile Home.** "Mobile Home" means a single-family dwelling unit suitable for year-round occupancy that, if located at the same site outside a mobile home park for more than 90 days, during which time it is being used either part-time or full-time for residential purpose, shall be placed on a foundation or blocked and skirted within six (6) months.
- 2.753 Mobile Home Park.** "Mobile Home Park" means a parcel of land which has been planned and improved for the placement of two or more mobile homes.
- 2.754 Motor Vehicle.** "Motor vehicle" means every vehicle which is self propelled. Motor vehicle does not include a vehicle moved solely by human power.
- 2.755 Nonconformity.** "Nonconformity" means any legal use, structure or parcel of land already in existence, recorded, or authorized before the adoption of official controls or amendments thereto that would not have been permitted to become established under the terms of the official controls as now written, if the official controls had been in effect prior to the date it was established, recorded or authorized.
- 2.756 Ordinary high water level.** "Ordinary high water level" means the boundary of public waters and wetlands, and shall be an elevation delineating the highest water level that has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that

point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For watercourses, the ordinary high water level is the elevation of the top of the bank of the channel. For reservoirs and flowages, the ordinary high water level is the operating elevation of the normal summer pool.

- 2.757 Outside Motor Vehicle Storage.** "Outside motor vehicle storage" means any establishment or place of storage or deposit, that is maintained, operated or used for storing, keeping, buying or selling junk, wrecked, scrapped and ruined motor vehicles.
- 2.758 Parking Space, Off-Street.** "Parking Space, Off-Street" means any off-street parking space comprising not less than 180 square feet of parking area, plus necessary maneuvering space incidental to parking or unparking and shall not encroach upon any public right-of-way. Every off-street parking space shall be accessible to a public roadway.
- 2.759 Patio.** "Patio" means any surface other than a deck that is used in a similar manner as a deck but does not exceed six (6) inches above grade, excluding accessories. Sidewalks less than five (5) feet in width are not considered patios.
- 2.759A Planning Commission.** "Planning Commission" consists of five (5) members appointed by the County Board of Commissioners. At least two (2) members shall be residents of that portion of the County lying outside the corporate limits of municipalities. No more than one (1) voting member shall be an officer or employee of the County.
- 2.760 Planned Unit Development and Group Housing.** "Planned unit development and group housing" means a type of development characterized by a unified site design for a number of dwelling units or dwelling sites on a parcel, whether for sale, rent, or lease, and also usually involving clustering of these units or sites to provide areas of common open space, density increases, and a mix of structure types and land uses. These developments may be organized and operated as condominiums, time-share condominiums, cooperatives, full fee ownership, commercial enterprises, or any combination of these, or cluster subdivisions of dwelling units, residential condominiums, townhouses, apartment buildings, campgrounds, recreational vehicle parks, resorts, hotels, motels, and conversions of structures and land uses to these uses.
- 2.761 Planning and Zoning Administrator.** "Planning and Zoning Administrator" means the Planning and Zoning Administrator of Aitkin County, Minnesota, or his authorized representative.
- 2.762 Principal structure.** "Principal structure" means the primary structure as distinguished from subordinate or accessory structures. Structure that is used primarily for dwelling purposes.
- 2.763 Private Road.** A road, easement or strip of land serving as vehicular access to two (2) or more parcels of land which is not dedicated to nor maintained by the public. Private road shall include, but not be limited to, any road, easement or strip of land such as driveways, trails and paths that serve two (2) or more parcels of land.
- 2.764 Public Road.** "Public road" means a public way which affords primary means of legal access by pedestrians and vehicles to abutting properties, whether designated as a street, avenue, highway, road, boulevard or however other designated.
- 2.765 Public waters.** "Public waters" means any waters as defined in Minnesota Statutes, section 103G.005.
- 2.766 Recreational camping vehicle.** "Recreational camping vehicle" shall mean any of the following:

- (1) Travel trailer means a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses.
- (2) Pick-up coach means a structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.
- (3) Motor home means a portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.
- (4) Camping trailer means a folding structure, mounted on wheels and designed for travel, recreation and vacation use.
- (5) Fish houses being used for human habitation on land, unless they are part of an establishment licensed with the Aitkin County Environmental Services Department.

**2.767 Recreational Camping Vehicle Park Area.** "Recreational Camping Vehicle Park Area" means a parcel of land in which two or more spaces are occupied or intended for occupancy by recreational vehicles for transient dwelling purposes, unless they meet requirements of Section 5.14.E.

**2.768 Residential planned unit development.** "Residential planned unit development" means a use where the nature of residency is nontransient and the major or primary focus of the development is not service-oriented. For example, residential apartments, manufactured home parks, time-share condominiums, townhouses, cooperatives, and full fee ownership residences would be considered as residential planned unit developments. To qualify as a residential planned unit development, a development must contain at least five dwelling units or sites.

**2.769 Resort –** "Resort" means any building, structure, enclosure, or any part thereof, located within the shoreland district for purposes of providing convenient access thereto, and kept, used, maintained, or advertised as, or held out to the public to be a place where sleeping accommodations are furnished to the public, and primarily to those seeking recreation for periods of one day, one week or longer, and having for rent three or more cottages, rooms or enclosures.

**2.770 Restaurant.** "Restaurant" means any establishment having appropriate facilities for the serving of meals, and where, in consideration of payment therefore, meals are regularly served to the general public. This designation shall include restaurants and supper clubs in unincorporated or unorganized areas of Aitkin County which qualify under the law for license for the "on-sale" or combination license for the "on-sale and off-sale" of intoxicating liquor.

**2.771 Sanitary station.** "Sanitary station" means a facility used for removing and disposing of wastes from recreational vehicle holding tanks.

**2.772 Self-contained recreational vehicle.** "Self-contained recreational vehicle" means a recreational vehicle which can operate independently of connections to sewer, water and electrical systems. It contains a water-flushed toilet, lavatory, shower and kitchen sink, all of which are connected to water storage and sewage holding tanks located within the recreational vehicle.

**2.773 Semipublic use.** "Semipublic use" means the use of land by a private, nonprofit organization to provide a public service that is ordinarily open to some persons outside the regular constituency of the organization.

**2.774 Sensitive resource management.** "Sensitive resource management" means the management of areas unsuitable for development in their natural state due to constraints such as shallow

soils over groundwater or bedrock, highly erosive or expansive soils, steep slopes, susceptibility to flooding, or occurrence of flora or fauna in need of special management.

- 2.775 Service building (comfort station).** “Service building (comfort station)” means a structure housing toilet, lavatory and such other facilities as may be required by this ordinance.
- 2.776 Setback.** “Setback” means the minimum horizontal distance between a structure, including overhangs, eaves or projections (of greater than twenty-four (24) inches) therefrom, sewage treatment system, or other facility and an ordinary high water level, sewage treatment system, top of a bluff, road right-of-way, property lines, or other facility.
- 2.777 Sewage treatment system.** “Sewage treatment system” means system as described and regulated in Section 5.7 of this ordinance. Individual sewage treatment system shall meet the requirements of Aitkin County’s Individual Sewage Treatment System and Wastewater Ordinance No.1.
- 2.778 Sewer system.** “Sewer system” means pipelines or conduits, pumping stations, and force main, and all other construction, devices, appliances, or appurtenances used for conducting sewage or industrial waste or other wastes to a point of ultimate disposal.
- 2.779 Sewered.** “Sewered” means property which is served by a publicly owned and maintained sewer system.
- 2.780 Shore impact zone.** “Shore impact zone” means land located between the ordinary high water level of a public water and a line parallel to it at a setback of 50% of the required structure setback but not less than 50 feet, whichever is greater.
- 2.781 Shoreland.** “Shoreland” means land located within the following distances from public waters: 1,000 feet from the ordinary high water level of a lake, pond, or flowage; and 300 feet from a river or stream, or the landward extent of a floodplain designated by ordinance on a river or stream, whichever is greater. The limits of shorelands may be reduced whenever the waters involved are bounded by topographic divides that extend landward from the waters for lesser distances and when approved by the commissioner.
- 2.782 Sign.** “Sign” means a displayed structure bearing lettering or symbols, used to identify a place of business or promote the interest of any person(s).
- 2.783 Significant historic site.** “Significant historic site” means any archaeological site, standing structure, or other property that meets the criteria for eligibility to the National Register of Historic Places or is listed in the State Register of Historic Sites, or is determined to be an unplatted cemetery that falls under the provisions of Minnesota Statutes, section 307.08. A historic site meets these criteria if it is presently listed on either register or if it is determined to meet the qualifications for listing after review by the Minnesota State Archaeologist or the director of the Minnesota Historical Society. All unplatted cemeteries are automatically designated to be significant historic sites.
- 2.784 Standard/Type I Individual Sewage Treatment System.** “Standard/Type I Individual Sewage Treatment System” means an individual sewage treatment system that meets the requirements of the ~~Technical Standards and Criteria of Minnesota Rules Chapter 7080~~ **Aitkin County Subsurface Sewage Treatment System Ordinance.**
- 2.785 Steep slope.** “Steep slope” means lands having average slopes of eighteen (18) percent or more, as measured over horizontal distances of 50 feet or more, that are not bluffs.

- 2.786**      **Structure.** “Structure” means any building or appurtenance, including decks, patios within the building setback from the OHW, overhangs and projections therefrom, except fences less than eight (8) feet in height, retaining walls, aerial or underground utility lines, such as sewer, electric, telephone, telegraph, gas lines, towers, poles, and other supporting facilities, antennas, propane tanks, outdoor furnaces and currently licensed fish houses. Recreational camping vehicles, fish houses, propane tanks, and outdoor furnaces must meet setback requirements of this ordinance.
- 2.787**      **Subdivision.** “Subdivision” means land that is divided for the purpose of sale, rent, or lease, including planned unit developments.
- 2.788**      **Substandard Use.** “Substandard Use” means any use existing prior to the date of enactment of any county ordinance which is permitted within the applicable zoning district but does not meet the minimum lot area and length of water frontage, structure setbacks or other dimensional standards of the ordinance.
- 2.789**      **Surface water-oriented commercial use.** “Surface water-oriented commercial use” means the use of land for commercial purposes, where access to and use of a surface water feature is an integral part of the normal conductance of business. Marinas, resorts, and restaurants with transient docking facilities are examples of such use.
- 2.790**      **Toe of the bluff.** “Toe of the bluff” means the point on a bluff where there is, as visually observed, a clearly identifiable break in the slope, from gentler to steeper slope above. If no break in the slope is apparent, the toe of bluff shall be determined to be the lower end of a 50-foot segment, measured on the ground, with an average slope exceeding 18 percent.
- 2.791**      **Top of the bluff.** “Top of the bluff” means the point on a bluff where there is, as visually observed, a clearly identifiable break in the slope, from steeper to gentler slope above. If no break in the slope is apparent, the top of bluff shall be determined to be the upper end of a 50-foot segment, measured on the ground, with an average slope exceeding 18 percent.
- 2.792**      **Trailer.** “Trailer” means every vehicle without motor power designed or used for carrying persons or property and for being drawn by a motor vehicle or by horses and other like husbandry.
- 2.793**      **Unsewered.** “Unsewered” means property that is served by a privately owned and maintained sewage treatment system.
- 2.794**      **Variance.** “Variance” means any modification or variation of the provisions of the ordinance where it is determined pursuant to the provisions of this ordinance that, by reason of exceptional circumstances, the strict enforcement of the ordinance would cause unnecessary hardship as defined or described in Minnesota Statutes Chapter 394.
- 2.795**      **Vacation/Private Home Rental.** “Vacation/Private Home Rental” means a single family dwelling and/or related structure that is rented out on a transient basis for a charge. A transient basis shall be any period of time less than thirty (30) consecutive days.
- 2.7956**      **Water-oriented accessory structure or facility.** “Water-oriented accessory structure or facility” means a small, above ground building or other improvement, except stairways, fences, docks, and retaining walls, which, because of the relationship of its use to a surface water feature, reasonably needs to be located closer to public waters than the normal structure setback. Examples of such structures and facilities include boathouses, gazebos, screen houses, fish houses, pump houses, patios, and detached decks.

- 2.7967 Wetland.** "Wetland" means land transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this subpart, wetlands must:
- (1) have a predominance of hydric soils;
  - (2) be inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and
  - (3) under normal circumstances, support a prevalence of hydrophytic vegetation.

**2.7978 Zoning permit.** "Zoning permit" means a document issued by the zoning office to use land as designated in this ordinance. In addition to specific instances provided for herein, and unless otherwise provided for herein, a permit shall be required before beginning any construction, moving, rebuilding or material alteration of a structure or septic system.

## **SECTION 3.0 – ADMINISTRATION**

### **3.1 Permits Required**

- 3.11** A permit is required for the construction of buildings or building additions (and including such related activities as construction of decks, patios within the building setback from the OHW and signs), the installation and/or alteration of sewage treatment systems, and those grading and filling activities not exempted by Section 5.3 of this ordinance. Application for a permit shall be made to the Zoning Administrator on the forms provided. The application shall include the necessary information so that the Zoning Administrator can determine the site's suitability for the intended use and that a compliant sewage treatment system will be provided.
- 3.12** Any permit authorized requiring an onsite inspection by the Department shall stipulate that an identified nonconforming sewage treatment system, as defined by Section 5.7, shall be reconstructed or replaced in accordance with the provisions of this ordinance with the following exception:
- 1) Decks, patios and accessory structures less than 240 square feet in size that are not a water oriented structure – there will be no septic system upgrade requirements on permits for decks or patios unless the septic system is an imminent threat to public health and safety as defined in Minnesota Rules Chapter 7080.
- 3.13** A Natural Landscape Protection Plan shall be required as part of any construction permit. Said plan shall identify how erosion from the site will be controlled. A copy of the plan requirements can be obtained from the Zoning Administrator. It shall be a violation of this section to allow erosion into any water body.
- 3.14** Outstanding Violations. No permit(s) shall be issued to the landowner or property on which there is an unresolved violation of this Ordinance.
- 3.15** Contractors shall abide by all provisions of this Ordinance and shall be subject to its penalties. A contractor performing work for a landowner may be responsible for activities performed by the contractor that are in violation of this Ordinance. The landowner shall have the ultimate responsibility for remedying any violation regardless of a contractors action or inaction.

### **3.2 Certificate of Zoning Compliance**

The Zoning Administrator shall issue a certificate of zoning compliance for each permitted activity requiring certification. All permitted activities as specified in Section 3.1 of the ordinance shall be inspected to ensure the use of land conforms to the requirements of this ordinance. Any use, arrangement, or construction at

variance with that authorized by permit shall be deemed a violation of this ordinance and shall be punishable as provided in Section 2.3 of this ordinance.

**3.21** Certificate of Compliance is required, as defined in section ~~5.74~~ 5.72.

### **3.3 Variances**

**3.31** Variances may only be granted in accordance with Minnesota Statutes, Chapter 394. A variance shall not circumvent the general purposes and intent of this ordinance. No variance shall be granted that would allow any use that is prohibited in the zoning district in which the subject property is located. Conditions may be imposed in the granting of a variance to ensure compliance and to protect adjacent properties and the public interest. In considering a variance request, the board of adjustment must also consider several factors, including but not limited to: is the variance in harmony with the general purposes and intent of the official control and consistent with the comprehensive plan, is the owner proposing to use the property in a reasonable manner not permitted by the official control, is the practical difficulty due to circumstances unique to this property, is the need for the variance created by actions other than the landowner or prior landowners, will the issuance of the variance maintain the essential character of the locality, and does the practical difficulty involve more than economic considerations.

After a practical difficulty has been determined, the Board of Adjustment may use the "Aitkin County Shoreland Performance" sheet as found in Appendix III to attempt to mitigate impacts to the water-body and/or adjoining properties.

**3.32** The board of adjustment shall hear and decide requests for variances in accordance with the rules that it has adopted for the conduct of business. When a variance is approved after the Department of Natural Resources has formally recommended denial in the hearing record, the notification of the approved variance required in Section 3.52 below shall also include the board of adjustment's summary of the public record/testimony and the findings of facts and conclusions which supported the issuance of the variance.

**3.33** For existing developments, the application for variance must clearly demonstrate whether a conforming sewage treatment system is present for the intended use of the property. The variance, if issued, must require construction of a conforming sewage treatment system, and elimination of all nonconforming sewer systems.

**3.34** All decisions by the Board of Adjustment in granting variances or in hearing appeals shall be final, except that any aggrieved person or person with proper standing or any Department, Board of Commissioners or the State shall have the right to appeal within thirty (30) days after receipt of notice of the decision, to the District Court in the County in which the land is located on Questions of law and fact.

### **3.4 Conditional Use Permit**

**3.41** Conditional use permits shall only be granted in accordance with Minnesota Statutes, Chapter 394, including the public hearing provisions thereof and the provisions of that statute shall apply to all conditional use permits issued under this ordinance.

**3.42** Application for a conditional use permit shall be on forms provided by the Zoning Administrator, shall be signed by the owner of the property involved, and shall be submitted with such plans, maps and information as the Zoning Administrator determines necessary for evaluation of the application. The application for a conditional use permit must clearly demonstrate whether a conforming sewage treatment system is present for the intended use of the property. The conditional use permit, if granted, must require construction of a conforming sewage treatment system, and elimination of all nonconforming sewage treatment systems.

**3.43** Application for a conditional use permit shall be granted by the Planning Commission only if the Planning Commission makes all the following findings:

- (1) That the conditional use will not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity, nor impair property values within the surrounding neighborhood;
- (2) That the proposed conditional use will not increase local or state expenditures in relation to costs of servicing or maintaining neighboring properties;
- (3) That the location and character of the proposed conditional use are considered to be consistent with a desirable pattern of development for the locality in general;
- (4) That the proposed conditional use conforms to the comprehensive land use for the County;
- (5) That adjoining property owners, and others required to be given notice pursuant to Minnesota Statutes, Chapter 394, have been given written notice pursuant to Minnesota Statutes, Chapter 394 of the proposed conditional use and of the hearing before the Planning Commission;
- (6) That other applicable requirements of this ordinance, or other ordinances of the County, have been met, including without limitation, Section 5.6 and 3.7 of this ordinance.
- (7) The requested use is not injurious to the public health, safety and general welfare.

