



## ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

**What:** Aitkin County Board Agenda

**When:** March 25, 2025

**Where:** Government Center Board Room

The public is invited to join the meeting remotely by phone call:

Phone: **1-415-655-0001**

Access Code: **2557 701 8137**

Meeting Password: **7282**

**9:00 a.m.**

**1) J. Mark Wedel, County Board Chair**

- A) Call to Order**
- B) Pledge of Allegiance**
- C) Approval of the Agenda**
- D) Health & Human Services (see separate HHS Agenda)**

**9:50 a.m.**

- E) Citizens Public Comment-** Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 option 8 no later than 2:30 P.M. on the Monday before the meeting.
- 2) Consent Agenda-** All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the times will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.

**A) Correspondence File-**

March 11, 2025 - March 24, 2025

**B) Approve County Board Minutes-**

March 11, 2025

**C) Approve Electronic Funds Transfers**

EFT Report thru 03.17.25

**D) Approve Auditor Vouchers-**

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

**E) Approve Commissioner's Vouchers**

Commissioner Warrants 03.14.25

**F) Approve-**

Fiscal Recovery Funds request by County Treasurer

**G) Approve Auditor Vouchers-**

Auditor Warrants - HHS 03.14.25

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

ELAN 02.27.25

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

Manual Warrants 03.13.25

**J) Approve Auditor Vouchers-**

Auditor Warrants 03.14.25

**K) Approve-**

Committee of the Whole Minutes 03.17.25

**L) Approve-**

Animals in County Buildings Policy

**M) Adopt Resolution-**

Award Contract 20259

**N) Adopt Resolution-**

Vacate Portion of CR 77 Right of Way

**O) Approve-**

Grant Submission - Housing Trust Fund Grant

**P) Approve-**

Safety Policy and Emergency Action Plan Update

**Q) Approve-**

Out-of-State Travel

**R) Approve Auditor Vouchers-**

Auditor Warrant - R&B 03.21.25

**9:50 a.m.**

- 3) Jessica Seibert – County Administrator
- A) JET Presentation
  - B) Approve Strategic Plan
  - C) Adopt Resolution - Special Appropriation Application
  - D) Adopt Resolution - Support to Equalize PILT Funding
  - E) Administrator Updates

**10:35 a.m.**

- 4) Bobbie Danielson – Human Resources Director
- A) County Administrator Recruitment Update
  - B) Approve Interim Administrator Appointment
  - C) Adopt Resolution - Interim Administrator Duties Assignment

**10:45 a.m.**

- 5) Board of Commissioners
- A) Commissioner Committee Reports

**10:55 a.m.**

- 6) Chris Sutch – IT Manager
- A) Closed Session - IT Security Briefing

**ADJOURN**





**2B**

**AITKIN COUNTY BOARD OF COMMISSIONERS**

March 11, 2025

9:00 a.m.

Government Center Board Room

**Regular Session Minutes**

**1.A CALL TO ORDER**

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

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

**1.B PLEDGE OF ALLEGIANCE**

**1.C APPROVAL OF AGENDA**

Motion to: Approve the agenda.

**RESULT:** APPROVED (5 TO 0)  
**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Laurie Westerlund

**1.D Citizens Public Comment - None**

**2 CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

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

**A) Correspondence File-**

February 25, 2025 - March 10, 2025

**B) Approve County Board Minutes-**

February 25, 2025

**C) Approve Electronic Funds Transfers**

**Total** \$1,596,828.72

**D) Approve Commissioner's Vouchers**

Commissioner Warrants 02.28.25

General	\$82,208.97	Reserves	\$2,053.04	R&B	\$92,127.05	Trust	\$9,579.16
Forest	\$2,006.16	LLCC	\$16,093.39	Parks	\$69.02	COVID	\$53,128.00
						<b>Total</b>	\$257,264.79

**E) Approve-**

Fire Protection Contract - City of McGregor

**F) Approve Auditor Vouchers-**

Auditor Warrants 02.28.25

General	\$7,780.72	R&B	\$602,676.76	Township	\$98,920.00	<b>Total</b>	\$709,377.48
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**G) Approve Manual Warrants/Voids/Corrections-**

ELAN 02.13.25

General	\$3,034.55	Reserves	\$609.91	HHS	\$789.90	<b>Total</b>	\$4,434.36
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**H) Approve Auditor Vouchers-**