**3.44** In connection with the issuance of a conditional use permit the Planning Commission may impose such restrictions or conditions as it deems necessary to protect the public interest, to insure compliance and to protect adjacent properties, including, but not limited to, matters relating to appearance, lighting, hours of operation, performance characteristics, restoration and reclamation, and the delivery of bonds or other security for the proper completion and performance of any restrictions or conditions. Also, when deemed appropriate by the Planning Commission, recorded restrictive covenants may be required by the Planning Commission.

**3.45** Any department, board or commission of the County or of the State of Minnesota or any person with proper standing may appeal any decision of the Planning Commission relative to a conditional use permit by writ of certiorari to the Minnesota Court of Appeals within thirty (30) days of the Planning Commission's final decision.

### **3.46 REVOCATION OF A CONDITIONAL USE PERMIT**

- A) A conditional use permit may be revoked by the Planning Commission for good cause, upon due notice and hearing.
- B) Good cause shall include any violation of the agreed upon conditions attached to the conditional use permit.
- C) Notice of Intent to Revoke. A written notice of intent to revoke shall be prepared by the Aitkin County Zoning Officer or his/her representative. This notice shall include the following:
  - 1) Identity and address of the conditional use permit holder(s).
  - 2) Legal description of the property.
  - 3) The facts alleged to constitute good cause to revoke and the dates or approximate dates of alleged violation(s).
  - 4) The date, time, and place of the public hearing of the Planning Commission at which time revocation of said conditional use permit will be considered and determined.
  - 5) The right of said conditional use permit holder or his authorized representative to attend and be heard at said hearing.

### **3.5 Notifications to the Department of Natural Resources**

**3.51** Copies of all notices of any public hearings to consider variances, amendments, or conditional uses under local shoreland management controls must be sent to the commissioner or the commissioner's designated representative and postmarked at least ten days before the hearings. Notices of hearings to consider proposed subdivisions/plats must include copies of the subdivision/plat.

**3.52** A copy of approved amendments and subdivisions/plats, and final decisions granting variances or conditional uses under local shoreland management controls must be sent to the commissioner or the commissioner's designated representative and postmarked within ten days of final action.

### **3.6 Notification to the Mississippi Headwaters Board.**

Copies of all notices of any public hearings to consider variances, conditional use permits, amendments and subdivision/plats that are located within 500 feet of the Mississippi River must be sent to the Mississippi Headwaters Board or designated representative and postmarked at least ten days before the hearings. Copies of the application and materials must be included with said notice.

### **3.7 Conditional Uses.**

Conditional uses allowable within shoreland areas shall be subject to the review and approval procedures, and criteria and conditions for review of conditional uses established community-wide including those set out in Section 3.4 of this Ordinance. The following additional evaluation criteria and conditions apply within shoreland areas:

#### **3.71 Evaluation Criteria.**

A thorough evaluation of the waterbody and the topographic, vegetation, and soils conditions on the site must be made to ensure:

- (1) the prevention of soil erosion or other possible pollution of public waters, both during and after the term of the proposed use;
- (2) the visibility of structures and other facilities as viewed from public waters is limited;
- (3) the site is adequate for water supply and on-site sewage treatment if applicable; and
- (4) the type, uses, and numbers of watercraft that the project will generate are compatible in relation to the suitability of public waters to safely accommodate these watercraft.

#### **3.72 Conditions Attached to Conditional Use Permits.**

The Aitkin County Planning Commission, upon consideration of the criteria listed above and the purposes of this ordinance, and upon making the findings set out in Section 3.4 of this Ordinance, shall attach conditions and restrictions to the issuance of the conditional use permits pursuant to the provisions of Section 3.4 of this Ordinance. Such conditions may include, but are not limited to, those set out in Section 3.4 of this Ordinance and the following:

- (1) increased setbacks from the ordinary high water level;
- (2) reduction and limitation of noise, dust, lighting, signage, traffic and operation of any activity so as to protect adjacent properties and help preserve peace and tranquility in the locality of the use;
- (3) the delivery to the County of such bonds or other security as the Planning Commission deems necessary to insure completion and fulfillment of any restrictions or conditions;

- (4) limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted; and
- (5) special provisions for the location, design, and use of structures, sewage treatment systems, watercraft launching and docking areas, and vehicle parking areas.

## **SECTION 4.0 – SHORELAND CLASSIFICATION SYSTEM LAND USE DISTRICTS**

### **4.1 Shoreland Classification System**

The public waters of Aitkin have been classified below; consistent with the criteria found in Minnesota Regulations, Part 6120.3000, and the Protected Waters Inventory Map for Aitkin County, Minnesota.

- 4.11** The classes of public waters are natural environment lakes, recreational development lakes, general development lakes, remote river segments, forested river segments, transition river segments, agricultural river segments, urban river segments, tributary river segments and public waters/public waters wetlands as shown on the map in Appendix IV, that are not listed as one of the lakes in Section 4.13 of this Ordinance. All of the river classes except tributary consist of watercourses that have been identified as being recreationally significant on a statewide basis. The Tributary class consists of all other watercourses identified in the protected waters inventory. General descriptions of each class follow:
- (1) Natural environment lakes are generally small, often shallow lakes with limited capacities for assimilating the impacts of development and recreational use. They often have adjacent lands with substantial constraints for development such as high water tables, exposed bedrock, and unsuitable soils. These lakes, particularly in rural areas, usually do not have much existing development or recreational use. These lakes usually have less than 150 total acres and less than 60 acres per mile of shoreline, less than 3 dwellings per mile of shoreline and are less than 15 feet deep.
  - (2) Recreational development lakes are generally medium-sized lakes of varying depths and shapes with a variety of landform, soil, and groundwater situations on the lands around them. They often are characterized by moderate levels of recreational use and existing development. Development consists mainly of seasonal and year-round residences and recreationally oriented commercial use. Many of these lakes have capacities for additional development and use. These lakes usually have between 60 and 225 acres of water per mile of shoreline, between 3 and 25 dwellings per mile of shoreline, and are over 15 feet deep.
  - (3) General development lakes are generally large, deep lakes or lakes of varying sizes and depths with high levels and mixes of existing development. These lakes often are extensively used for recreation and, except for the very large lakes, are heavily developed around the shore. Second and third tiers of development are fairly common. The larger examples in this class can accommodate additional development and use. These lakes usually have greater than 225 acres of water per mile of shoreline, over 25 dwellings per mile of shoreline, and are over 15 feet deep.
  - (4) Remote river segments are primarily located in roadless, forested, sparsely populated areas of the northeastern part of the state. Common land uses include multiple-use forestry, some recreation facilities, and occasional seasonal or year-round residential. Low intensity recreational uses of these river segments and adjacent lands are common. This class has limited potential for additional development and recreational use due to land suitability and road access constraints.
  - (5) Forested river segments are located in forested, sparsely to moderately populated areas with some roads in the north-central part of the state. Predominant land uses include multiple-use forestry, some recreation facilities, seasonal residential, and, within commuting distances of several cities, some year-

round residential. Low-intensity recreational uses of these rivers and adjacent lands are common. This class has substantial potential for additional development and recreational use.

- (6) Tributary river segments consist of watercourses mapped in the Protected Waters Inventory that have not been assigned one of the river classes in items D to H. These segments have a wide variety of existing land and recreational use characteristics. The segments have considerable potential for additional development and recreational use, particularly those located near roads and cities.
  - (7) Public waters/public waters wetlands that are not listed in section 4.13 of this Ordinance are generally small, often shallow lakes/wetlands with limited capacities for assimilating the impacts of development and recreational use. See Section 5.14, H for regulations on these waters.
- 4.12** The shoreland area for the waterbodies listed in sections 4.13 and 4.14 shall be as defined in Section 2.781 and as shown on the Official Zoning Map.

**4.13 Aitkin County Lakeshore Classification**

**General Development**

<u>LAKE NAME</u>	<u>ID. #</u>	<u>TOWNSHIP</u>	<u>AREA IN ACRES</u>	<u>YEAR OF SURVEY</u>
Big Sandy	1-62	Shamrock	9,380	1980
		Libby		
		Turner		
		Workman		
Hill	1-142	Hill Lake	898	1978
Mille Lacs	48-2	Lakeside	62,680	1979
		Wealthwood		
		Hazelton		
		Malmo		
Minnewawa	1-33	Shamrock	2,451	1980

## Recreational Development

<u>LAKE NAME</u>	<u>ID. #</u>	<u>TOWNSHIP</u>	<u>AREA IN ACRES</u>	<u>YEAR OF SURVEY</u>
Aitkin	1-40	Turner	850	1981
Ball Bluff	1-46	Cornish	185	1978
Big Pine	58-138	Wagner	85	1978
Cedar	1-209	Farm Island	1,494	1978
		Aitkin		
Clear	1-93	Glen	590	1977
Dam	1-96	Glen	633	1978
		Kimberly		
Diamond	1-171	Farm Island	80	1977
Elm Island	1-123	Nordland	656	1978
Esquagamah	1-147	Waukenabo	808	1977
		Unorg. 49-27		
Farm Island	1-159	Hazelton	2,025	1978
		Farm Island		
Fleming	1-105	Fleming	326	1977
Glacier	1-42	Turner	139	1981
Gun	1-99	Fleming	735	1977
Hammal - (Bass)	1-161	Farm Island	393	1977
Hanging Kettle	1-170	Farm Island	320	1977
Hickory	1-179	Farm Island	183	1977
Horseshoe	1-34	Shamrock	252	1978
Island	1-22	Haugen	281	1978
Jenkins	1-100	Fleming	127	1977
Lone	1-125	Nordland	437	1978
Long	1-89	Glen	433	1977
Moulton	1-212	Unorg. 49-27	199	1977
Nord	1-117	Nordland	414	1978
Pine	1-1	Wagner	391	1978
Pine, Big	1-157	Hazelton	646	1978
Pine, Little	1-176	Farm Island	126	1977
Rabbit	1-91	Glen	210	1977
Rat	1-77	Workman	442	1981
Ripple	1-146	Nordland	676	1978
		Farm Island		
Rock	1-72	Jevne	366	1977
Round	1-23	Haugen	571	1978
		Shamrock		
Round	1-137	Waukenabo	645	1977
Round	1-204	Hazelton	536	1978
Sandy River	1-60	Workman	368	1980
		Shamrock		
Section 10-(Wladimiraf)	1-115	Nordland	440	1978
Section 12	1-120	Nordland	167	1978
Sissabagamah	1-129	Nordland	386	1981
		Spencer		

**Recreational Development (Continued)**

<u>LAKE NAME</u>	<u>ID. #</u>	<u>TOWNSHIP</u>	<u>AREA IN ACRES</u>	<u>YEAR OF SURVEY</u>
Spirit	1-178	Farm Island	523	1977
Sugar	1-87	Malmö	466	1977
		Glen		
Sunset	1-208	Farm Island	135	1978
Tame Fish	18-2	Hazelton	16	1981
Thornton - (Thorton)	1-174	Farm Island	186	1977
Townline	1-207	Farm Island	135	1977
Vanduse	1-58	Ball Bluff	233	1978
Waukenabo	1-136	Waukenabo	819	1977
Wilkins	1-102	Fleming	366	1977

**Natural Environment**

<u>LAKE NAME</u>	<u>ID. #</u>	<u>TOWNSHIP</u>	<u>AREA IN ACRES</u>	<u>YEAR OF SURVEY</u>
Anderson	1-31	Shamrock	97	1981
Anderson	1-177	Farm Island	20	1981
Apple	1-180	Farm Island	27	1981
Avenue	1-191	Unorg. 29-27	29	1981
Bachelor	1-169	Farm Island	80	1981
Bass	1-63	Turner	94	1981
		Libby		
Bass	1-183	Aitkin	53	1981
Bass	1-73	Jevne	60	1977
Bass	1-195	Unorg. 50-27	123	1981
		Unorg. 51-27		
Bay	1-49	Cornish	60	1981
Bear	1-64	Idun	127	1978
Bible - (Hill)	1-144	Hill Lake	21	1981
Birch	1-206	Hazelton	231	1981
Blackface	1-45	Cornish	85	1981
Black Shadow	1-165	Farm Island	29	1981
Blackwater	1-198	Unorg. 51-27	29	1981
Blind	1-188	Unorg. 48-27	323	1981
Blue	1-181	Farm Island	53	1981
		Aitkin		
Boot	1-55	Cornish	77	1981
Brown	1-78	Workman	97	1981
Brown	1-210	Libby		
Camp	1-32	Shamrock	23	1981
Camp	1-98	Kimberly	127	1981
Camp	1-155	Hazelton	60	1981
Carlson	1-166	Farm Island	33	1981
Cartie - (Kruny)	1-189	Unorg. 48-27	27	1981
Cedar	1-65	Idun	260	1978

**Natural Environment (Continued)**

<b><u>LAKE NAME</u></b>	<b><u>ID. #</u></b>	<b><u>TOWNSHIP</u></b>	<b><u>AREA IN ACRES</u></b>	<b><u>YEAR OF SURVEY</u></b>
Chamberlin - (Chamberline)	1-145	Hill Lake	11	1981
Christmas	1-164	Farm Island	50	1981
Clear	1-106	Logan	123	1981
Coon	1-211	Unorg. 48-27	47	1981
Cranberry	1-11	Clark	19	1981
Cranberry	1-152	Hazelton	47	1981
Cranberry	1-202	Unorg. 52-27	130	1981
Cutaway	1-56	Cornish	123	1981
Davis	1-71	Jevne	150	1977
Deer	1-86	Malmo	47	1981
Dogfish	1-185	Aitkin	43	1981
Douglas	1-9	Clark	75	1981
Dummer	1-175	Farm Island	37	1981
Dutch	1-3	Salo	47	1981
Edna	1-213	Unorg. 50-27	220	1981
Edquist	1-119	Nordland	43	1981
Flowage, (Sandy)	1-61	Shamrock	720	1980
Four	1-146 62	Farm Island	47	1981
French	1-104	Fleming	155	1977
Gregg	1-158	Hazelton	27	1981
Hansen - (Hanson)	1-132	Spencer	200	1981
Hay	1-59	Ball Bluff	133	1981
Hill	1-168	Farm Island	23	1981
Holy Water	1-201	Unorg. 52-27	100	1981
Horseshoe	1-154	Hazelton	53	1981
Jay	1-7	Clark	12	1981
Johnson	1-94	Glen	20	1981
Johnson	1-131	Spencer	27	1981
Kangas	1-139	Macville	52	1981
Kelly	1-13	Clark	15	1981
Kingsley Pothole	1-138	Unorg. 50-26	33	1981
Lagoon	1-79	Libby	23	1981
Landgren	1-172	Farm Island	27	1981
Langs	1-108	Unorg. 52-25	43	1981
Laurel	1-153	Hazelton	28	1981
Libby	1-80	Libby	77	1981
Lily	1-88	Glen	50	1981
Lily	1-187	Aitkin	20	1981
Linde	1-121	Nordland	30	1981
Lingroth - (Lindgroth)	1-128	Nordland	83	1978
Little Ball Bluff	1-57	Cornish	37	1978
		Ball Bluff		
Little Blackface	1-48	Cornish	30	1981
Little McKinney - (Upper McKinney)	1-197	Unorg. 51-27	26	1981

**Natural Environment (Continued)**

<b><u>LAKE NAME</u></b>	<b><u>ID. #</u></b>	<b><u>TOWNSHIP</u></b>	<b><u>AREA IN ACRES</u></b>	<b><u>YEAR OF SURVEY</u></b>
Little Prairie	1-16	Balsam	78	1981
Little Red Horse	1-52	Cornish	30	1981
Little Sheriff	1-26	Spalding	43	1981
Little Spruce	1-150	Hazelton	40	1981
Long	1-47	Cornish	30	1981
Long	1-101	Fleming	40	1981
Long	1-173	Farm Island	50	1981
Loon – (Townline)	1-24	Balsam	32	1981
Mallard – (Rice)	1-149	Hazelton	354	1981
Mandy	1-68	Unorg. 47-24	107	1981
McKinney	1-199	Unorg. 51-27	65	1981
Monson – (Sjodin)	1-126	Nordland	50	1981
Moose	1-140	Macville	148	1981
Mud	1-6	Clark	15	1981
Mud	1-29	McGregor	484	1981
Mud	1-35	Shamrock	65	1981
Mud	1-194	Unorg. 50-27	135	1981
Muskeg	1-193	Unorg. 50-27	29	1981
Nelson	1-10	Clark	71	1981
Newstrom	1-97	Kimberly	97	1981
Olds	1-192	Unorg. 50-26	26	1981
Olson – (Ripple)	1-133	Spencer	17	1981
Otter	1-196	Unorg. 50-27	135	1981
		Unorg. 51-27		
Oxbow	1-81	Verdon	36	1981
Packer	1-135	Waukenabo	20	1981
Perkins	1-130	Spencer	20	1981
Perry	1-143	Hill Lake	24	1981
Pickerel	1-182	Aitkin	107	1981
Pine Island – (Pine)	1-167	Farm Island	60	1981
Poor Farm	1-184	Aitkin	28	1981
Porcupine	1-66	Unorg. 45-24	53	1981
Portage	1-69	Unorg. 47-24	387	1977
		Jevne		
Previs	1-141	Hill Lake	17	1981
Raspberry	1-118	Nordland	27	1981
Rat House	1-53	Cornish	122	1981
Red	1-107	Logan	97	1981
Remote	1-38	Turner	135	1981
	1-39	Turner	14	1981
Rice	1-5	Salo	83	1981
		Clark		
Rice	1-30	McGregor	333	1981
Rice	1-67	Lee	4,422	1981
		Unorg. 47-24		

**Natural Environment (Continued)**

<b><u>LAKE NAME</u></b>	<b><u>ID. #</u></b>	<b><u>TOWNSHIP</u></b>	<b><u>AREA IN ACRES</u></b>	<b><u>YEAR OF SURVEY</u></b>
Round	1-70	Jevne	188	1977
Sanders	1-205	Hazelton	36	1981
Sandabacka	1-4	Salo	30	1981
Sanders	1-76	Workman	55	1981
Savanna	1-14	Balsam	90	1981
Section 25	1-127	Nordland	48	1981
Seth	1-116	Nordland	133	1981
Sheriff	1-27	Spalding	97	1981
Shovel	1-200	Unorg. 51-27	230	1981
		Unorg. 52-27		
Shumway	1-15	Balsam	27	1981
Sitas	1-134	Waukenabo	103	1981
Sixteen	1-124	Nordland	20	1981
Spectacle	1-156	Hazelton	107	1981
Split Rock	1-2	Unorg. 45-22	27	1981
Spring	1-90	Glen	30	1981
Spruce	1-8	Clark	26	1981
Spruce	1-151	Hazelton	80	1981
Starry	1-190	Unorg. 49-27	84	1981
Starvation	1-28	Spalding	81	1981
Stony	1-17	Balsam	52	1981
Studhorse	1-110	Unorg. 52-25	63	1981
Swamp	1-92	Glen	276	1981
Sweetman – (Dagle)	1-122	Nordland	30	1981
Tarr	1-186	Aitkin	25	1981
Taylor	1-109	Unorg. 52-25	53	1981
Taylor	1-163	Farm Island	50	1981
Terry	18-162	Unorg. 48-27	32	1981
Third Guide	11-1	Unorg. 52-27	19	1981
Thirty-One	1-114	Glen	40	1981
		Nordland		
Three	1-160	Farm Island	107	1981
Tiesen	1-44	Turner	30	1981
		Turner		
Townline	1-83	Jevne	80	1977
		Fleming		
Turner	1-74	Jevne	63	1981
Turtle	1-113	Glen	53	1981
		Nordland		
Twenty	1-85	Malmo	153	1981
Twenty-One	1-25	White Pine	50	1981
Twin – (Ude)	1-41	Turner	26	1981
Wakefield	1-36	Turner	171	1981
Washburn	1-111	Unorg. 52-25	73	1981
White Elk	1-148	Unorg. 50-26	780	1981

**Natural Environment (Continued)**

<u>LAKE NAME</u>	<u>ID. #</u>	<u>TOWNSHIP</u>	<u>AREA IN ACRES</u>	<u>YEAR OF SURVEY</u>
White Elk	1-148	Unorg. 50-27		
Whispering	1-103	Fleming	23	1978
Wolf	1-19	Balsam	168	1981
		Unorg. 51-22		
Unnamed	1-12	Clark	18	1981
Unnamed	1-20	Unorg. 51-22	19	1981
Unnamed	1-21	Unorg. 52-22	17	1981
Unnamed	1-37	Turner	19	1981
Unnamed	1-43	Turner	26	1981
Unnamed	1-50	Cornish	10	1981
Unnamed	1-54	Cornish	15	1981
Unnamed	1-82	Verdon	39	1981
Unnamed – (Sugar)	1-84	Malmo	23	1977
Unnamed	1-95	Glen	16	1981

**4.14 Rivers and Streams**

River and Stream Classifications: all rivers and streams in Aitkin County having a total drainage area of greater than two (2) square miles and not assigned a river class or zoning map, are assigned a River Classification of tributary.

The following streams are presently designated as official trout streams and must meet lot size, structure and sewer setbacks for Forested Rivers.

Libby Brook: S. 5, 6; T. 50; R. 23 & S. 1, 2; T. 50; R. 24.

Long Lake Creek: S. 10, 15; T. 46; R. 25.

Morrison Brook: S. 4, 9, 10, 14, 15; T. 52; R. 26.

Two Rivers Springs: S. 19; T. 51; R. 23 & S. 24, 25, 26; T. 51; R. 24

- A. Mississippi River – Shoreland that falls within the corridor shall be governed by the Mississippi Headwaters Board Management Plan except where this ordinance is more restrictive, a copy of which is hereby adopted by reference.
- B. Mississippi River Diversion Channel – Land that falls within the channel and accompanying easements are governed by separate regulations.

C. Remote Rivers Legal Description

	<b>FROM</b>	<b>TO</b>
Rice	Boundary of Rice L. Natl. Wildlife Refuge In Sec. 30, T47N, R23W	Boundary of Rice L. Natl. Wildlife Refuge In Sec. 18, T47N, R24W
Snake	Co. Rd. bridge in Sec. 21, T43N, R23W	Border of Aitkin and Kanabec Counties

D. Forested Rivers

Legal Description

	FROM	TO
Swan	Border of Aitkin and Itasca Counties	Confluence with Mississippi R. in Sec. 9, T52N, R23W
Willow	North section line, Sec. 3, T51N, R27W	East section line, Sec. 16, T51N, R26W
	Center, Sec. 30, T51N, R24W	Center, Sec. 6, T50N, R24W
	North section line, Sec. 31, T50N, R24W	Confluence with Mississippi R. in Sec. 2, T48N, R26W
Rice	SE¼ Sec. 24, T46N, R24W	Boundary of Rice L. Natl. Wildlife Refuge in Sec. 30, T47N, R23W
	Boundary of Rice L. Natl. Wildlife Refuge in Sec. 18, T47N, R24W	Confluence with Mississippi R. in Sec. 4, T47N, R26W
Ripple	Outlet of Spirit L. in Sec. 26, T46N, R27W	East section line, Sec. 35, T46N, R27W
	SW¼ Sec. 26, T46N, R26W	Confluence with Mississippi R. in Sec. 24, T47N, R27W
Snake	SE¼ Sec. 2, T44N, R23W	South section line, Sec. 28, T45N, R23W
	NE¼ Sec. 17, T44N, R23W	Co. Rd. bridge in Sec. 21, T43N, R23W

E. Tributary Streams – All protected watercourses in the area shown on the Protected Waters Inventory Map for Aitkin County, a copy of which is hereby adopted by reference, not given a classification in Items A-D above shall be considered “Tributary”.

4.2 Land Use District Descriptions

~~4.21 Criteria For Shoreland Use. The land uses in Section 4.22 must be consistent with the following criteria, considerations and objectives:~~

~~A. General Considerations and Criteria for All Land Uses:~~

- ~~(1) present ownership and development of shoreland areas;~~
- ~~(2) shoreland soil types and their engineering capabilities;~~
- ~~(3) topographic characteristics;~~
- ~~(4) appropriate vegetation cover;~~
- ~~(5) in-water physical characteristics, values, and constraints;~~
- ~~(6) recreational use of the surface water;~~
- ~~(7) road and service center accessibility~~
- ~~(8) socio-economic development needs and plans as they involve water and related land resources;~~
- ~~(9) the land requirements of industry which, by its nature, requires location in shoreland areas; and~~

- ~~(10) the necessity to preserve and restore certain areas having significant historical or ecological value~~

~~B. Factors and Criteria for Planned Unit Developments:~~

- ~~(1) existing recreational use of the surface waters and likely increases in use associated with planned unit developments;~~
- ~~(2) physical and aesthetic impacts of increased density;~~
- ~~(3) suitability of lands for the planned unit development approach;~~
- ~~(4) level of current development in the area; and~~
- ~~(5) amounts and types of ownership of undeveloped lands.~~

~~4.22 Land Use District Descriptions. The land use districts provided below, and the allowable land uses therein for the given classifications of waterbodies, shall be properly delineated on the official Zoning Map for the shorelands of this community. These land use districts are in conformance with the criteria specified in Minnesota Regulation, Part 6120.3200, Sub. 3:~~

~~P—Permitted~~

~~C—Conditional Use Permit Required~~

~~NP—Not Permitted~~

- ~~(1) A special protection district is intended to be used for two basic purposes. The first purpose is to limit and properly manage development in the areas that are generally unsuitable for development or uses due to flooding, erosion, limiting soil conditions, steep slopes, or other major physical constraints. A second purpose is to manage and preserve areas with special historical, natural, or biological characteristics.~~
- ~~(2) A residential district is primarily intended to allow low to medium density seasonal and year-round residential uses on lands suitable for such uses. It is also intended to prevent establishment of various commercial, industrial, and other uses in these areas that cause conflicts or problems for residential uses. Some nonresidential uses with minimal impacts on residential uses are allowed if properly managed under conditional use procedures.~~
- ~~(3) A high density residential district is intended for use on lands with heterogeneous mixes of soils, vegetation, and topography that are not well suited to residential development using standard, lot-block subdivisions. This approach enables such areas to be developed, often even with higher than lot block densities, while also avoiding and preserving unsuitable terrain and soils. Other compatible uses such as residential planned unit development, surface water-oriented commercial, multiple unit single family, parks, historic sites, and semipublic, are also allowed, primarily as conditional uses.~~
- ~~(4) A water-oriented commercial district is intended to be used only to provide for existing or future commercial uses adjacent to water resources that are functionally dependent on such close proximity.~~
- ~~(5) A general use district is intended to be used only for land already developed or suitable for development with concentrated urban, particularly commercial, land uses. It should not generally be used on natural environment lakes or remote river classes. Several other intensive urban uses such as industrial and commercial planned unit development are allowed in this district if handled as conditional uses.~~

~~A. Land Use Districts for Lakes~~

(1) — Special Protection District — Uses

	Forest management	P	P	P
	Sensitive resource management	P	P	P
	Agricultural: cropland and pasture	P	P	P
	Agricultural feedlots	NP	NP	NP
	Parks and historic sites	C	C	C
	Extractive Use	C	C	C
	Single residential	C	C	C
	Mining of metallic minerals and peat	C	C	C
<b>General Development Lakes</b>				
<b>Recreational Development Lakes</b>				
<b>Natural Environment Lakes</b>				

(2) — Residential District — Uses

	Single residential	P	P	P
	Semipublic	C	C	C
	Parks & historic sites	C	C	C
	Extractive use	C	C	C
	Duplex, triplex, quad residential	C	C	C
	Forest management	P	P	P
	Mining of metallic minerals and peat	C	C	C
<b>General Development Lakes</b>				
<b>Recreational Development Lakes</b>				
<b>Natural Environment Lakes</b>				

(3) — High Density Residential District — Uses

	Residential planned unit developments	C	C	C
	Single residential	P	P	P
	Surface water-oriented commercial	C	C	C
	Semipublic	C	C	C
	Parks & historic sites	C	C	C
	Duplex, triplex, quad residential	P	P	P
	Forest management	P	P	P
<b>General Development Lakes</b>				
<b>Recreational Development Lakes</b>				
<b>Natural Environment Lakes</b>				

	<b>Remote</b>	<b>Forested</b>	<b>Tributary</b>
Forest management	P	P	P
Sensitive resource management	P	P	P
Agricultural: cropland and pasture	P	P	P
Agricultural feedlots	NP	NP	NP
Parks and historic sites	C	C	C
Extractive Use	C	C	C
Single residential	C	C	C
Mining of metallic minerals and peat	C	C	C

B. Land Use Districts for Rivers and Streams  
(1) Special Protection District—Uses

	<b>General</b>	<b>Recreational</b>	<b>Natural</b>
Commercial	C	C	C
Commercial planned unit development**	C	C	C
Industrial	NP	NP	NP
Public, Semipublic	P	P	C
Extractive Use	C	C	C
Parks & historic sites	C	C	C
Forest management	P	P	P
Mining of metallic minerals and peat	C	C	C

(5) General Use District—Uses

\*As accessory to a residential planned unit development  
\*\*Limited expansion of a commercial planned unit development involving up to six additional dwelling units or sites may be allowed as a permitted use provided the provisions of Section 8.0 of this ordinance are satisfied.

	<b>General</b>	<b>Recreational</b>	<b>Natural</b>
Surface water-oriented commercial	C	C	C
Commercial planned unit development**	C	C	C
Public, semipublic	C	C	C
Parks & historic sites	C	C	C
Forest management	P	P	P

(4) Water Oriented Commercial District—Uses

Commercial	Remote	Forested	Tributary
Commercial-planned unit development**	G	G	G
Industrial	NP	NP	NP
Public, semipublic	C	C	C
Extractive use	C	C	C
Parks and historic sites	C	C	C
Forest management	P	P	P
Mining of metallic minerals and peat	C	C	C

(5) — General Use District — Uses

Surface water-oriented commercial	Remote	Forested	Tributary
Commercial-planned unit development*	C	C	C
Public, semipublic	C	C	P
Parks and historic sites	C	C	C
Forest management	P	P	P

(4) — Water-oriented Commercial — Uses

Residential-planned unit developments	Remote	Forested	Tributary
Single residential	P	P	P
Surface water-oriented commercial*	C	C	C
Semipublic	C	C	C
Parks and historic sites	C	C	C
Duplex, triplex, quad residential	P	P	P
Forest management	P	P	P

(3) — High Density Residential — Uses

\*As accessory to a residential-planned unit development  
 \*\*Limited expansion of a commercial-planned unit development involving up to six additional dwelling units or sites may be allowed as a permitted use provided the provisions of Section 8.0 of this ordinance are satisfied.

Single residential	Remote	Forested	Tributary
Semipublic	P	P	P
Parks and historic sites	C	C	P
Extractive use	C	C	C
Duplex, triplex, quad residential	C	C	C
Forest management	P	P	P
Mining of metallic minerals and peat	C	C	C

(2) — Residential District — Uses

\*As accessory to a residential planned unit development

\*\*Limited expansion of a commercial planned unit development involving up to six additional dwelling units or sites may be allowed as a permitted use provided the provisions of Section 7.0 of this ordinance are satisfied.

**4.23 Classification List.** The following use list will be in effect until individual lakes and rivers are redistricted, at which time 4.22A and 4.22B will be used **Purpose - To identify land uses that are compatible with the protection and preservation of shoreline resources in order to conserve the economic and environmental values of shoreland and sustain water quality.**

**CLASSIFICATION LIST**

A "C" appearing in the table for any use means that the Conditional use will be permitted in that district only if the Planning Commission issues a Conditional or Interim Use Permit is granted by the Planning Commission. A "P", means that the use is allowed with a permit in the zone district subject to the general provisions of the zoning ordinance. A "NP" means that the use is not-permitted. For uses not included on this list, application shall be made to the Board of Adjustment for Interpretation.

Industrial Use: Any type of manufacturing of goods, products, or commodities intended for wholesale purpose. A detailed statement including volume of operation and site layout must be submitted to the Zoning Office prior to permit application.

Lakes (Rivers)	GD (Tributary)	RD (Forested)	NE (Remote)
Acoustical material, mfg., storage	C	C	NP
Adult entertainment businesses	NP	NP	NP
Ag. Imp., distr., display, rep., sale	C	C	NP
Airport	NP	NP	NP
Airport, sea base	C	C	C
Amusement park	C	C	NP
Animal hospital	NP	NP	NP
Antique Sales	C	C	C
Antique displays, auto., mach., etc.	C	C	NP
Appl. Repair, sm. Household and/or sales	C	C	NP
Armory	NP	NP	NP
Asphalt and products processing, petroleum contaminated soil treatment plant	NP	NP	NP
Association (clubs, lodges) private	C	C	C
Athletic club	C	C	C
Athletic field	C	C	C
Auditorium, assembly hall	C	C	NP
Auto & truck sale, repair part, body shop	C	C	NP
Baker mfg., sales (sm. Home operation)	C	C	C
Baked goods, mfg. (industrial type)	NP	NP	NP
Bank and trust co., loan co.	C	NP	NP
Bar, saloon, cocktails, tavern	C	C	C
Beauty shop	C	C	C
Bed and breakfast	C	C	C
Beverage, wholesale and storage	NP	NP	NP
Bicycle, snowmobile, rep. And sales	C	C	C
Billboard, advertising display	C	C	NP
Bottled gas, storage, distribution	C	C	NP
Bowling alley	C	C	NP
Bldg. Contractor, large equip. warehouse	NP	NP	NP
Bldg. Contractor, light, res. And gen.	C	C	C
Bldg. Materials, storage and sales	C	C	NP
Brewery	NP	NP	NP
Broadcasting studio (radio & TV)	C	C	NP
Bus line, depot, garage, repair	NP	NP	NP
Bus storage (school, private)	C	C	C

Business Office, general	C	C	C
Business Office, professional	C	C	C
Café, restaurant, supper club	C	C	C
Campground (private, public)	C	C	C
Carpenter shop & power woodworking	C	C	C
Carpet & rugs, sales & storage	C	C	C
Carwash	NP	NP	NP
Casino	C	C	NP
Cement, concrete, mfg., sales, storage	C	C	NP
Cemetery (except family burial)	C	C	NP
Childcare center, playschool	C	C	C
Church, synagogue	C	C	C
Coin machine, rental & service	C	C	NP
College	C	C	NP
Community Center, Town Hall	C	C	C
Computer Graphics, Computer Businesses	C	C	C
Conservation Subdivision	C	C	C
Convent	C	C	NP
Curio & souvenir shop	C	C	NP
Dairy farm (exclusive of residence)	C	C	NP
Dairy products, sales & storage	C	C	C
<b>Lakes (Rivers)</b>	<b>GD (Tributary)</b>	<b>RD (Forested)</b>	<b>NE (Remote)</b>
Dance hall, pavilion	C	C	C
Dog pound, kennel	G NP	G NP	NP
Drive-in Restaurant	C	C	NP
Drive-in Theater	NP	NP	NP
Driving range, golf	C	C	C
Dry cleaning, bulk processing	C	C	NP
Dwelling, single family (mobile)	P	P	P
Dwelling, two family	C	C	C
Electric co., yards, substation	C	C	NP
Elevators, grain, corn, etc.	NP	NP	NP
Essential services	P	P	P
Exotic Animals	NP	NP	NP
Explosives, storage, distribution	NP	NP	NP
Express co., warehouse, garage	NP	NP	NP
Fairground	NP	NP	NP
Farm (commercial)	C	C	C
Farm, hobby	C	C	C
Feed lot	NP	NP	NP
Feed, storage & sales	C	C	NP
Fertilizer, natural or processed except explosive, storage or sales	NP	NP	NP
Fertilizer (anhydrous ammonia), storage or sales	NP	NP	NP
Firearms Dealer	C	C	C
Fire station, fire tower	C	C	C
Fish or meat sales	C	C	C
Fish hatchery, fish farm, public, private	C	C	C
Fish house storage area	C	C	NP
Florist, greenhouse, nursery & sales	C	C	C
Forestland, private, commercial, public	P	P	P
Frozen food, cold storage locker	C	C	C
Fur farm, preparation, storage	NP	NP	NP
Game preserve, sanctuary	C	C	C
Game farm (with hunting)	NP	NP	C
Garage, public storage	C	C	NP
Garage sale	P	P	P
Gasoline – commercial retail	C	C	C
Golf course	C	C	C
Gravel pit, crushing operation, screening	C	C	C
Gravel pit, asphalt, ready mix, processing operation	NP	NP	NP
Grocery (with bait)	C	C	C
Group home (handicapped) 7 or more residents	C	C	C