Auditor Warrants - HHS 02.28.25

HHS	\$46,638.78					<b>Total</b>	\$46,638.78
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**I) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 02.28.25

General	\$1,579.61	State	\$2,601.09			<b>Total</b>	\$4,180.70
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**J) Approve-**

Fire Protection Contract - Hill City

**K) Approve-**

JPA between the BCA and Aitkin County HR

**L) Adopt Resolution-**

Mille Lacs Trails Federal Recreational Trail Program Grant Application

**M) Approve-**

Recommendation from the Consultant - VCET Admin Assistant

**N) Adopt Resolution-**

Application to Make Retail Sales of Cigarette &amp; other Tobacco Products

**O) Adopt Resolution-**

Final Contract Payment #20231

**P) Approve Auditor Vouchers-**

Auditor Warrant - Teamsters Health Insurance

General	\$35,442.00					<b>Total</b>	\$35,442.00
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**Q) Approve Auditor Vouchers-**

Auditor Warrant - HHS 03.07.25

General	\$30.10	HHS	\$146,525.36			<b>Total</b>	\$146,555.46
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## Regular Agenda

3A John Welle – County Engineer

**Motion to:**

Adopt Resolution - Detour Agreement No. 1058492

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

4A Bobbie Danielson – Human Resources Director

**Informational Only**

County Administrator Recruitment Update

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

5A Jessica Seibert – County Administrator

**Informational Only**

2024 Year End Budget Presentation

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

5B Jessica Seibert – County Administrator

**Administrator Updates**

AMC Legislative Conference, Regular 1:1's, Personnel Committee, Meeting with Planning & Zoning re: Big Sandy, Hosted Regular MACA meeting, upcoming Committee of the Whole meeting on March 17th at 1:00pm

6A Kevin Turnock - Assistant Zoning Administrator

Public Hearing for Proposed Feedlot at 9:30 a.m.

<b>PUBLIC HEARING:</b>
<b>Open:</b> 9:30 A.M.
<b>Public Comment:</b> Tim Nies, Aitkin County resident
Kenneth Sizemore, Aitkin County resident
Dale Lueck, Aitkin County resident
<b>Closed:</b> 9:44 A.M.

6B Kevin Turnock - Assistant Zoning Administrator

**Motion to:**

Adopt Resolution for Proposed Feedlot

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Michael Kearney

7A Dennis Thompson – Land Commissioner

**Informational Only**

ACLD 2024 Budget Review

**RESULT:** INFORMATIONAL ONLY

**MOVER:**

**SECONDER:**

8A Dave McMillan – LLCC Manager

**Informational Only**

Long Lake Conservation Center 2024 Budget Review

**RESULT:** INFORMATIONAL ONLY

**MOVER:**

**SECONDER:**

8B Dave McMillan – LLCC Manager

**Motion to:**

Approve Completion of MLEC Loan Application for LED Lighting Retrofit for future Board action

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Laurie Westerlund

9A Board of Commissioners

Commissioner Committee Reports

AMC Legislative Conference, East Central Regional Library Board, NACo Legislative Conference, McGregor Airport Committee, Natural Resources Advisory Committee, Aquatic Invasive Species, Flyers Club Fly-in, Personnel Committee

**Motion to Adjourn**

Motion made at 10:52 a.m.

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Laurie Westerlund

**Next Regular Board Meeting:** Tuesday, March 25, 2025

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

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Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

**2C**  
Agenda Item #

**Requested Meeting Date:** 3/25/2025

**Title of Item:** EFT Report

<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) <div style="text-align: right; font-size: small;"><i>*provide copy of hearing notice that was published</i></div>
<div style="display: flex; justify-content: space-between;"><div><b>Submitted by:</b> Lori Grams</div><div><b>Department:</b> County Treasurer</div></div>	
<div style="display: flex; justify-content: space-between;"><div><b>Presenter (Name and Title):</b> N/A</div><div><b>Estimated Time Needed:</b></div></div>	
<b>Summary of Issue:</b>  EFT Report thru 3/17/2025	
<b>Alternatives, Options, Effects on Others/Comments:</b>	
<b>Recommended Action/Motion:</b>	
<b>Financial Impact:</b> <div style="display: flex; justify-content: space-between;"><div><i>Is there a cost associated with this request?</i> <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i></div><div style="display: flex; align-items: center;"><div><input type="checkbox"/> Yes    <input type="checkbox"/> No</div><div style="margin-left: 20px;"><i>Please Explain:</i></div></div></div>	