Half-way house – 7 or more residents	C	C	C
Home, old age, children, nursing, maternity 7 or more residents	C	C	C
Home occupation	P	P	P
Hospital, public & private	C	C	NP
Housing, group or cluster (PUD)	C	C	C
Ice, manufacturing, sales	C	C	C
Ice skating rink – outdoor & public	C	C	C
Industrial park	NP	NP	NP
Industrial uses – see 2.745	NP	NP	NP
Junk & salvage yard, outside motor vehicle storage	NP	NP	NP
Laboratory research	C	C	NP
Laundry, bulk processing	NP	NP	NP
Laundromat	C	C	C
Liquor, off-sale	C	C	C
Lumber yard, retail	C	C	NP
Machine shop	C	C	NP
<b>Lakes (Rivers)</b>	<b>GD (Tributary)</b>	<b>RD (Forested)</b>	<b>NE (Remote)</b>
Marine, marina	C	C	NP
Meat processing, locker plant	C	C	NP
Mineral exploration	C	C	C
Mining, quarry, equipment, crushing, etc.	C	C	NP
Mobile home, seasonal or travel trailer (temporary)	P	P	P
Mobile home park	C	C	NP
Motel, hotel	C	C	NP
Museum, historical display	C	C	NP
Oil products, fuel storage (bulk)	NP	NP	NP
Paper & wood products, processing	C	NP	NP
Park, playground (no overnight camping)	P	P	C
Pipe, culvert, mfg.	NP	NP	NP
Pipe line, gas, oil, etc.	C	C	C
Professional office, doctor, etc.	C	C	C
Public building, including utility plant	C	C	C
Race track	NP	NP	NP
Radio, TV transmitting station, telecommunication towers	C	C	C
Ready mix, concrete plant	NP	NP	NP
Retail stores, sales (not specified)	C	C	C
Resort, rental cabins, incl. Residence	C	C	C
Rice farm, paddy, cranberry farm	C	C	C
Roadside park, rest (no overnight)	P	P	C
Roller skating rink, indoor ice skating	C	C	NP
Sauna, steambath	C	NP	NP
Sawmill	C	C	NP
Sawmill portable (temporary)	C	C	C
School, public & private	C	C	NP
School, commercial	C	C	NP
Second hand store, flea market	C	C	NP
Septic tank mfg.	NP	NP	NP
Sewage Treatment Plant	C	C	C
Shopping center	NP	NP	NP
Shooting range (indoor & outdoor) (trap, skeet, rifle, archery)	C	C	C
Silk Screening	C	C	C
Slaughter house	NP	NP	NP
Solid waste disposal site	NP	NP	NP
Solid waste transfer station	NP	NP	NP
Swimming pool, public	C	C	NP
Tannery	NP	NP	NP
Taxidermist	C	C	C
Tire, repair, equipment supplies, sales	C	C	NP
Timber harvest, logging operation	P	P	P
Upholstering	C	C	C
Vacation/Private Home Rental	C	C	NP
Water reservoir and related facility	C	C	C

Water treatment plant	C	C	C
Welding shop	C	C	NP
Wood products, secondary (pallet, etc.)	C	C	NP

4.24 For public waters/public waters wetlands as shown on the map in Appendix IV V, that are not listed as one of the lakes in Section 4.13 of this Ordinance, the classification list found in Appendix A of the Aitkin County Zoning Ordinance, shall be the use list.

## SECTION 5.0 – ZONING AND WATER SUPPLY/SANITARY PROVISIONS

### 5.1 Lot Area and Width Standards.

The lot area (in square feet) and lot width/frontage standards (in feet) for single, duplex, triplex and quad residential lots created after the date of enactment of this ordinance for the lake and river/stream classifications are the following: The minimum lot width dimension beyond the building setback line shall be 50% of the required lot width.

#### 5.11 Unsewered Lakes

##### A. Natural Environment:

	Riparian Lots Area	Width	Nonriparian Lots Area	Width
Single	80,000	200	80,000	200
Duplex	120,000	300	160,000	400
Triplex	160,000	400	240,000	600
Quad	200,000	500	320,000	800

##### B. Recreational Development:

	Riparian Lots Area	Width	Nonriparian Lots Area	Width
Single	40,000	150	40,000	150
Duplex	80,000	225	80,000	265
Triplex	120,000	300	120,000	375
Quad	160,000	375	160,000	490

##### C. General Development:

	Riparian Lots Area	Width	Nonriparian Lots Area	Width
Single	20,000	100	40,000	150
Duplex	40,000	180	80,000	265
Triplex	60,000	260	120,000	375
Quad	80,000	340	160,000	490

#### 5.12 Sewered Lakes

##### A. Natural Environment:

	Riparian Lots Area	Width	Nonriparian Lots Area	Width
Single	40,000	125	20,000	125

Duplex	70,000	225	40,000	220
Triplex	100,000	325	60,000	315
Quad	130,000	425	80,000	410

**B. Recreational Development:**

	Riparian Lots		Nonriparian Lots	
	Area	Width	Area	Width
Single	20,000	100	20,000	100
Duplex	40,000	180	40,000	180
Triplex	60,000	260	60,000	260
Quad	80,000	340	80,000	340

**C. General Development:**

	Riparian Lots		Nonriparian Lots	
	Area	Width	Area	Width
Single	20,000	100	20,000	100
Duplex	40,000	180	40,000	180
Triplex	60,000	260	60,000	260
Quad	80,000	340	80,000	340

**5.13 River/Stream Lot Width and Area Standards.** The lot width and area standards for single, duplex, triplex and quad residential developments for the six river/stream classifications are:

**MINIMUM LOT WIDTH STANDARDS in Feet**

	Remote	Forested	Tributary	
			Unsewered	Sewered
Single	300	200	100	75
Duplex	450	300	150	115
Triplex	600	400	200	150
Quad	750	500	250	190

**MINIMUM LOT AREA STANDARDS in Square Feet**

	REMOTE	FORESTED	TRIBUTARY
Single	80,000	60,000	40,000
Duplex	120,000	90,000	60,000
Triplex	160,000	120,000	80,000
Quad	200,000	150,000	100,000

**5.14 Additional Special Provisions.**

- A. Residential subdivisions with dwelling unit densities exceeding those in the tables in Section 5.12 and 5.13 can only be allowed if designed and approved as residential planned unit developments under Section 7.0 of this ordinance. Only land above the ordinary high water level of public waters can be used to meet lot area standards, and lot width standards must be met at both the ordinary high water level and at the building line. The sewered lot area dimensions in section 5.12 can only be used if publicly owned sewer system service is available to the property.

- B. Subdivisions of duplexes, triplexes, and quads on Natural Environment Lakes must also meet the following standards:
- (1) each building must be set back at least 200 feet from the ordinary high water level;
  - (2) each building must have common sewage treatment and water systems in one location and serve all dwelling units in the building;
  - (3) watercraft docking facilities for each lot must be centralized in one location and serve all dwelling units in the building; and
  - (4) no more than 25 percent of a lake's shoreline can be in duplex, triplex, or quad developments.
- C. One guest cottage may be allowed on lots meeting or exceeding the duplex lot area and width dimensions presented in Sections 5.11-5.13, provided the following standards are met:
- (1) for lots exceeding the minimum lot dimensions of duplex lots, the guest cottage must be located within the smallest duplex-sized lot that could be created including the principal dwelling unit;
  - (2) a guest cottage must not cover more than 700 square feet of land surface (excluding deck) and must not exceed 15 feet in height; and in addition to all other restrictions, as of June 1, 2005, the building coverage shall not exceed 15% of the lot area and the total impervious surface coverage shall not exceed 25% of the lot area.
  - (3) a guest cottage must be located or designed to reduce its visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks or color, assuming summer leaf-on conditions.
- D. Lots intended as controlled accesses to public waters or as recreation areas for use by owners of nonriparian lots are permissible and must meet or exceed the following standards:
- (1) they must meet the width and size requirements for residential lots, and be suitable for the intended uses of controlled access lots.
  - (2) if docking, mooring, or over-water storage of more than six (6) watercraft is to be allowed at a controlled access lot, then the width of the lot (keeping the same lot depth) must be increased by 25 percent for each watercraft beyond six.
  - (3) they must be jointly owned by all purchasers of lots in the subdivision or by all purchasers of nonriparian lots in the subdivision who are provided riparian access rights on the access lot; and
  - (4) covenants or other equally effective legal instruments must be developed that specify which lot owners have authority to use the access lot and what activities are allowed. The activities may include watercraft launching, loading, storage, beaching, mooring, or docking. They must also include other outdoor recreational activities that do not significantly conflict with general public use of the public water or the enjoyment of normal property rights of adjacent property owners. Examples of the nonsignificant conflict activities include swimming, sunbathing, or picnicking. The covenants must limit the total number of vehicles allowed to be parked and the total number of watercraft allowed to be continuously moored, docked, or stored over water, and must require centralization of all common facilities and activities in the most suitable locations on the lot to minimize topographic and vegetation alterations. They must also require all parking areas, storage buildings, and other facilities to be screened by vegetation or

topography as much as practical from view from the public water, assuming summer, leaf-on conditions.

Access for non-riparian lots can only be through a controlled access lot. Easements or other instruments drafted for non-riparian lot owners to allow access to public waters shall be prohibited.

E. Recreational Camping Vehicle Use Standards

- (1) Recreational camping vehicles shall not be used as a principal structure.
- (2) Any recreational camping vehicle that is on a parcel of land, that does not have a principal dwelling unit, for more than 180 days out of a 365 day period, shall be considered a structure and shall conform to the requirements of this Ordinance.
- (3) No more than one recreational camping vehicle may use provision number 2 above. If a lot meets the duplex lot size requirements in Section 5.11 then a second recreational camping vehicle would be allowed under number 2 above.
- (4) A parcel of land that has a principal dwelling unit may use one recreational camping vehicle. The recreational camping vehicle is not to be used for rent or commercial purposes. Sewage and/or wastewater shall not be discharged to an unapproved individual sewage treatment system or to the ground surface.
- (5) No more than two recreational camping vehicles may be stored on a parcel of land and only at a location meeting all structural setback distance requirements. Recreational camping vehicles that are being stored inside an accessory structure are excluded from this section subsection.
- (6) A fully licensed recreational camping vehicle meeting all requirements of this section, may be used as an occasional sleeping facility and must meet all structural setback distance and septic system requirements.
- (7) All recreational camping vehicles, being stored outside, must be fully licensed within state requirements for transportation purposes.

F. Home occupations must be consistent with the following provisions.

- (1) Conduct of the home occupation shall not change the residential character thereof and shall be conducted within the home.
- (2) Signage shall consist of no more than one single or double-faced sign with a maximum area of two square feet per side.
- (3) No outdoor display of goods.
- (4) Except for goods or articles produced on the premises, no stock in-trade shall be sold on the premises.
- (5) Additional need for parking generated by the home occupation shall be limited to three spaces and shall meet all required setback distances.
- (6) All home occupations shall conform to Section 4.23 (must not be a non-permitted use).
- (7) Should the home occupation be repair, the items repaired shall be of a size or nature that repair can occur within the home.
- (8) No outside storage is permitted.
- (9) The home occupation shall not generate sewage of a nature or type that exceeds the allowable strength limits to be discharged to an Individual Sewage Treatment System as established by the Minnesota Pollution Control Agency.

- G. **Outside Motor Vehicle Storage Standards.**
- (1) Outside storage of unlicensed motor vehicles and/or parts is not permitted where the waste, body or discarded material is equal in bulk to two (2) or more motor vehicles or a volume of 1440 cubic feet, whichever is less.
  - (2) All outside storage of unlicensed motor vehicles and/or parts must meet setback distance requirements of this Ordinance.
- H. For public waters/public waters wetlands as shown on the map in Appendix IV V, that are not listed as one of the lakes in Section 4.13 of this Ordinance, the structure and septic system setback distance requirements shall be the same as for a Natural Environment Lake. No other provision of this Ordinance shall apply to the above mentioned public waters/public waters wetlands.

**5.2 Placement, Design, and Height of Structures.**

**5.21 Placement of Structures on Lots.** When more than one setback applies to a site, structures and facilities must be located to meet all setbacks. Where dwelling units exist on the adjoining lots on both sides of a proposed dwelling site, dwelling setbacks may be altered without a variance to a point twenty (20) feet landward from the adjacent development (from the dwelling unit not including decks or patios) shoreline average to the ordinary high water level, provided the proposed dwelling site is not located in the shore impact zone or bluff impact zone. The existing structure on adjoining lots must be of a quality such that a reasonable and prudent person would use the same for the purpose of habitation, and must not be a recreational camping vehicle, guest cottage or accessory structure. Structures shall be located as follows.

A. **Structures and On-site Sewage System Setbacks (in feet) from the Ordinary High Water Level\*.**  
**SETBACKS\***

Classes of Public Waters	Structures		Sewage Treatment Systems
	Unsewered	Sewered	
<b>Lakes</b>			
Natural Environment	150	150	150
Recreational Development	100	75	75
General Development	75	75	75
<b>Rivers</b>			
Remote	200	200	150
Forested	150	150	100
Tributary	100	75	75

\*The shore impact zone for Natural Environmental Lakes is 75 feet and 50 feet for both Recreational Development Lakes and General Development Lakes.

\*One water-oriented accessory structure designed in accordance with Section 5.22 of this ordinance may be set back a minimum distance of ten (10) feet from the ordinary high water level.

B. **Additional Structure Setbacks.** The following additional structure setbacks apply, regardless of the classification of the waterbody:

Setback From:	Setback (in feet)
(1) ..... top of bluff; .....	30
(2) unplatted cemetery; .....	50
(3) right-of-way line of..... federal, state, or county highway; and	50

- (4) right-of-way line of..... 30  
town road, public street, private  
road easement  
or other roads or streets  
not classified.
- (5) property line, alley, boulevard..... 10

- C. Bluff Impact Zones. Structure and accessory facilities, except stairways and landings, must not be placed within bluff impact zones.
- D. Uses Without Water-oriented Needs. Commercial, public, and semi-public uses without water-oriented needs must be located on lots or parcels without public water frontage, or, if located on lots or parcels with public waters frontage, must either be set back double the ordinary high water level setback or be substantially screened from view from the water by vegetation or topography, assuming summer, leaf on conditions.

**5.22 Design Criteria For Structures.**

- A. High Water Elevations. Structures must be placed in accordance with any floodplain regulations applicable to the site. Where these controls do not exist, the elevation to which the lowest floor, including basement or crawl space, is placed or flood-proofed must be determined as follows:
  - (1) for lakes, by placing the lowest floor at a level at least three feet above the highest known water level, or three feet above the ordinary high water level, whichever is higher.
  - (2) for rivers and streams, by placing the lowest floor at least three feet above the flood of record, if data is available. If data is not available, by placing the lowest floor at least three feet above ordinary high water level, or by conducting a technical evaluation to determine effects of proposed construction upon flood stages and flood flows and to establish a flood protection elevation. Under all three approaches, technical evaluations must be done by a qualified engineer or hydrologist consistent with parts 6120.5000 to 6120.6200 governing the management of flood plain areas. If more than one approach is used, the highest flood protection elevation determined must be used for placing structures and other facilities; and
  - (3) water-oriented accessory structures may have the lowest floor placed lower than the elevation determined in this item if the structure is constructed of flood-resistant materials to the elevation, electrical and mechanical equipment is placed above the elevation and, if long duration flooding is anticipated, the structure is built to withstand ice action and wind-driven waves and debris.
- B. Water-oriented Accessory Structures. Each tract of land which meets the size requirements of Section 5.1 and 6.2 of this Ordinance may have one water-oriented accessory structure not meeting the normal structure setback in Section 5.21,A of this ordinance if this water-oriented accessory structure complies with the following provisions:
  - (1) the structure or facility must not exceed ten feet in height, exclusive of safety rails, and cannot occupy an area greater than 120 square feet and the maximum width of the structure is 10 feet as measured parallel to the configuration of the shoreline. Detached decks must not exceed eight feet above grade at any point;
  - (2) the setback of the structure or facility from the ordinary high water level must be at least ten feet;

- (3) the structure or facility must be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks or color, assuming summer, leaf-on conditions;
- (4) the roof may be used as a deck with safety rails, but must not be enclosed or used as a storage area;
- (5) the structure or facility must not be designed or used for human habitation and must not contain water supply or sewage treatment facilities;
- (6) the structure or facility must be located in the center third of the owners riparian lot or at least 50 feet from the side lot line, whichever is less.

C. **Stairways, Lifts, and Landings.** Stairways and lifts are the preferred alternative to major topographic alterations for achieving access up and down bluffs and steep slopes to shore areas. Stairways and lifts must meet the following design requirements:

- (1) stairways and lifts must not exceed four feet in width on residential lots. Wider stairways may be used for commercial properties, public open-space recreational properties, and planned unit developments;
- (2) landings for stairways and lifts on residential lots must not exceed 32 square feet in area. Landings larger than 32 square feet may be used for commercial properties, public open-space recreational properties, and planned unit developments;
- (3) canopies or roofs are not allowed on stairways, lifts, or landings;
- (4) stairways, lifts, and landings may be either constructed above the ground on posts or pilings, or placed into the ground, provided they are designed and built in a manner that ensures control of soil erosion, further that the design is approved by the Planning and Zoning Office prior to construction;
- (5) stairways, lifts and landings must be located in the most visually inconspicuous portions of lots, as viewed from the surface of the public water assuming summer, leaf-on conditions, whenever practical;
- (6) facilities such as ramps, lifts, or mobility paths for physically handicapped persons are also allowed for achieving access to shore areas, provided that the dimensional and performance standards of subitems (1) to (5) are complied with in addition to the requirements of Minnesota Rules, Chapter 1340.

D. **Significant Historic Sites.** No structure shall be placed on a significant historic site in a manner that affects the values of the site unless adequate information about the site has been removed and documented in a public repository.

E. **Steep Slopes.** The Zoning Administrator must evaluate possible soil erosion impacts and development visibility from public waters before issuing a permit for construction of sewage treatment systems, roads, driveways, structures, or other improvements on steep slopes. When determined necessary, conditions must be attached to issued permits to prevent erosion and to preserve existing vegetation screening of structures, vehicles, and other facilities as viewed from the surface of public waters, assuming summer, leaf-on vegetation.

- F. Maximum structure height is 35 feet. This does not include churches, telecommunication towers, water towers, chimneys, wind-powered generators, essential services, and buildings permitted as part of a conditional use permit.
- G. In addition to the water oriented accessory structure (WOAS) allowed in 5.22, B, a patio will be allowed that meets the following:
- 1) Shall be no larger than 2 square foot per lineal foot of lot width, and
  - 2) The patio must be setback from the ordinary high water (OHW) level of at least 10 feet, and
  - 3) The area between the patio and the OHW level must be in native vegetation or grass cover or natural state or not mowed,
  - 4) The patio runoff must not drain towards the water body.
  - 5) Patios must be located within the open area as described in 5.31,B(2)c. If the patio is located outside this area it must be located where there is a 25 foot unmowed vegetated buffer between the lake and patio or outside the shore impact zone, and
  - 6) Maximum size of a patio and any other water oriented structures shall not exceed a combined square footage of 400 sq.ft. on a Natural Environment lake and 600 sq.ft on a General Development lake or Recreational Development lake.

For all patios within the building setback distance from the OHW that exceed 240 sq.ft in area, a stormwater management plan must be developed (by a licensed engineer in the State of Minnesota, or a soil and water conservation district trained staff or a licensed landscape architect) and constructed to treat the runoff from the patio.

### **5.3 Shoreland Alterations**

Alterations of vegetation and topography will be regulated to prevent erosion into public waters, fix nutrients, preserve shoreland aesthetics, preserve significant sites, prevent bank slumping, and protect fish and wildlife habitat.

#### **5.31 Vegetation Alterations.**

- A. The intent is to have a shoreline buffer, consisting of trees, shrubs, and ground cover for purposes of soil retention and filtering runoff. Vegetation alteration necessary for the construction of structures and sewage treatment systems and the construction of roads and parking areas regulated by Section 5.4 of this ordinance are exempt from the vegetation alteration standards that follow.
- B. Removal or alteration of vegetation, except for agricultural and forest management uses as regulated in Sections 5.62 and 5.63, respectively, is allowed subject to the following standards:
- (1) Cutting of trees and shrubs within the shore and bluff impact zones and on steep slopes is not allowed, except as provided for in subparagraph (2) below. Intensive vegetation clearing for forest land conversion to another use outside of these areas is allowable as a conditional use if an erosion control and sedimentation plan is approved by the soil and water conservation district in which the property is located.
  - (2) A vegetation alteration permit is required prior to vegetative clearing in the shore impact zone and bluff impact zone and on steep slopes. In shore impact zones and bluff impact zones and on steep slopes, no clearing or cutting of trees and shrubs will be allowed until a plan is submitted to and approved by the Aitkin County Planning and Zoning Office. The approved plan shall be submitted with the application for the vegetation alteration permit. The approval of the plan may require re-vegetation to meet the intent of this section. Limited pruning and trimming of trees is allowed to provide a view to the water from the principal dwelling site and picnic

areas, access paths, beach and watercraft access areas, and permitted water-oriented accessory structures or facilities, provided that:

- (a) the screening of structures, vehicles, or other facilities as viewed from the water, assuming summer, leaf-on conditions, shall not be substantially reduced;
- (b) along rivers and lakes, existing shading of water surfaces shall be preserved;
- (c) If the shore impact zone has had no past vegetation removal, as a general rule, the plan would allow removal of up to 1/3 of the trees greater than 5" in diameter 4.5 feet above ground level (DBH), diameter at breast height, and 1/3 of the trees/shrubs less than 5" (DBH) in a non-contiguous pattern as long as screening is maintained and shading of the shoreline is still provided. To allow access to water bodies for individual lot owners, an open area (**recreational use area**) of 40 feet or 33% of the lot width, whichever is less, may be allowed to be cleared of trees and shrubs, as long as the above 1/3 tree/shrub removal is still in compliance. The clearing shall not extend more than 25 feet landward from the ordinary high water level. A grass cover shall remain to prevent erosion to the water body.

As an incentive to move the above described open areas off the shoreline, if the open area begins at least 25 feet back from the ordinary highwater (OHW) level an open area of 60 feet or 50% of the lot width, whichever is less and 30 feet in depth, may be allowed to be cleared of trees and shrubs, as long as the above 1/3 tree/shrub removal is still in compliance. The area between the OHW level and open area must be left in its natural condition excluding a 10 foot wide access path from the open area to the waterbody.

**From the shore impact zone to the required building setback from the ordinary highwater level, adequate trees shall remain to meet the requirements in (2),(a) above.**

- (d) Burning of yard waste (including leaves, twigs, stumps, and grass) is not permitted within the shore and bluff impact zones or on steep slopes. A fire ring or pit is allowed as long as it does not exceed 3 feet in diameter.
- (e) **Exception-** Limited pruning is allowed as long as adequate screening and shading as viewed from the water is maintained and preserved, during leaf on periods of the year. Dead, diseased or hazardous trees may be removed with the landowners being encouraged to replace them by planting a species suitable for the site.

C. Use of fertilizers, herbicides and pesticides in the shoreland management district must be done in such a way as to minimize runoff into the shore impact zone or public water by the use of earth, vegetation, or both. If fertilizer is used it must be phosphorus free.

### **5.32 Grading and Filling/Land Alteration Permits.**

- A. Grading and filling and excavations necessary for the construction of structures, sewage treatment systems, and driveways under validly issued construction permits for these facilities do not require the issuance of a separate land alteration permit. However, the grading and filling standards in Section E must be incorporated into the issuance of permits for construction of structures, sewage treatment systems, and driveways.
- B. Work below the OHW level requires approval by the Department of Natural Resources.
- C. Maintenance of driveways, public roads and parking areas are regulated by Section 5.4 of this ordinance.

- D. Except for the activities described in Items A and C above, a plan must be submitted to the Aitkin County Planning and Zoning Office for approval prior to issuance of a land alteration permit. A land alteration permit may require the revegetation of the shore impact zone to meet the intent of Section 5.31.

Activities requiring a land alteration permit:

- (1) On steep slopes and shore and bluff impact zones - activities that involve the excavation and/or placement of earthen material of more than 240 square feet of area.  
  
With a permit, a minimum amount of excavation and/or placement of material to achieve the goal of the project may be permitted but shall not exceed 30 cubic yards of material. The 30 cubic yards is the maximum amount of excavation or placement of material allowed on an existing parcel of land. The excavation or placement of material shall be done within any existing or proposed recreational use area or access path and not in a separate area; and
- (2) Outside of steep slopes and shore and bluff impact zones - activities that involve the excavation or placement of more than fifty (50) cubic yards of material.  
  
However, when at any one time, more than 200 cubic yards of excavation or fill is proposed outside the permitted excavation of the structure, an erosion or sedimentation plan must be submitted to the Aitkin County Zoning Office for referral to the Aitkin County Water and Soil Conservation District for technical review and approval.
- (3) Excavation or placement of fill, as described in D (1) and D (2) above, is allowed no more than twice, ~~unless the excavation or placement of fill is to regrade an annual ice ridge.~~
- (4) Access to water bodies for purposes of launching trailered watercraft require a land alteration permit, ~~and are only allowed on lakes without a public water access or with a public water access where launching of watercraft is not practical due to topography or other site restrictions.~~ A plan must be submitted to the Aitkin County Soil and Water Conservation District for review and to the Aitkin County Planning and Zoning for approval. The plan must show how surface water run-off will be managed to prevent erosion and sedimentation into the water body. The intent is to prevent exposed soil and/or concrete/asphalt driveways to the lake and to use vegetated areas for filtration. In certain cases, if needed to accomplish the purpose of the access, vegetation intermixed with soil/concrete/asphalt may be permitted.
- (5) Annual Ice Ridge. An annual ice ridge created within the last year by ice action may be regraded to their original shoreline contour with a land alteration permit and not have to meet the requirements of D (1) thru D (3) above, provided the following are met:
  - a. There shall be no topsoil or vegetated matter deposited into the lake.
  - b. Work is completed by September 1<sup>st</sup> after the damage takes place.
  - c. All No disturbed material shall be graded landward or removed from the site placed below the ordinary high water level.
  - d. An erosion, sediment control, and vegetation stabilization plan must be submitted to and approved by the Aitkin County Environmental Services Department before issuance of the permit and before any construction begins and shall be implemented immediately.
  - e. Any activity below the OHWL requires applicable MN DNR approval and permits.
- (6) Rip-Rap. Placement of natural rock rip-rap, including associated grading of the shoreline and placement of a filter blanket, requires a shoreland alteration permit and shall be done in

accordance with MN DNR standards. The MN DNR standards require – a) the finished slope does not exceed three (3) feet horizontal to one (1) foot vertical, b) the landward extent of the rip rap is within ten (10) feet of the ordinary high water level, and c) the height of the rip rap above the ordinary high water level does not exceed three (3) feet (see Appendix IV). Rip-Rap will only be allowed in situations where active erosion problems exist. Any permit for rip-rap must contain a plan to establish a vegetative buffer with the depth to be determined by the Aitkin County Environmental Services Department for the entire width of the lot, except for lake or river access areas. Plans for such buffers shall be approved by the Aitkin County Environmental Services Department and shall be implemented immediately. The placement of natural rock rip-rap and retaining walls, where allowed, shall comply with M.S. 103G.245. Natural rock rip-rap shall only be used for the correction of an established erosion problem that cannot be controlled through the use of suitable vegetation, slope stabilization using coir logs, willow wattle or similar bioengineering means. Rip-rap and retaining walls used for ornamental purposes or for terracing natural slopes are prohibited within the shore impact zone and bluff impact zones, unless as allowed in Section 5.32.D.

E. The following considerations and conditions must be adhered to during the issuance of construction permits, grading and filling permits, conditional use permits, variances and subdivision approvals, or any grading and filling activity:

- (1) Grading or filling in any type 2, 3, 4, 5, 6, 7, or 8 wetland must be evaluated to determine how extensively the proposed activity would affect the following functional qualities of the wetland\*:
  - (a) sediment and pollutant trapping and retention;
  - (b) storage of surface runoff to prevent or reduce flood damage;
  - (c) fish and wildlife habitat;
  - (d) recreational use;
  - (e) shoreline or bank stabilization; and
  - (f) noteworthiness, including special qualities such as historic significance, and critical habitat for endangered plants and animals.

\*This evaluation must also include a determination of whether the wetland alteration being proposed requires permits, reviews, or approvals by other local, state, or federal agencies such as a watershed district, the Minnesota Department of Natural Resources, or the United States Army Corps of Engineers.

- (2) Alterations must be designed and conducted in a manner that ensures only the smallest amount of bare ground is exposed for the shortest time possible;
- (3) Mulches or similar materials must be used, where necessary, for temporary bare soil coverage, and a permanent vegetation cover must be established as soon as possible;
- (4) Methods to minimize soil erosion and to trap sediments before they reach any surface water feature must be used;
- (5) Altered areas must be stabilized to acceptable erosion control standards consistent with the field office technical guides of the local soil and water conservation districts and the Natural Resource Conservation Service;
- (6) Fill or excavated material must not be placed in a manner that creates an unstable slope;
- (7) Plans to place fill or excavated material on steep slopes must be reviewed by qualified professionals for continued slope stability and must not create finished slopes of 30 percent or greater;

- (8) Fill or excavated material must not be placed in bluff impact zones;
- (9) No filling of wetlands is permitted in the shore impact zone and in wetlands that have a contiguous connection to a protected waters, this shall not include activities in Section 5.42;
- (10) Any alterations below the ordinary high water level of public waters must first be authorized by the Department of Natural Resources under Minnesota Statutes, section 103G.245;
- (11) Alterations of topography must only be allowed if they are accessory to permitted or conditional uses and do not adversely affect adjacent or nearby properties, this includes the creation or changing of drainage ways; and
- (12) Placement of natural rock riprap must meet Minnesota Department of Natural Resource guidelines.

F. Connections to public waters. Excavations where the intended purpose is connection to a public water, such as boat slips, canals, lagoons, and harbors, must be controlled by local shoreland controls. Permission for excavations may be given only after the DNR commissioner has approved the proposed connection to public waters.

#### **5.4 Placement, Design and Maintenance of Roads, Driveways, and Parking Areas.**

**5.41** Public and private roads and parking areas must be designed to take advantage of natural vegetation and topography to achieve maximum screening from view from public waters. Documentation must be provided by a qualified individual that all roads and parking areas are designed and constructed to minimize and control erosion to public waters consistent with the field office technical guides of the local soil and water conservation district, or other applicable technical materials. For further technical criteria, refer to County Engineer/Soil Conservation Office.

**5.42** Roads, driveways, and parking areas must meet structure setbacks and must not be placed within bluff and shore impact zones, when other reasonable and feasible placement alternatives exist. If no alternatives exist, they may be placed within these areas, and must be designed to minimize adverse impacts. Maintenance of existing road, driveways, and parking areas shall be allowed without a permit provided that the design or location is not altered.

**5.43** Public and private watercraft access ramps, approach roads, and access-related parking areas may be placed within shore impact zones provided the vegetative screening and erosion control conditions of this subpart are met. For private and public facilities, the grading and filling provisions of Section 5.32 of this ordinance must be met.

#### **5.5 Stormwater Management.**

The following general and specific standards shall apply:

##### **5.51 General Standards:**

- A. When possible, existing natural drainage ways, wetlands, and vegetated soil surfaces must be used to convey, store, filter, and retain stormwater runoff before discharge to public waters.
- B. Development must be planned and conducted in a manner that will minimize the extent of disturbed areas, runoff velocities, erosion potential, and reduce and delay runoff volumes. Disturbed areas must be stabilized and protected as soon as possible and facilities or methods used to retain sediment on the site.
- C. When development density, topographic features, and soil and vegetation conditions are not sufficient to adequately handle stormwater runoff using natural features and vegetation, various

types of constructed facilities such as diversions, settling basins, skimming devices, dikes, waterways, and ponds may be used. Preference must be given to designs using surface drainage, vegetation, and infiltration rather than buried pipes and man-made materials and facilities.

#### **5.52 Specific Standards:**

- A. As of June 1, 2005, building coverage of lots must not exceed 15 percent of the lot area, and total impervious surface coverage of lots must not exceed 25 percent of the lot area. Lot area must not include bluff areas or land below the ordinary high water level when calculating the square footage of the lot. Wetlands are classified per the Army Corps of Engineers approved methods.
- B. When constructed facilities are used for stormwater management, documentation must be provided by a qualified individual that they are designed and installed consistent with the field office technical guide of the local soil and water conservation districts.
- C. New constructed stormwater outfalls to public waters must provide for filtering or settling of suspended solids and skimming of surface debris before discharge. No direct connection shall exist to the public waters.

#### **5.6 Special Provisions for Commercial, Industrial, Public/Semipublic, Agricultural, Forestry and Extractive Uses and Mining of Metallic Minerals and Peat.**

##### **5.61 Standards for Commercial, Public, and Semipublic Uses.**

- A. Surface-water oriented commercial uses and public or semipublic uses with similar needs to have access to and use of public waters may be located on parcels or lots with frontage on public waters. Those uses with water-oriented needs must meet the following standards:
  - (1) In addition to meeting impervious coverage limits, setbacks, and other zoning standards in this ordinance, the uses must be designed to incorporate topographic and vegetative screening of parking areas and structures;
  - (2) Uses that require short-term watercraft mooring for patrons must centralize these facilities and design them to avoid obstructions of navigation and to be the minimum size necessary to meet the need; and
  - (3) Uses that depend on patrons arriving by watercraft may use signs and lighting to convey needed information to the public, subject to the following general standards:
    - (a) No advertising signs or supporting facilities for signs shall be placed in or upon public waters. Signs conveying information or safety messages may be placed in or on public waters by a public authority or under a permit issued by the county sheriff;
    - (b) Signs may be placed, when necessary, within the shore impact zone if they are designed and sized to be the minimum necessary to convey needed information. They must only convey the location and name of the establishment and the general types of goods or services available. The signs must not contain other detailed information such as product brands and prices, must not be located higher than ten feet above the ground, and must not exceed 32 square feet in size. If illuminated by artificial lights, the lights must be shielded or directed to prevent illumination out across public waters; and
    - (c) Other outside lighting may be located within the shore impact zone or over public waters if it is used primarily to illuminate potential safety hazards and is shielded or otherwise

directed to prevent direct illumination out across public waters. This does not preclude use of navigational lights.

- B. Uses without water-oriented needs must be located on lots or parcels without public waters frontage, or, if located on lots or parcels with public waters frontage, must either be set back double the normal ordinary high water level setback or be substantially screened from view from the water by vegetation or topography, assuming summer, leaf-on conditions.