**ELECTRONIC FUNDS TRANSFER****Thru March 17, 2025 Board Meeting March 25, 2025**

Abstract Number	Date	Amount	Reason
22255	3/7/25	\$35,442.00	Auditor Abstract
22256	3/7/25	\$950,330.05	Payroll Abstract
22257	3/7/25	\$18,470.33	Auditor Abstract
22258	3/14/25	\$258,437.53	Commissioner Abstract
22259	3/13/25	\$33,249.26	Manual Abstract
22260	3/13/25	\$11,633.80	Manual Abstract
22261	3/17/25	\$1,676.28	Auditor Abstract
22262	3/14/25	\$59,295.23	Auditor Abstract
22263	3/14/25	\$28,465.48	Auditor Abstract

\$0

Voids/No ACH

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\$1,396,999.96

S:Board Report:2025 EFT Board Report Thru Date

WLB1  
3/10/25

3:41PM

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



# 2D

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Vendor No.	Name	Amount			
89991	Bremer Bank	89.48	27 Transactions		
1 Fund Total:		89.48	General Fund	1 Vendors	27 Transactions

3 Road & Bridge

# Aitkin County

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



Vendor No.	Name	Amount			
89991	Bremer Bank	1,351.34	19 Transactions		
3 Fund Total:		1,351.34	Road & Bridge	1 Vendors	19 Transactions



WLB1  
3/10/25 3:41PM  
19 Long Lake Conservation Cen

# Aitkin County

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



Vendor	<u>Name</u>	<u>Amount</u>			
89991	Bremer Bank	111.80	12 Transactions		
<b>19 Fund Total:</b>		<b>111.80</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>12 Transactions</b>

WLB1  
3/10/25 3:41PM  
21 Parks

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor No.	Name	Amount			
89991	Bremer Bank	123.66		11 Transactions	
21 Fund Total:		123.66	Parks	1 Vendors	11 Transactions
Final Total:		1,676.28	4 Vendors	69 Transactions	

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	89.48	General Fund	
	3	1,351.34	Road & Bridge	
	19	111.80	Long Lake Conservation Center	
	21	123.66	Parks	
	All Funds	1,676.28	Total	App

Approved by,

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WLB1  
3/11/25 10:48AM

# Aitkin County



**2E**

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

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

WLB1

3/11/25

10:48AM

# Aitkin County



Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**

Page 2

**1** General Fund

Vendor No.	Name	Amount	
9562	Advanced Business Methods, Inc.	230.35	2 Transactions
117	Aitkin County Sheriff	875.89	1 Transactions
86222	Aitkin Independent Age	9,733.93	24 Transactions
9561	Amazon Business	975.93	15 Transactions
14005	American Tower Corporation	413.20	1 Transactions
14563	Anoka County Corrections	23,132.25	2 Transactions
10365	Antoine Electric, Inc.	650.41	3 Transactions
9138	ASAP Towing	303.00	1 Transactions
9926	AT&T (VCET)	1,900.00	4 Transactions
10452	AT&T Mobility	417.40	2 Transactions
15240	AT&T Mobility (Central Serv)	438.34	5 Transactions
10265	AT&T Mobility (Community Correct)	362.71	4 Transactions
9323	Avery/Jill	476.25	1 Transactions
10981	Bakken/Glen A.J.	50.00	1 Transactions
612	BCA Training	500.00	2 Transactions
15151	Breitbarth/Chaplain Steve	725.91	1 Transactions
3393	Bruss/Cheryl	78.00	1 Transactions
12194	BWSR	90.00	1 Transactions
783	Canon Financial Services, Inc	634.66	2 Transactions