#### **5.62 Agriculture Use Standards.**

- A. General cultivation farming, grazing, livestock watering areas, nurseries, horticulture, truck farming, sod farming and wild crop harvesting are permitted uses if steep slopes and shore and bluff impact zones are maintained in permanent vegetation or operated under an approved conservation plan (Resource Management Systems) consistent with the field office technical guides of the local soil and water conservation districts or Natural Resource Conservation Service, as provided by a qualified individual or agency. The shore impact zone for parcels with permitted agricultural land uses is equal to a line parallel to and 50 feet from the ordinary high water level.
- B. Animal feedlots must meet the following standards:
  - (1) Modifications or expansions to existing feedlots that are located within 300 feet of the ordinary high water level or within a bluff impact zone are only allowed if they do not further encroach into the existing ordinary high water level setback or encroach on bluff impact zones and meet all other applicable restrictions.
  - (2) New feedlots must not be located in shoreland.
- C. Use of fertilizer, pesticides, or animal wastes within shorelands must be done in such a way as to minimize impact on the shore impact zone or public water by proper application or use of earth or vegetation.

#### **5.63 Forest Management Standards.**

The harvesting of timber and associated reforestation must be conducted consistent with the provisions of the Minnesota Nonpoint Source Pollution Assessment-Forestry and the provisions of Water Quality in Forest Management "Best Management Practices in Minnesota," and with standards, requirements, details and specifics now or hereinafter set out in the Vegetative Management Provisions cited in "A Management Plan for the Upper Mississippi River, Mississippi Headwaters Board". **A Forest Management Plan must be submitted to and approved by the Aitkin County Soil and Water Conservation District for timber harvesting within 200 feet of the ordinary highwater level.**

- A. Forest land conversion to another use requires issuance of a conditional use permit and adherence to the following standards:
  - (1) Shore and bluff impact zones must not be intensively cleared of vegetation; and
  - (2) An erosion and sediment control plan shall be developed **submitted to** and approved by the ~~local~~ **Aitkin County** Soil and Water Conservation District before issuance of a conditional use permit for the conversion.
- B. Use of fertilizer, pesticides, or animal wastes within shorelands must be done in such a way as to minimize impact on the shore impact zone or public water by proper application or use of earth or vegetation.

#### **5.64 Extractive Use Standards.**

A. Sand and Gravel Pits. Extraction of top soils, sand, gravel, aggregate materials and minerals is a conditional use in the shoreland areas of Aitkin County, only if a conditional use permit is authorized pursuant to the provisions of Section 3.4 of this ordinance, and then only if all of the following standards and requirements are met:

(1) Preparation and approval by Aitkin County Zoning Office of a site development and restoration plan for each use developed after the effective date of this ordinance (January 21, 1992). The plan must address each of the following:

- (a) Dust control
- (b) Noise control
- (c) Discharge of materials that may be pollutants
- (d) Hours of Operation, dates of operation and duration of activity
- (e) Anticipated vegetative alterations
- (f) Anticipated topographic alterations
- (g) Proposed mitigation of effects on wildlife
- (h) Proposed mitigation of effects on erosion
- (i) Proposed mitigation for cultural sites
- (j) Rehabilitation of site after use expires
- (k) Alternate existing gravel sites
- (l) Depth of excavation
- (m) Depth of water table.

(2) Extractive uses and crushing operations shall not be permitted within 500 feet of the ordinary high water mark or within 30 feet of the top of a bluff as determined by the Aitkin County Soil and Water Conservation District.—Crushing operations are permitted only on a temporary basis not to exceed 30 working days within a 2 month period each year and are permitted between the hours of 7:00 am to 7:00 pm, Monday through Friday. Processing of ready mix concrete, asphalt, and hot mix materials are not permitted in the shoreland.

(3) Owners or other persons controlling sites that have been in operation prior to the effective date of this ordinance pursuant to duly and validly issued permits and licenses which are still in force as of the effective date of this ordinance, shall prepare a rehabilitation plan for the site addressing mitigation of the effects on erosion and sedimentation and restoration of the site and shall conform to fulfill such plans.

(4) The standards, requirements, criteria and conditions of Section 3.7 of this ordinance, if the use is within a shoreland.

(5) All other standards, requirements, details and specifics now or hereafter set out in the Aitkin County Mining and Reclamation Ordinance.

B. Setbacks for Processing Machinery. Processing machinery must be located consistent with setback requirements for structures from ordinary high water levels of public waters and from bluffs.

#### **5.65 Mining of Metallic Minerals and Peat.**

Mining of metallic minerals and peat, as defined in Minnesota Statutes, sections 93.44 to 93.51, shall be a conditional use provided the provisions of Minnesota Statutes, sections 93.44 to 93.51, are satisfied.

#### **5.66 Rice and Cranberry Farms.**

A. Farming practices such as are commonly used in rice or cranberry paddies which requires that the farmland or paddies be flooded and drained each year are a conditional use in the shoreland areas of

Aitkin County if a conditional use is authorized pursuant to the provisions of Section 3.4 of this ordinance, and then only if all of the following standards and requirements are met:

- (1) Preparation and approval of the Aitkin County Soil and Water Conservation District Office and the Aitkin County Zoning Office of a site development plan for each use developed after the effective date of this ordinance (January 21, 1992). The plan must address each of the following points:
  - (a) Anticipated topographic alterations;
  - (b) Anticipated vegetative alterations;
  - (c) Proposed mitigation for cultural sites;
  - (d) Discharge of nutrients, other materials or water into, or that may eventually enter, public waters, that may degrade the quality of lakes or cause, or increase aquatic plant or algal growth, in lakes;
  - (e) Discharge of pollutants including pesticides which are approved for use by appropriate federal and state agencies;
- (2) The standards, requirements, criteria and conditions of Section ~~5.7~~ 3.4 of this Ordinance.

## **5.7 Water Supply and Sewage Treatment.**

### **5.71 Water Supply.**

Any public or private supply of water for domestic purposes must meet or exceed standards for water quality of the Minnesota Department of Health and the Minnesota Pollution Control Agency.

### ~~5.71~~ **5.72 Sewage treatment.**

Any premises used for human occupancy must be provided with an adequate method of sewage treatment, as follows:

- A. Publicly-owned sewer systems must be used where available.
- B. All individual sewage treatment systems must meet or exceed the requirements of Aitkin County's ~~Individual Subsurface Sewage Treatment System and Wastewater~~ Ordinance ~~No. 1~~ and any subsequent revisions, a copy of which is hereby adopted by reference and declared to be a part of this ordinance.
- C. On-site sewage treatment systems must be set back from the ordinary high water level in accordance with the setbacks contained in Section 5.21 of this ordinance.
- D. Lots created after January 21, 1992, through the subdivision/platting process and/or after January 23, 1996, through the metes and bounds descriptions must have two (2) septic system sites capable of supporting standard/Type I individual sewage treatment systems. Both sites must be designated as septic system sites and must remain undisturbed except for use as a septic system site.
- E. Nonconforming sewage treatment systems shall be regulated and upgraded in accordance with section 6.4 of this ordinance.
- F. Transfer without certificate prohibited. The title to real estate with a dwelling unit, mobile home or any other building served by or required to have an ISTS, or before the transfer of title by deed, contract or lease of a term of three (3) years or more shall not be transferred on or after January 1, 1992, without a Certification of Compliance to the grantee or lessee, prior to the time of transfer. Involuntary transfers and transfers by operation of law are excluded from this requirement.

- G. Time of sale shall mean prior to Transfer of Title to Real Estate with dwelling unit, mobile home or any building served by or required to have an ISTS, or, before the transfer of title by deed, contract or lease of a term of three (3) years or more.
- ~~H. Recertification of a system shall not be required by the county within (5) years of its initial certification date. A reinspection may take place within (5) years of the initial certification at the option of the applicant.~~
- ~~I. If the sanitary system is in compliance with the requirements of this ordinance, the Zoning Administrator shall cause a Certificate of Compliance to be issued to the present owner, which shall state that the sanitary system has been inspected and is in compliance with the minimal requirements of this ordinance.~~
- J. The proposed buyer shall not take occupancy of the dwelling unit prior to the issuance of a Certificate of Compliance, except as per Aitkin County's Individual Subsurface Sewage Treatment System and Wastewater Ordinance, No. 1, Section 4.45 9.5, B and any subsequent revisions.
- In all instances, even if in the event the property in question is not conveyed and the system is non-conforming the system must be brought into compliance within (10) months of the report date.
- ~~K. The fee for the inspection of the Certificate of Compliance shall be established by the County Board and shall be paid prior to the inspection.~~

## SECTION 6.0 – NONCONFORMITIES

It is the intent of Section 6.0 to not encourage the continuation of nonconformities but to encourage, over time, compliance with Section 5.0 of this Ordinance.

All legally established nonconformities as of the date of adoption of this ordinance and respective amendments may continue, but they will be managed according to applicable state statutes and other regulations of this county for the subjects of alterations and additions, repair after damage, discontinuance of use, and intensification of use; except that the following standards will also apply in shoreland areas:

- A. **Change of Use.** Such use shall not be expanded, intensified or changed to another nonconforming use, or be re-established if discontinued for a continuous twelve (12) month period or more.
- Destruction of Structure** If a nonconforming structure is destroyed or altered by any cause, including neglect, to an extent exceeding fifty percent of its estimated market value as indicated by the records of the County Assessor, a future structure or use of the site shall conform to this ordinance. Replacement of nonconforming structures under validly issued variances are considered to be in compliance with this ordinance.
- B. **Setback** Bluff and Shore Impact Zone setback requirements must be addressed.
- C. **Moving of structure** – If a nonconforming structure is moved from its location, in any direction horizontally, the future location shall conform to this Ordinance.

### 6.1 Construction on nonconforming lots of record.

- A. Lots of record in the office of the county recorder on the date of enactment of local shoreland controls that do not meet the requirements of Section 6.2 of this ordinance may be allowed as building sites for dwelling purposes without variances from lot size requirements provided the use is permitted in the zoning district, the lot has been in separate ownership from abutting lands at all times since it became substandard, was created compliant with official controls in effect at the time, and sewage treatment and setback requirements of this ordinance are met.

- B. A variance from setback requirements must be obtained before any use, sewage treatment system, or building permit is issued for a lot.
- C. Variances shall only be granted in accordance with Minnesota Statutes, Chapter 394. A variance shall not circumvent the general purpose and intent of this ordinance. No variance shall be granted that would allow any use that is prohibited in the zoning district in which the subject property is located. Conditions may be imposed in the granting of a variance to ensure compliance and to protect adjacent properties and the public interest. In considering a variance request, the board of adjustment must also consider whether the property owner has reasonable use of the land without the variance, whether the property is used seasonally or year-round, whether the variance is requested solely on the basis of economic considerations, and the characteristics of development on adjacent properties.
- D. If, in a group of two or more contiguous lots under the same ownership, any individual lot does not meet the requirements of Section 6.2 of this ordinance, the lot must not be considered as a separate parcel of land for the purpose of sale or development. The lots must be combined with the one or more contiguous lots so they equal one or more parcels of land, each meeting the requirements of Section 6.2 of this ordinance.
- E. No portion of an existing lot shall be separated from the existing parcel unless all portions meet or exceed the lot size requirements in Section 5.1 of this Ordinance **and the requirements of section 2.05 of the Subdivision Regulations of Aitkin County**. However, a portion of a lot may be separated from the existing parcel as long as the existing parcel meets the requirements of Section 5.1 of this Ordinance and the newly created parcel is combined with an adjacent parcel. The existing parcel must meet the septic system requirements of a newly created lot as in Section ~~5.74~~ **5.72**, D, of this Ordinance.

**Exception:** An existing parcel may be combined with an adjacent parcel(s) under different ownership, to make the adjacent parcel(s) more conforming.

**6.2 Minimum lot area and width standards for single residential nonconforming lots of record.**

The minimum lot area (square feet) and minimum lot width standards (in feet) for single residential lots created prior to the date of enactment of this Ordinance for the lake classifications are the following:

A. Natural environment:	
Riparian area	60,000 <del>52,800</del>
Lot width at shore	150 <del>132</del>
*Building Coverage	15%
*Impervious surface coverage	25%
B. Recreational development:	
Riparian area	30,000 <del>26,400</del>
Lot width at shore	100- <del>99</del>
*Building Coverage	15%
*Impervious surface coverage	25%
C. General development:	
Riparian area	15,000 <del>13,200</del>
Lot width at shore	75 <del>66</del>
*Building Coverage	15%
*Impervious surface coverage	25%
Non-riparian area	30,000 <del>26,400</del>
Lot width	100 <del>99</del>

*Building Coverage	15%
*Impervious surface coverage	25%

**6.3 Additions/expansions to non-conforming principal structures built prior to January 21, 1992 without a variance. If a variance has been granted for an addition/expansion to a principal structure since January 21, 1992, then Sections 6.3 A, B, and C do not apply and a variance is required for any future additions and/or expansions.**

A. All additions or any enlargement of an existing sub-standard principal structure shall be allowed providing all of the following criteria will be met: (If all of the following criteria are met, a one-time expansion since January 21, 1992 will be allowed without a variance.)

- (1) The addition/expansion will not decrease the setback of the existing structure from the ordinary high water level,
- (2) The addition/expansion will not exceed 50 percent of the total volume of the existing structure, or exceed 50 percent of the assessed market value as indicated in the records of the County Assessor,
- (3) The existing structure is setback to a minimum of a line parallel with the Shore Impact Zone,
- (4) Impervious surface coverage of the parcel or lot shall not exceed 25 percent.
- (5) The existing structure and proposed addition/expansion must meet all other setback distance requirements of this Ordinance.

B. Deck additions shall be allowed without a variance to a structure not meeting the required setback from the ordinary high water level if all of the following criteria and standards are met:

- (1) a thorough evaluation of the property and structure reveals no reasonable location for a deck meeting or exceeding the existing ordinary high water level setback of the structure;
- (2) the deck encroachment toward the ordinary high water level (OHWL) does not exceed 15 percent of the existing setback of the structure from the ordinary high water level or does not encroach closer than 30 feet to the OHWL, whichever is more restrictive;
- (3) The deck is not roofed or screened; and
- (4) All other setback distance requirements of this Ordinance must be met.

C. Patios shall be allowed without a variance and not meeting the required setback distance from the ordinary high water level if all of the following criteria and standards are met:

- (1) The patio encroachment from the principle structure toward the ordinary high water level does not exceed 20 percent of the existing setback distance of the structure from the ordinary high water level or does not encroach closer than 30 feet to the OHWL, whichever is more restrictive.
- (2) The patio is not roofed or screened,
- (3) Impervious surface requirements must be met,
- (4) All other setback distance requirements of this Ordinance must be met, and
- (5) The patio must be within 2 feet of the principal structure.

~~D. A structure may be flood proofed (according to Section 5.41 of the Aitkin County Flood Plain Management Ordinance) to raise the lowest floor level at or above the referenced flood protection elevation and not be considered as a volume expansion if the following are met:~~

- ~~(1) The height of the lowest floor level can not exceed 4 feet above the 100-year flood elevation.~~

**6.4 Nonconforming sewage treatment systems.**

- A. A sewage treatment system not meeting the requirements of Section ~~5.7~~ 5.72 of this ordinance must be upgraded, at a minimum, at any time a permit or variance of any type is required for any improvement on, or use of, the property. For the purposes of this provision, a sewage treatment system shall not be considered nonconforming if the only deficiency is the sewage treatment system's improper setback from the ordinary high water level, lot line or road right-of-way.
  
- B. The governing body of Aitkin County has by formal resolution notified the commissioner of its program to identify nonconforming sewage treatment systems. Aitkin County will require upgrading or replacement of any nonconforming system identified by this program within a reasonable period of time which will not exceed 10 months. Sewage systems installed according to all applicable local shoreland management standards adopted under Minnesota Statutes, Section 103F.201 to 103F.221, in effect at the time of installation may be considered as conforming unless they are determined to be failing.
  
- C. If a structure exists that is served by a holding tank and there is room on the property or adjoining property under the same ownership that is capable of supporting a standard ISTS, then no permits shall be issued until a standard/Type I ISTS is installed.

## **SECTION 7.0 – CONSERVATION SUBDIVISIONS AND PLANNED UNIT DEVELOPMENTS (PUD's)**

### **7.1 Types of PUD's Permissible.**

Conservation Subdivisions and Planned unit developments (PUD's) are allowed for new projects on undeveloped land, redevelopment of previously built sites, or conversions of existing buildings and land. The land use districts in which they are an allowable use are identified in the land use district descriptions in Section 4.23 of this ordinance and the official zoning map. On Natural Environmental Lakes no more than 25% of a lakes shoreline can be in duplex, triplex, quadplex, conservation subdivisions and/or planned unit developments.

### **7.2 Processing of PUD's**

Conservation Subdivisions and Planned unit developments must be processed as a conditional use, except that an expansion to an existing commercial PUD involving six (6) or less new dwelling units or sites since the date this ordinance was adopted (January 21, 1992) is permissible as a permitted use provided the total project density does not exceed the allowable densities calculated in the project density evaluation procedures in Section 7.5. Approval cannot occur until the environmental review process (EAW/EIS) is complete. All developments must contain at least 400 feet of lot width.

### **7.3 Application for a Conservation Subdivision or a PUD.**

The developers are encouraged to hold preliminary discussions with the Zoning Administrator and County Land Survey Coordinator to become familiar with the application submittal requirements, so that developers have an opportunity to understand the review process and community interests. The applicant for a Conservation Subdivision or a PUD must submit the following documents prior to final action being taken on the application request:

- 7.31** Topographic contours at ten-foot intervals or less from United States Geological Survey maps or more accurate sources, showing limiting site characteristics such as bluffs and slopes greater than 25 percent;
- 7.32** The surface water features required in Minnesota Statutes, section 505.02, subdivision 1, to be shown on plats, obtained from United States Geological Survey quadrangle topographic maps or more accurate sources;
- 7.33** Adequate soils information to determine suitability for building and 2 standard onsite sewage treatment system capabilities for every lot from the most current existing sources or from field investigations such as soil borings, percolation tests, or other methods;
- 7.34** Information regarding adequacy of domestic water supply; extent of anticipated vegetation and topographic alterations; near-shore aquatic conditions, including depths out to 15 feet, type of bottom sediments, and aquatic vegetation; and proposed methods for controlling stormwater runoff and erosion, both during and after construction activities;
- 7.35** A site plan and/or preliminary plat for the project showing locations of property boundaries, surface water features, existing and proposed structures and other facilities, land alterations, existing and post-construction vegetation plan which also designates which areas are included in the open space requirements as described in Section 7.82, screening of structures as viewed from the water, sewage treatment and water supply systems (where public systems will not be provided), and topographic contours at ten-foot intervals or less. When a PUD is a combined commercial and residential development, the site plan and/or preliminary plat must indicate and distinguish which buildings and portions of the project are residential, commercial, or a combination of the two.

- 7.36 A property owners association agreement (for residential PUD's and Conservation Subdivision's) with mandatory membership, and all in accordance with the requirements of Section 7.8 of this ordinance.
- 7.37 Deed restrictions, covenants, permanent easements or other instruments that: 1) properly address future vegetative and topographic alterations, construction of additional buildings, beaching of watercraft, and construction of commercial buildings in residential PUD's; 2) ensure the long-term preservation and maintenance of open space in accordance with the criteria and analysis specified in Section 7.8 of this ordinance; from a qualified holder as defined in Minnesota Statutes, section 84C.01-02. and 3) For conservation easements, a statement of preliminary acceptance.
- 7.38 When necessary, a master plan/drawing describing the project and the floor plan for all commercial structures to be occupied.
- 7.39 Those additional documents as requested by the Zoning Administrator that are necessary to explain how the PUD will be designed and will function.

**7.4 Site "Suitable Area" Evaluation.**

Proposed new or expansions to existing planned unit developments and conservation subdivisions must be evaluated using the following procedures and standards to determine the suitable area for the dwelling unit/dwelling site density evaluation in Section 7.5.

- 7.41 The project parcel must be divided into tiers by locating one or more lines approximately parallel to a line that identifies the ordinary high water level at the following intervals, proceeding landward:

SHORELAND TIER DIMENSIONS	UNSEWERED (feet)	SEWERED (feet)
General development lakes – first tier.....	200	200
General development lakes – second and additional tiers .....	267	200
Recreational development lakes.....	267	267
Natural environment lakes .....	400	320
All river classes .....	300	300

- 7.42 The suitable area within each tier is next calculated by excluding from the tier area all accessory structures, commercial facilities not involving dwelling units or sites, wetlands, bluffs, or land below the ordinary high water level of public waters. This suitable area and the proposed project are then subjected to the conservation subdivision, residential or commercial planned unit development density evaluation steps to arrive at an allowable number of dwelling units or sites. In areas with overlapping tiers due to close proximity of public waters to each other, the more restrictive rules for the area shall be used, excluding the first tier.

**7.5 Conservation Subdivision, Residential and Commercial PUD Density Evaluation.**

The procedures for determining the "base" density of a Conservation Subdivision or PUD and density increase multipliers are as follows. Allowable densities may be transferred from any tier to any other tier further from the waterbody, but must not be transferred to any other tier closer. Structures that straddle tiers shall be rated as part of the tier closer to the ordinary high water level.

**7.51 Residential PUD and Conservation Subdivision "Base" Density Evaluation:**

- A. The suitable area within each tier is divided by the single residential lot size standard for lakes or, for rivers, the single residential lot width standard times the tier depth, unless the local unit of government has specified an alternative minimum lot size for rivers which shall then be used to yield a base density

of dwelling units or sites for each tier. Proposed locations and numbers of dwelling units or sites for the conservation subdivision and residential planned unit developments are then compared with the tier, density, and suitability analyses herein and the design criteria in Section 7.8.

**7.52 Commercial PUD “Base” Density Evaluation:**

- A. Determine the average inside living area size of dwelling units or sites within each tier, including both existing and proposed units and sites. Computation of inside living area sizes need not include decks, patios, stoops, steps, garages, or porches and basements, unless they are habitable space.
- B. Select the appropriate floor area ratio from the following table:

**Commercial Planned Unit Development  
Floor Area Ratios\*  
Public waters classes**

*Average unit floor area (sq. ft.)	Sewered General Development Lakes; First tier on Unsewered General Development Lakes; urban, agricultural, Tributary River Segments	Second and additional tiers on Unsewered General Development Lakes; Recreational Development Lakes; Transition and Forested River Segments	Natural Environment Lakes and Remote River Segments
200	.040	.020	.010
300	.048	.024	.012
400	.056	.028	.014
500	.065	.032	.016
600	.072	.038	.019
700	.082	.042	.021
800	.091	.046	.023
900	.099	.050	.025
1,000	.108	.054	.027
1,100	.116	.058	.029
1,200	.125	.064	.032
1,300	.133	.068	.034
1,400	.142	.072	.036
1,500	.150	.075	.038

\*For average unit floor areas less than shown, use the floor area ratios listed for 200 square feet. For areas greater than shown, use the ratios listed for 1,500 square feet. For recreational camping areas, use the ratios listed for 400 square feet. Manufactured home sites in recreational camping areas shall use a ratio equal to the size of the manufactured home, or if unknown, the ratio listed for 1000 square feet.

- C. Multiply the suitable area within each tier by the floor area ratio to yield total floor area for each tier allowed to be used for dwelling units or sites.
- D. Divide the total floor area by tier computed in Item C. above by the average inside living area size determined in Item A. above. This yields a base number of dwelling units and sites for each tier.

- E. Proposed locations and numbers of dwelling units or sites for the commercial planned unit development are then compared with the tier, density and suitability analyses herein and the design criteria in Section 7.8.

### **7.53 Density Increase Multipliers:**

- A. Increases to the dwelling unit or dwelling site base densities previously determined are allowable if the dimensional standards in Section 5.0 are met or exceeded and the design criteria in Section 7.8 are satisfied. The allowable density increases in Item B. below will only be allowed if structure setbacks from the ordinary high water level are increased to at least 50 (fifty) percent greater than the minimum setback, or the impact on the waterbody is reduced an equivalent amount through vegetative management, topography, or additional means acceptable to the local unit of government and the setback is at least 25 (twenty-five) percent greater than the minimum setback.
- B. Allowable Dwelling Unit or Dwelling Site Density Increases for Conservation Subdivision, Residential or Commercial Planned Unit Developments; maximum density increase in each tier shall not exceed (25%). To receive density increases, the shore impact zone must be revegetated to acceptable standards as recommended by the Aitkin County Soil and Water Conservation District and approved by the Aitkin County Planning Commission. Revegetation of the shore impact zone is not necessary if the Aitkin County Soil and Water Conservation District and the Aitkin County Planning Commission determine the existing vegetation is adequate and covenants, deed restrictions or permanent easements are established to ensure long-term preservation.
- C. No dwelling unit or dwelling site density increase multiplier will be allowed for lands having average slopes over ~~12 (twelve)~~ **18 (eighteen)** percent, as measured over horizontal distances of 50 (fifty) feet or more, that are not bluffs; **and no density increase multiplier will be allowed for Residential Planned Unit Developments or Conservation Subdivisions on Natural Environment Lakes.**

### **7.6 Special Provisions: Mobile Homes and Mobile Home Parks.**

**7.61 Purpose.** It is the purpose of this regulation to permit the development of mobile home parks in a manner that will promote and improve the general health, safety, convenience and welfare of the citizens by minimizing any adverse effects of such developments.

**7.62 General Requirements, mobile homes and mobile home parks.** It shall be unlawful for any person to construct, alter, or extend any mobile home park, structures or uses within the park unless he holds a valid permit issued by the Zoning Administrator upon compliance with all provisions of this ordinance. In addition to all other requirements imposed by law, the following regulations shall be observed.

**Mobile home and mobile home parks permitted:** Permits shall be issued for mobile homes and mobile home parks only in districts designated elsewhere in this ordinance.

**Area and yard requirements:** Mobile home parks shall comply with all area and yard requirements prescribed for such uses in the district in which located.

**Lot area occupancy:** The buildings and trailers in any mobile home park – together with any accessory buildings already on the lot – shall not occupy in the aggregate more than twenty-five (25) percent of the area of the lot.

**Landscaping – unused areas:** All areas not used for access parking, circulation, buildings and service shall be completely and permanently landscaped and the entire site maintained in good condition. A landscaped strip of land not less than thirty (30) feet in width when adjoining residential districts, shall be established and maintained within the trailer park along its exterior boundaries.

Accessory buildings: All mobile homes which are established as a single-dwelling unit or within a mobile home park shall have a accessory building or garage for storage purposes for each mobile home unit. The size of the accessory building shall be a minimum of four (4) feet by six (6) feet.

**7.63 Mobile Home Park, Submission of Plan.** An application for the establishment of a mobile home park shall be filed with the Zoning Administrator and must be accompanied by a plan drawn to scale and prepared by a, registered land surveyor, civil engineer or architect. Such drawing shall include, but not necessarily be limited to the following:

- A. Accurate dimensions if the proposed mobile home park shall be drawn to a scale of one (1) inch equals one hundred (100) feet or larger
- B. The number, location and size of all mobile home lots.
- C. The location and width of roadways, walkways, approaches and method of ingress and egress from the public highways.
- D. The complete electrical service installation, wire service outlets and lighting facilities, complete layout of unit parking spaces and the number of square feet therein, together with the dimensions thereof.
- E. The location of electric power or gas distribution system, water mains or wells or water supply outlets for domestic water users, location of sanitary facilities, washrooms, garbage disposal units, sanitary sewers or septic tanks, sewer drain lines, fire protection stalls, fire hydrants, and other buildings, structures or uses contemplated for use by the applicant.
- F. The applicant shall submit seven (7) copies of the plan to the Zoning Office of which the Zoning Office shall distribute two (2) copies to the Planning Commission and one (1) each to the State Department of Transportation if abutting a State or Federal highway, Aitkin County Highway Department if abutting a county road, State Department of Natural Resources, Township Clerk, and the Aitkin County Soil and Water Conservation District.

**7.64 Mobile Home Parks – Requirements.** Mobile home parks shall be designed and maintained in accordance with the following requirements:

- A. Park area: The minimum mobile home park area shall be not less than three (3) acres.
- B. Lot area: The minimum lot area per mobile home unit site within the park shall be four thousand (4,000) square feet.
- C. Access: Each park shall abut upon a public road and each mobile home lot shall have direct access to a private hard surface road.
- D. Mobile home sitting: Mobile homes shall be located at least fifty (50) feet from any public road right-of-way, and at least thirty (30) feet from mobile home park boundary. There shall be a minimum distance of ten (10) feet between an individual mobile home and the right-of-way of a mobile home park street or common parking area or other common areas. Mobile homes and their additions shall be separated from each other and from other building and structure by at least twenty (20) feet, provided that mobile homes placed end to end may have a clearance of twenty (20) feet where opposing rear walls are staggered.
- E. Utilities: No building, plumbing, heating and electrical requirements other than those adopted pursuant to Minnesota Statutes Section 327.31 – 327.34 shall be required. A sanitary sewer or septic system and water system shall be installed in accordance with County and State specifications.

- F. Interior roads: The minimum roadway width of interior one-way roads with parking permitted on one side shall be twenty-one (21) feet. The minimum roadway width of two-way roads with parking permitted on two sides shall be thirty-six (36) feet and surfaced according to County specifications for residential roads and maintained in good condition and lighted at night.
- G. Recreation area: There shall be provided within each mobile home or trailer park an adequate site or sites for recreation for the exclusive use of the park occupants. Such recreation site or sites shall have a minimum area of two thousand five hundred (2,500) square feet in the aggregate or one hundred (100) square feet for each mobile home space in said park whichever is the greatest. The recreation sites shall be furnished, equipped and maintained for the use of the mobile home facilities.
- H. Length of occupancy: No mobile home or trailer shall remain in a mobile home or trailer park for a period exceeding fifteen (15) days without connection to a permanent sanitary sewer system of the park.
- I. Mobile home skirting: Every unit within the park shall be skirted.
- J. Maintenance: It shall be the responsibility of the mobile home park owner to see that good housekeeping and living conditions are maintained in the mobile home park at all times. Each mobile home lot shall be landscaped or maintained in grass. No unused building materials, debris, or rubbish shall be allowed to accumulate.
- K. Vehicle storage: no more than two (2) motor vehicles shall be stored or kept on any mobile home lot. No vehicle shall be dismantled, nor shall mechanical work except for minor repair nature be done on any vehicle on a mobile home lot; nor shall any automotive vehicle that is not in an operable condition be parked, stored or kept on the mobile home lot or in a mobile home park, except a vehicle that became inoperable when it was in the mobile home park and then it shall not be parked in that condition for a period of more than seven (7) days.

**7.7 Travel Trailer Park and Campgrounds.** In the case of travel trailer park or campground project consisting of two (2) or more units to be constructed on a plot of ground of at least three (3) acres not subdivided into the customary streets and lots, an application for a planned unit development permit for such a project shall be made to the Zoning Administrator. Before recommending the approval of the permit to the County Board, the Planning Commission shall require the applicant to:

- A. The applicant shall submit seven (7) copies of the plan drawn to a scale of one (1) inch equals one hundred (100) feet or a larger scale. The plan must be prepared by a Registered Land Surveyor, Civil Engineer or Architect.
- B. The Zoning Office shall submit two (2) copies to the Planning Commission and one (1) each to the State Department of Transportation, if abutting a State or Federal Highway, Aitkin County Highway Department if abutting a county road, State Department of Natural Resources, Township Clerk, Aitkin County Soil and Water Conservation District.
- C. Have a minimum size campsite to accommodate one family group that is at least two thousand (2,000) square feet in area. Campsites are limited to one (1) RV or tent per site.
- D. Have a roadway with driving surface of fourteen (14) feet for one-way and twenty-four (24) feet for two-way roads.
- E. Have traffic control consisting of parking limited to individual campsite spurs and parking areas constructed for that purpose. No parallel parking on site access roads within camping area shall be permitted. Barrier posts or other traffic control devices shall be installed to eliminate parking along site access roads and prevent users from setting up camp on areas other than designated campsites.

F. Have a setback for all campsites and permanent structures for one hundred fifty (150) feet from a Natural Environment lake, one hundred (100) feet from a Recreational Development lake and seventy-five (75) feet from a General Development lake. The setbacks would be from the ordinary high water level. The setback from any adjacent public road, street or highway shall be fifty (50) feet. The setback distance from adjacent property boundaries shall be 30 feet.

G. Provide sanitary facilities. All sanitary facility installations shall comply with the current standards of the Minnesota Department of Health, as well as any other applicable State and Local codes and standards. In conjunction with and in addition to the above, the following minimum standards shall apply.

H. Provide disposal facilities.

(1) Sealed vault-type pit toilets: sealed vault-type pit toilets shall comply with the setbacks designated in the Shoreland Management Standards.

The bottom of the vault in sealed vault-type toilets shall be a minimum of one (1) foot above the highest known ground water table.

(2) Central buildings with flush toilets: Central buildings shall comply with the setbacks designated in the Shoreland Management Standards.

(3) Provide water holding tank dumping facilities: Any overnight camping facility to be used by camper or trailer units equipped with waste holding tanks shall have a minimum of one dumping facility per one hundred (100) units or fractions thereof. A minimum of one thousand five hundred (1,500) gallon holding tank is required with curbing and water supply to wash area.

(4) Solid waste disposal: Garbage cans shall be provided at a minimum ratio of one (1) can per two (2) units. Garbage cans shall be provided with non-tip stands and tight fitting covers.

No on-site solid waste disposal areas will be permitted. Solid waste shall be disposed of at the approved solid waste facility which serves the projects area.

#### **7.71 Structure replacement within an existing resort.**

Local governments may allow resorts to maintain and replace their structures, without regard to available density, so long as the establishment continues to operate as a resort and all of the following standards are met:

A. Structures, including lodges, shall not be replaced any closer to any waterbody or setback than the existing structure. Replacement structures must meet elevation and maximum height requirements for the relevant shoreland classification. For resorts established prior to the date of local adoption of these standards, structures not meeting the structure setbacks in Section 5.21, A and bluff setbacks, must only be replaced with structures with the same or lesser height of building, notwithstanding provisions of Section 7.71, item A (1). There shall be no increase in structure footprint, except as follows:

(1) An increase in the structure footprint or height of structure may be permitted to minimally meet federal, state, or local dwelling standards or codes, provided there is no increase in structure footprint lakeward and no increase in structure width as measured parallel to shore. To minimally meet such standards or codes means that the replacement structure shall not add new architectural elements such as more bedrooms than the original structure.

(2) A structure within the first tier that is moved or replaced outside the shore impact zone and landward to meet the structure setback requirements to the maximum extent feasible within the tier with regard to wetlands, bluffs, land below the ordinary high water level of public waters, and sewage treatment systems, may be permitted a larger building footprint provided it conforms with the allowable density

standards in each tier as calculated in Section 7.52, and the impervious surface coverage within the first tier shall not exceed 25 percent.

B. A specified area within the development shall be restored and maintained in a natural state to the following standards:

(1) For developments with less than 50 percent of shore impact zone currently in a natural state, at least 10 percent of the shore impact zone and shoreline shall be restored to its natural state or, alternatively, in front of each replacement structure for its entirety, a buffer strip consisting of native vegetation of trees, shrubs, understory plants extending from the shoreline landward 35 feet shall be created according to a plan approved by the local government.

(2) For developments with at least 50 percent of the shore impact zone currently in a natural state, this condition shall be preserved and maintained according to a plan approved by the local government.

C. For resorts with 20 or more dwelling units, erosion control and stormwater management for the entire resort shall be designed by certified personnel in erosion and sediment control using the best management practices found in the latest Pollution Control Agency's stormwater best management practices manual, approved by the local government, and effectively implemented. For resorts with less than 20 dwelling units, erosion control and stormwater management plans for the entire resort shall be approved by the local government and effectively implemented.

D. For developments that exceed or will exceed the allowable density as calculated in Section 7.52, stormwater runoff from the expansion structures and associated impervious surfaces created shall be specifically mitigated using best management practices that may include filter strips, infiltration basins, rain gardens and other conservation designs. Best management practices must be designed and installed in accordance with the latest Pollution Control Agency's stormwater best management practices manual.