WLB1

3/11/25

10:48AM

# Aitkin County



Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES

Page 3

1 General Fund

Vendor No.	Name	Amount	
10083	Cedarbrook Lumber Comp	9,204.97	1 Transactions
10520	Charter Communications Holding (Sheriff)	206.27	1 Transactions
15142	Christensen/Charles	83.80	2 Transactions
9085	Climate Makers Inc	3,339.67	4 Transactions
9243	Command Central, LLC	1,052.95	3 Transactions
10551	Counties Providing Technology	150.00	1 Transactions
10855	Culligan Soft Water	134.10	2 Transactions
88880	Datacomm Computers & Networks Inc	69.00	1 Transactions
9612	Discovery Publishing, Inc.	303.95	1 Transactions
1398	Dorsey & Whitney Llp	12,000.00	1 Transactions
10231	eGoldfax	223.21	1 Transactions
14010	Erickson/Patrice	30.39	1 Transactions
9762	Faul Psychological PLLC	1,330.00	1 Transactions
1775	Galls LLC	398.35	6 Transactions
11634	Gammello & Pearson PLLC	637.50	6 Transactions
1754	Garrison Disposal Company, Inc	1,209.22	2 Transactions
10074	Gervais/Renee	33.96	1 Transactions
4173	Grams/Lori	187.22	2 Transactions
7525	Hometown Bldg Supply	30.64	1 Transactions
9184	Hunter/Katie	63.60	1 Transactions

WLB1

3/11/25

10:48AM

# Aitkin County



Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES

Page 4

1 General Fund

Vendor No.	Name	Amount	
2340	Hyytinen Hardware Hank	69.44	3 Transactions
88628	Imperial Dade	3,238.06	2 Transactions
10559	J.C. Custom Welding & Electric Inc.	14,565.00	1 Transactions
2448	Janzen/Carroll Mark	50.00	1 Transactions
9847	KK Advertising Inc.	206.25	1 Transactions
11990	Lange/David	110.40	2 Transactions
9486	Larson Plumbing & Heating of Aitkin Inc.	309.66	1 Transactions
9046	Loffler Companies, Inc.	930.72	22 Transactions
9208	Mapes FNP-C, Mary	6,250.00	1 Transactions
14071	Marco Technologies LLC	2,305.35	5 Transactions
3018	Marshall & Swift-Boeckh, LLC	383.95	1 Transactions
12048	McDowell Agency, Inc./The	156.30	1 Transactions
9825	McGregor Print Pros, LLC	250.00	1 Transactions
3150	Mille Lacs Co Sheriff	1,100.00	2 Transactions
9692	Minnesota Energy Resources Corporation	1,128.82	3 Transactions
11997	Minnesota Monitoring, Inc	1,214.00	1 Transactions
10421	MN Department of Corrections	8,400.00	1 Transactions
4181	NLEAC	75.00	1 Transactions
9228	North Memorial Ambulance Service	2,018.00	1 Transactions
10036	OSM	124.00	1 Transactions

WLB1

3/11/25

10:48AM

# Aitkin County



Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**

Page 5

**1** General Fund

Vendor No.	Name	Amount	
3789	Pan-O-Gold Baking Company	200.72	2 Transactions
3810	Paulbeck's County Market	424.85	1 Transactions
13412	Pemberton, Sorlie, Rufer & Kershner PLLP	388.50	1 Transactions
9808	Performance Foodservice	4,660.37	2 Transactions
11947	Phoenix Supply	516.25	1 Transactions
3950	Public Utilities	11,126.97	9 Transactions
3987	Ramsey County Medical Examiner	3,901.00	2 Transactions
4010	Rasley Oil Company	478.39	6 Transactions
9151	River Valley Forensic Services PA	850.00	2 Transactions
84172	Riverwood Healthcare Center	2,290.00	7 Transactions
5774	Riverwood Healthcare Clinic	4,887.40	8 Transactions
10289	Roger's Two Way Radio, Inc.	776.45	1 Transactions
9261	RTVision, Inc.	2,981.77	1 Transactions
9542	Seibert/Jessica	23.06	1 Transactions
10225	Shaffer/Paul T.	42,918.75	1 Transactions
10879	Shred-It	232.13	1 Transactions
13424	Sonnee/Dennise J	77.50	2 Transactions
10333	Stevo's Inc	2,493.75	1 Transactions
9013	STRATELIGENT	135.00	1 Transactions
10557	Sutch/Chris	80.99	3 Transactions



1 General Fund

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

Vendor	<u>Name</u>	<u>Amount</u>	
9691	The Master's Touch, LLC	1,310.10	1 Transactions
86235	The Office Shop Inc	1,473.79	16 Transactions
13934	The Tire Barn	1,194.22	5 Transactions
5173	Thomson Reuters-West Publishing	2,176.33	2 Transactions
10930	Tidholm Productions	538.91	3 Transactions
10203	Transformative Learning Institute LLC	1,500.00	1 Transactions
9181	TriTech Software Systems	47,464.51	1 Transactions
9894	Vault Health	234.92	2 Transactions
10389	Versaterm Public Safety US, Inc.	29,626.86	1 Transactions
3518	Voyageur Press Of McGregor, Inc	125.00	1 Transactions
10895	Westerlund/Laurie Ann	886.90	2 Transactions
9933	WEX BANK - Veteran Services	125.39	1 Transactions
11970	Wikelius/Charles	100.00	1 Transactions
9255	Witt/Warren	50.00	1 Transactions
<b>1 Fund Total:</b>		<b>281,812.76</b>	<b>General Fund 93 Vendors 255 Transactions</b>



2 Reserves Fund

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount			
10564	Aitkin Hardwoods	960.00	1 Transactions		
9561	Amazon Business	37.93	1 Transactions		
88880	Datacomm Computers & Networks Inc	165.00	1 Transactions		
2 Fund Total:		1,162.93	Reserves Fund	3 Vendors	3 Transactions

WLB1

3/11/25

10:48AM

3 Road &amp; Bridge

# Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 8

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
170	Aitkin Motor Company	16.02	1 Transactions
195	Aitkin Tire Shop	1,323.00	4 Transactions
8411	American Welding & Gas, Inc.	452.76	2 Transactions
86467	Auto Value Aitkin	1,136.97	9 Transactions
13725	Beartooth Hardware Inc	73.00	1 Transactions
11895	Cargill, Incorporated	13,812.78	1 Transactions
14887	Cintas Corporation	13.59	1 Transactions
1010	City Of Aitkin	12,875.31	3 Transactions
2763	Countryside Sanitation, LLC	198.90	2 Transactions
10855	Culligan Soft Water	55.00	1 Transactions
1430	Dotzler Power Equipment	946.02	3 Transactions
1491	Dutch's Electric, Inc	1,381.00	1 Transactions
7935	East Central Energy	191.39	2 Transactions
8622	Frontier Communications Holdings LLC	524.97	3 Transactions
1754	Garrison Disposal Company, Inc	140.28	1 Transactions
10411	GEIST/ DOUG JR	200.00	1 Transactions
1880	Gravelle Plumbing & Heating, Inc	1,505.00	2 Transactions
2340	Hyytinen Hardware Hank	12.88	2 Transactions
11406	Innovative Office Solutions, LLC	135.50	1 Transactions

WLB1

3/11/25

10:48AM

3 Road &amp; Bridge

# Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 9

Vendor No.	Name	Amount	
10517	KARELS HARDWARE CO	11.97	1 Transactions
2831	Little Falls Machine Inc	2,110.54	2 Transactions
9046	Loffler Companies, Inc.	99.72	1 Transactions
14071	Marco Technologies LLC	190.00	1 Transactions
10556	MCGREGOR MINI STORAGE LLC	13,540.00	2 Transactions
3100	McGregor Oil	3,153.87	2 Transactions
10555	MCHAA	265.00	1 Transactions
8540	Minnesota Department Of Public Safety	150.00	6 Transactions
9692	Minnesota Energy Resources Corporation	1,406.08	1 Transactions
9708	MOMENTUM TRUCK GROUP	271.50	1 Transactions
8436	Northland Parts	673.45	6 Transactions
10412	O'Reilly Auto Parts	407.55	6 Transactions
14861	Parman Energy Group	3,641.60	8 Transactions
3871	People's Security Co. Inc,	147.50	1 Transactions
3950	Public Utilities	261.92	4 Transactions
15211	Quality Disposal Systems Inc	77.22	1 Transactions
4070	Riley Auto Supply	760.70	5 Transactions
5791	Sappi	500.00	1 Transactions
14812	SCI Broadband/Savage Communications	155.73	1 Transactions
9176	SPARKY'S TOOLS, LLC	99.98	1 Transactions

WLB1  
3/11/25 10:48AM

3 Road & Bridge

# Aitkin County

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



Vendor	<u>Name</u>	<u>Amount</u>			
<u>No.</u>					
86235	The Office Shop Inc	237.52		1 Transactions	
3 Fund Total:		63,156.22	Road & Bridge	40 Vendors	94 Transactions



Vendor	<u>Name</u>	<u>Amount</u>			
<u>No.</u>					
9046	Loffler Companies, Inc.	437.73	4	Transactions	
14071	Marco Technologies LLC	1,178.00	7	Transactions	
5 Fund Total:		1,615.73	Health & Human Services	2 Vendors	11 Transactions

WLB1  
3/11/25 10:48AM  
9 State

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount			
4580	Mn Dept Of Finance	375.00		1 Transactions	
9 Fund Total:		375.00	State	1 Vendors	1 Transactions

WLB1  
3/11/25 10:48AM  
10 Trust

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 13

Vendor No.	Name	Amount		
9562	Advanced Business Methods, Inc.	191.51	1 Transactions	
90762	Aitkin Co License Center	8.50	1 Transactions	
9561	Amazon Business	280.77	3 Transactions	
10452	AT&T Mobility	659.90	1 Transactions	
10855	Culligan Soft Water	97.40	1 Transactions	
999999000	Dale Nelson	742.05	1 Transactions	
13447	Futurewood Corp.	2,950.00	1 Transactions	
1754	Garrison Disposal Company, Inc	110.30	1 Transactions	
999999000	Gene and Samantha Ruud	255.91	1 Transactions	
2424	Jobe/Peter N	1,213.02	1 Transactions	
9046	Loffler Companies, Inc.	44.32	1 Transactions	
14071	Marco Technologies LLC	285.00	1 Transactions	
9692	Minnesota Energy Resources Corporation	476.73	1 Transactions	
9570	Northland Lawn & Sport, LLC	110.62	1 Transactions	
3950	Public Utilities	303.99	1 Transactions	
4010	Rasley Oil Company	34.50	2 Transactions	
5791	Sappi	3,221.33	2 Transactions	
10 Fund Total:		10,985.85	Trust	17 Vendors 21 Transactions



Vendor No.	Name	Amount			
13725	Beartooth Hardware Inc	12.04	1 Transactions		
15226	Data Activation Center	180.00	1 Transactions		
7525	Hometown Bldg Supply	20.60	1 Transactions		
9705	Johnson/Christopher M	157.49	1 Transactions		
9046	Loffler Companies, Inc.	22.16	1 Transactions		
11 Fund Total:		392.29	Forest Development	5 Vendors	5 Transactions

WLB1  
3/11/25 10:48AM  
13 Taxes & Penalties

# Aitkin County

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



Vendor No.	Name	Amount			
999999000	HAHN/RHONDA	122.00	1 Transactions		
13 Fund Total:		122.00	Taxes & Penalties	1 Vendors	1 Transactions

WLB1

3/11/25

10:48AM

19 Long Lake Conservation Cen

# Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 16

Vendor Name  
No.

Amount

11234	Adam's Pest Control Inc	1,095.00	1 Transactions
9562	Advanced Business Methods, Inc.	98.70	1 Transactions
9561	Amazon Business	255.08	1 Transactions
9010	ANCA	245.00	1 Transactions
13725	Beartooth Hardware Inc	49.56	1 Transactions
2763	Countryside Sanitation, LLC	157.95	1 Transactions
2340	Hyytinen Hardware Hank	18.33	2 Transactions
15300	MCGREGOR ACE HARDWARE	150.22	1 Transactions
5472	Newshopper	150.00	1 Transactions
3776	Palisade One Stop	286.79	4 Transactions
10076	PFS Minnesota	1,267.61	2 Transactions
10189	Solomon Strategies Group	5,000.00	1 Transactions
4968	Upper Lakes Foods, Inc	924.20	1 Transactions

19 Fund Total:

9,698.44

Long Lake Conservation Center

13 Vendors

18 Transactions

Vendor No.	Name	Amount			
188	Aitkin Sno-Drifters Snowmobile	7,453.80	1 Transactions		
13725	Beartooth Hardware Inc	11.83	3 Transactions		
1805	Giese Sno-Cruisers Trail Assn.	3,918.80	1 Transactions		
2060	Haypoint Jackpine Savages	12,372.50	1 Transactions		
3176	Mille Lacs Trails, Inc.	11,089.80	1 Transactions		
3780	Palisade Supersledders Inc.	7,625.50	1 Transactions		
3950	Public Utilities	75.84	2 Transactions		
4800	Tamarack Sno-Flyers	15,644.90	1 Transactions		
21 Fund Total:		58,192.97	Parks	8 Vendors	11 Transactions

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	<u>Name</u>	<u>Amount</u>			
9085	Climate Makers Inc	25,587.00	2 Transactions		
22 Fund Total:		25,587.00	Coronavirus Relief Fund	1 Vendors	2 Transactions
Final Total:		453,101.19	184 Vendors	422 Transactions	

# Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	281,812.76	General Fund
2	1,162.93	Reserves Fund
3	63,156.22	Road & Bridge
5	1,615.73	Health & Human Services
9	375.00	State
10	10,985.85	Trust
11	392.29	Forest Development
13	122.00	Taxes & Penalties
19	9,698.44	Long Lake Conservation Center
21	58,192.97	Parks
22	25,587.00	Coronavirus Relief Fund
All Funds	453,101.19	Total

Approved by,

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



# Board of County Commissioners Agenda Request

**2F**

Agenda Item #

**Requested Meeting Date:** 3/25/2025**Title of Item:** Approve Fiscal Recovery Funds request by County Treasurer

- ☐ REGULAR AGENDA  
☒ CONSENT AGENDA  
☐ INFORMATION ONLY

**Action Requested:**

- ☒ Approve/Deny Motion  
☐ Adopt Resolution (attach draft)

- ☐ Direction Requested  
☐ Discussion Item  
☐ Hold Public Hearing\*

*\*provide copy of hearing notice that was published***Submitted by:**

Lori Grams, County Treasurer

**Department:**

County Treasurer

**Presenter (Name and Title):****Estimated Time Needed:****Summary of Issue:**

At the May 14, 2024 County Board meeting, the Board approved the obligation of unallocated ARPA funds. Included in this list of funds is the ArcaSearch Digital Preservation of Marriage Records and searchable archive in the amount of \$20,000

Attached to this agenda request is a copy of the completed Aitkin County Fiscal Recovery Funds application along with a description of the project. This company has also worked with our County Records office.

County Attorney, Jim Ratz, has reviewed the contract and finds no issues with it.

**Alternatives, Options, Effects on Others/Comments:****Recommended Action/Motion:**

To approve the use of Fiscal Recovery Funds for the Digital Preservation of Marriage Records and Searchable Archive.

**Financial Impact:**

Is there a cost associated with this request?

☒ Yes☐ No

What is the total cost, with tax and shipping? \$ 16,161.00 total first year costs, requesting \$20,000.

Is this budgeted?

☐ Yes☒ No

Please Explain:

Requesting \$20,000 as additional pages may be found as the project is being worked on, as an estimate was used for the number of pages needing to be scanned.

## Aitkin County Fiscal Recovery Funds

### **Strategic Investment Project**

Project Identification: Digital Preservation of Marriage Records & Searchable Archive

Funding amount: \$20,000

Project Expenditure Category: [Category number, Category Name] 6.1 Provision of Government Services

### Project overview

- *A description of the project that includes an overview of the main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable, intended outcomes and briefly describe the goals of the project:*

*Digital preservation and back up of historical marriage records from loss due to natural disasters or general deterioration.*

*The estimated time to complete the project is 4 months. The project would be handled by ArcaSearch, LLC*

- *Identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), Services to Disproportionately Impacted Communities (EC 3), Infrastructure (EC 5) Revenue Replacement (EC 6) and Administrative (EC 7) Expenditure Categories. Attach all quotes, invoices, etc*

*Estimate cost is \$16,161*

*Annual Fee is \$2088.00*

*My request is for \$20,000 as the actual number of pages to be preserved is an estimate.*



**Table of Expenses by Expenditure Category**

	Category	Funding Requested for Project	Funding Approved for Project
1	Expenditure Category: Public Health		
1.1	COVID-19 Vaccination		
1.2	COVID-19 Testing		
1.3	COVID-19 Contact Tracing		
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)		
1.5	Personal Protective Equipment		
1.6	Medical Expenses (including Alternative Care Facilities)		
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency		
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)		
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19		
1.10	Mental Health Services		
1.11	Substance Use Services		
1.12	Other Public Health Services		
2	Expenditure Category: Negative Economic Impacts		
2.1	Household Assistance: Food Programs		
2.2	Household Assistance: Rent, Mortgage, and Utility Aid		
2.3	Household Assistance: Cash Transfers		
2.4	Household Assistance: Internet Access Programs		
2.5	Household Assistance: Eviction Prevention		
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers		
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)		
2.8	Contributions to UI Trust Funds*		
2.9	Small Business Economic Assistance (General)		
2.10	Aid to nonprofit organizations		
2