## **7.8 Maintenance and Design Criteria.**

### **7.81 Maintenance and Administration Requirements.**

- A. Before final approval of a planned unit development or conservation subdivision, adequate provisions must be developed for preservation and maintenance in perpetuity of open spaces and for the continued existence and functioning of the development.
- B. Open space preservation. Deed restrictions, covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means must be provided to ensure long-term preservation and maintenance of open space. For areas greater than ten (10) acres, easements shall be held by a qualified unit of government, Conservation Organization, Land trust or similar organization authorized to hold interest in real property pursuant to Minnesota Statutes, Section 84C.01-05, as approved by the local unit of government. Local units of government may also hold or co-hold as easement. The instruments must include all of the following protections:
- (1) commercial uses shall be prohibited (for residential developments);
  - (2) vegetation and topographic alterations other than to prevent personal injury or property damage and for restoration efforts based on an approved shoreland vegetation buffer plan shall be prohibited;
  - (3) construction of additional buildings, impervious surface or storage of vehicles and other materials shall be prohibited;
  - (4) uncontrolled beaching of watercraft shall be prohibited; and
  - (5) dumping, storage, processing, burning, burying, or landfill of solid or other wastes shall be prohibited.

- C. Shoreland vegetation shall be preserved, restored and maintained according to the approved shoreland vegetation buffer plan. The loss of vegetation shall be replaced in-kind.
- D. Development organization and functioning. Unless an equally effective alternative community framework is established, when applicable, all residential developments must use an owners association with the following features:
  - (1) membership must be mandatory for each dwelling unit or site purchaser and any successive purchasers;
  - (2) each member must pay a pro rate share of the association's expenses, and unpaid assessments can become liens on units or sites;
  - (3) assessments must be adjustable to accommodate changing conditions; and
  - (4) the association must be responsible for insurance, taxes, and maintenance of all commonly owned property and facilities, and it must enforce covenants, deed restrictions, and easements. The association must have a land stewardship plan for common open space areas greater than 10 acres specifically focusing on the long-term management of these open space lands.
- E. Amendments or revisions to covenants or deed restrictions. Before establishing or recording any common interest community, the developer shall submit documents, including all covenants, conditions, restrictions, easements, and operating rules and procedures associated with the development, for review and approval by the local government unit pursuant to Minnesota Statutes, Section 515B.1-106. Under no circumstances shall covenants or deed restrictions be modified without the local government units determination that the proposed changes fully comply with the requirements of Section 7.0.
- F. All residential developments must contain at least five (5) dwelling units or sites.

**7.82 Open Space Requirements.** Residential and commercial developments must contain open space meeting all of the following criteria:

- A. At least 50 percent of the total project area must be permanently preserved as common open space. Common open space must include areas with physical characteristics unsuitable for development in their natural state, and areas containing significant historic sites or unplatted cemeteries, and at least 75 50 25 percent of the common open space must be upland area. At least 33 percent of the common open space shall be retained in a contiguous area.
- B. The land area of all dwelling units/sites and accessory structures, the space between buildings in a cluster, an area of 25 feet around each structure, all road rights-of-way, and all land covered by impervious surfaces, road surfaces, parking areas, or structures, shall not be included in the computation of common open space.
- C. A shoreland vegetation buffer plan designed and implemented meeting the standards in Section 5.31.
- D. Open space may include outdoor recreational facilities for use by owners of the dwelling units/sites, or the public.
- E. The shore and bluff impact zones, based on normal structure setbacks shall be included as common open space. New developments, and redevelopments of existing developments shall meet vegetation standards in Section 5.31. No impervious surfaces shall be allowed within the shore impact zone, except for boat launches, stairways, lifts or landings. For conservation subdivisions, there must be at least one access corridor to the shore impact zone common open space for use by all members of the owners association. The minimum width of an access corridor shall be 50 feet, and access corridors shall be in upland areas.
- F. Common open space shall not include commercial facilities.

- G. The appearance of common open space areas, including topography, vegetation, and allowable uses, shall be preserved by use of permanent easements, public dedication and acceptance, or other equally effective and permanent means. For permanent easements, a willing party for receiving easements must be declared, otherwise a party may be assigned pursuant to Minnesota Statutes 375.18, Subp. 12.
- H. Common open space may include subsurface sewage treatment systems if the use of the space is restricted to avoid adverse impacts on the systems.
- I. Dwelling units or sites, road rights-of-way, or land covered by road surfaces, parking areas, or structures, except water-oriented accessory structures or facilities, are developed areas and shall not be included in the computation of minimum open space;

### **7.83 Erosion Control and Storm Water Management.**

Erosion control and storm water management plans must be developed and the development must:

- (1) be designed by certified personnel in erosion and sediment control using the best management practices found in the latest Minnesota Pollution Control Agency's storm water best management practices manual, and the construction managed, to minimize the likelihood of serious erosion occurring either during or after construction. This must be accomplished by limiting the amount and length of time of bare ground exposure. Temporary ground covers, sediment entrapment facilities, vegetated buffer strips, or other appropriate techniques must be used to minimize erosion impacts on surface water features. Erosion control plans must be reviewed by the Aitkin County Soil and Water Conservation District and approved by the Aitkin County Planning Commission; and
- (2) be designed and constructed to effectively manage reasonably expected quantities and qualities of storm water runoff. Impervious surface coverage within any tier must not exceed 25 percent of the tier area, except that for commercial PUD's 35 percent impervious surface coverage may be allowed in the first tier of general development lakes with an approved stormwater management plan and consistency with Section 5.3.

### **7.84 Centralization and Design of Facilities.**

Centralization and design of facilities and structures must be done according to the following standards:

- (1) planned unit developments and conservation subdivisions must be connected to publicly owned water supply and sewer systems, if available. On-site water supply and sewage treatment systems must be centralized and designed and installed to meet or exceed applicable standards or rules of the Minnesota Department of Health and Section 5.2 and 5.7 of this ordinance. On-site sewage treatment systems must be located on the most suitable areas of the development, and sufficient lawn area free of limiting factors must be provided for a replacement soil treatment system for each sewage system;
- (2) dwelling units or sites must be clustered into one or more groups and located on suitable areas of the development. They must be designed and located to meet or exceed the following dimensional standards for the relevant shoreland classification: setback from the ordinary high water level, elevation above the surface water features, and maximum height. The site design must incorporate the use of narrower road right-of-ways than conventional subdivisions, some single loading streets, looped roadways versus cul-de-sacs, use of pervious surfaces and preservation of trees, unique resources, and scenic vistas. Setbacks from the ordinary high water level must be increased in accordance with Section 7.53 of this Ordinance for Developments with density increases;

- (3) For conservation subdivisions, riparian lot standards shall meet the minimums in Sections 5.1 – 5.13, and lots shall not extend into the shore impact zone. For conservation subdivisions, the non-riparian lot standards that apply are the lot size and width standards in Section 5.1 – 5.13, however these are the maximum lot size and width standards for these developments, not minimum lot size and lot width standards.
- (4) shore recreation facilities, including but not limited to swimming areas, docks, and watercraft mooring areas and launching ramps, must be centralized and located in areas suitable for them. Evaluation of suitability must include consideration of land slope, water depth, aquatic and shoreland vegetation, soils, depth to ground water and bedrock, or other relevant factors. Boating facilities shall be located adjacent to the deepest water available. The number of spaces provided for continuous beaching, mooring, or docking of water craft must not exceed one for each allowable dwelling unit or site in the first tier (not withstanding existing mooring sites in an existing commercially used harbor). Individual docks shall not be allowed. Launching ramp facilities, including a small dock for loading and unloading equipment, may be provided for use by occupants of dwelling units or sites located in other tiers, and their watercraft shall be stored outside the building setback line. All shore recreational facilities shall be approved by the Aitkin County Planning Commission;
- (5) structures, parking areas, and other facilities must meet or exceed the structure setbacks in Section 5.21, and must be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks, color, or other means acceptable to the local unit of government, assuming summer, leaf-on conditions. Vegetative and topographic screening must be preserved, if existing, or may be required to be provided;
- (6) accessory structures and facilities, except water oriented accessory structures, must meet the required principal structure setback and must be centralized; and
- (7) water-oriented accessory structures and facilities may be allowed if they meet or exceed design standards contained in Section 5.22 of this ordinance and are centralized.

## **7.9 Conversions**

Existing resorts or other land uses and facilities may be converted to residential developments if all of the following standards are met:

- 7.91** Proposed conversions must be initially evaluated using the same procedures for residential developments involving all new construction. All inconsistencies between existing features of the development and these standards must be identified.
- 7.92** Deficiencies involving water supply and sewage treatment, structure color, impervious coverage, open space, and shore recreation facilities must be corrected as part of the conversion or as specified in the conditional use permit.
- 7.93** Shore and bluff impact zone deficiencies must be evaluated and reasonable improvements made as part of the conversion. These improvements must include, where applicable, the following:
  - (1) removal of extraneous buildings, docks, boat launching areas and ramps, or other facilities that no longer need to be located in shore or bluff impact zones;
  - (2) remedial measures to correct erosion sites and improve vegetative cover and screening of buildings and other facilities as viewed from the water; and
  - (3) if existing dwelling units are located in shore or bluff impact zones, conditions are attached to approvals of conversions that preclude exterior expansions in any dimension or substantial alterations. The conditions must also provide for future relocation of dwelling units, where

feasible, to other locations, meeting all setback and elevation requirements when they are rebuilt or replaced.

- 7.94** Existing dwelling unit or dwelling site densities that exceed standards in Section 7.5 may be allowed to continue but must not be allowed to be increased, either at the time of conversion or in the future. Efforts must be made during the conversion to limit impacts of high densities by requiring seasonal use, improving vegetative screening, centralizing shore recreation facilities, installing new sewage treatment systems, or other means.

Adopted by the Aitkin County Board of Commissioners this 24th Day of  
April, 2018.

\_\_\_\_\_  
**Chairperson**  
**Aitkin County Board of Commissioners**

**Attest:**

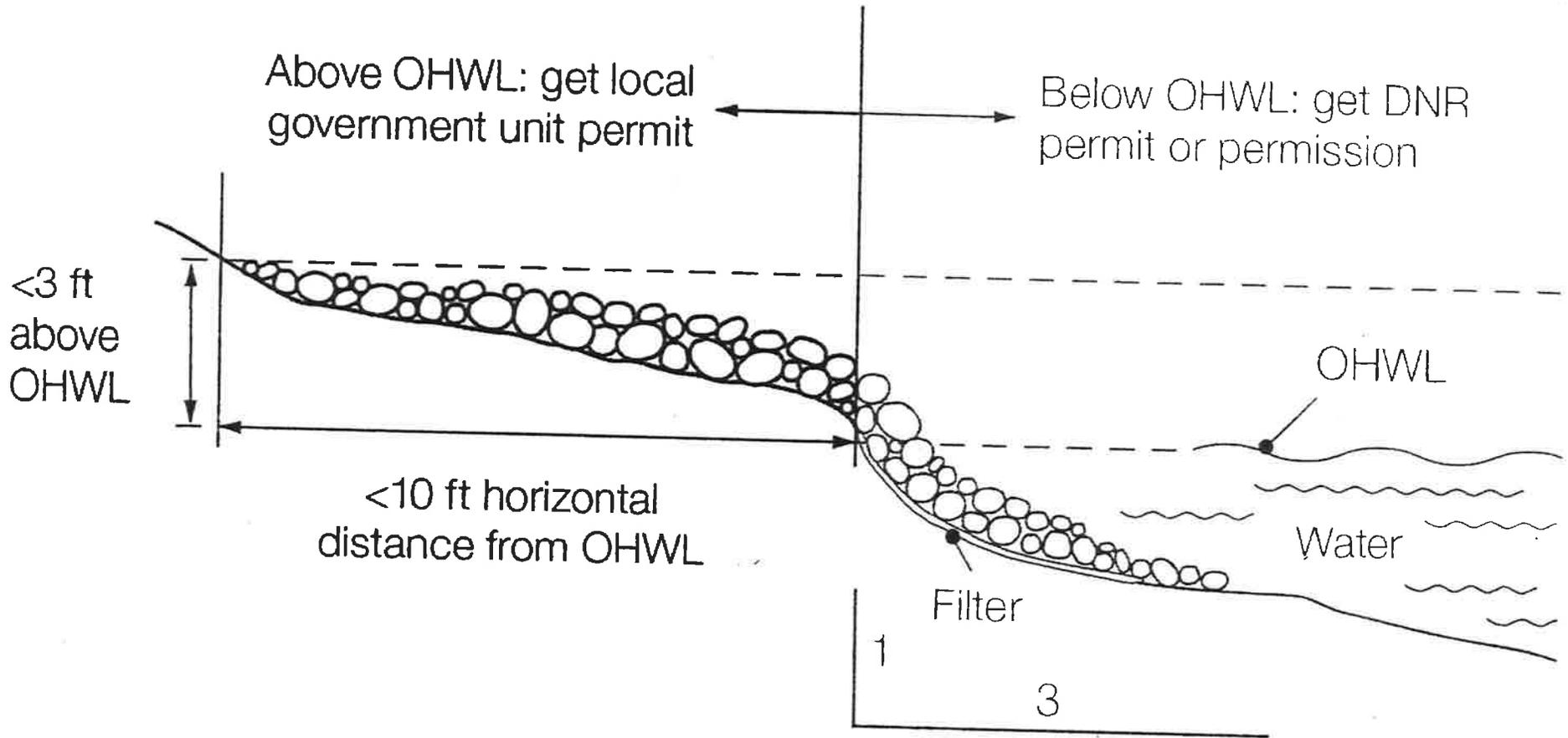
\_\_\_\_\_  
**Jessica Seibert**  
**Aitkin County Administrator**

**Approved as to Form:**

\_\_\_\_\_  
**Jim Ratz**  
**Aitkin County Attorney**

c:\ordinadoptform.doc

# Riprap Guidelines



Finished slope below OHWL must be less than a 1:3 ratio



# Board of County Commissioners Agenda Request

6A  
Agenda Item #

**Requested Meeting Date:** April 24, 2018

**Title of Item:** 2017 Year End Budget Review

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 20 minutes
<b>Summary of Issue:</b> Discussion and review of the 2017 year end budget results will be held.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

6B

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Agenda Item #

**Requested Meeting Date:** April 24, 2018

**Title of Item:** Budget Summary Categories

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b>  <p>The Budget Committee has been exploring methods to provide information to the Board and community members in the most efficient, concise, and easy to read format. An effort is being made to consolidate the IFS budget report into a one-page summary for each department and the county as a whole. Each department was asked to identify the top 10 most used categories in the respective department (please see attached list). This list will be reviewed with the Board for further direction. An example of the proposed budget summary is attached.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Provide staff direction regarding budget summary categories.		
<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.

## **Budget Category Suggestions**

### **Expenses**

Salaries

Benefits

Appropriations and Dues

Training & Education (registrations, course fees,  
lodging, meals)

Transportation (mileage, gas, oil, parking, vehicle  
maintenance, wrecker service, auto license)

Insurance (Liab., MCIT, Prop., WC)

Program Costs/Per Diems

Supplies & Materials (Office & Other)

Utilities (including telephone & wifi)

Advertising (including printing & postage)

Services, Labor, Contracts (including repairs)

Capital Equipment (vehicles, software, furniture, etc.)

Capital Construction (facilities, infrastructure, etc.)

Other Expenses

### **Revenues**

Permit/License Revenue

Refunds/Reimbursements

Grants

Misc. Revenue

County Recorder Fees



# Board of County Commissioners Agenda Request

6C  
Agenda Item #

**Requested Meeting Date:** April 24, 2018

**Title of Item:** Schedule Committee of the Whole Meeting

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b>  Staff recommends scheduling a Committee of the Whole meeting to review and discuss the Organizational Structure Study. The meeting will provide the Board an opportunity to review and discuss the study. As this is a Committee of the Whole meeting, no action will be taken.  Staff recommends scheduling a Committee of the Whole meeting on Thursday, May 10th at 10:00 a.m. in the County Boardroom.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Schedule Committee of the Whole meeting on Thursday, May 10th at 10:00 a.m. in the County Boardroom.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain:		



# Board of County Commissioners Agenda Request

6D

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Agenda Item #

**Requested Meeting Date:** April 24, 2018

**Title of Item:** Approve Board Meeting Location

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b>  <p>May 22nd will be the final date the current board room will be available. Possible alternate locations include the Aitkin Public Library and courtroom 3. The Board will be asked to discuss and approve a location for future Board meetings held during project construction. A calendar of available dates for courtroom 3 is attached.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Approve location of future County Board meetings during project construction		
<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>		

# 2018 County Meeting Dates

JANUARY						
S	M	T	W	T	F	S
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FEBRUARY						
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June 12 Afternoon  
Board Mtg &  
4 PM BAE Mtg

JULY						
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NOVEMBER						
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 Courtroom 3 Available for these Board Dates (begin at 9 AM)  
 Courtroom 3 Not Available for this Board Date (at this time)



Aitkin  
County

# Aitkin County Board of Commissioners Agenda Request Form

7

Agenda Item #

**Requested Meeting Date:** April 24, 2018  
**Title of Item:** Committee Reports

<input checked="" type="checkbox"/> <b>REGULAR AGENDA</b>	<b>Action Requested by:</b> County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	2 <sup>nd</sup> Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	3 <sup>rd</sup> Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Monthly	3 <sup>rd</sup> Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Thursday	Pratt, Alt. Marcotte
Budget Committee 2019			Wedel, Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Wedel and Pratt
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA (Liaison)	Monthly	4 <sup>th</sup> Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Pratt and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 <sup>st</sup> Wednesday	Pratt
Mille Lacs Fisheries Input Group	Monthly		Westerlund
Mille Lacs Watershed	10x year	4 <sup>th</sup> Thursday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 <sup>th</sup> Friday	Marcotte, Alt. Pratt
MN Rural Counties	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 <sup>nd</sup> Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
NE MN ATP	Quarterly		Pratt, Alt. Niemi and Engineer Welle
NE MN Regional ECB	5x year	4 <sup>th</sup> Thursday	Marcotte, Alt. Sheriff Turner
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Niemi
Sobriety Court	Monthly	3 <sup>rd</sup> Tuesday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund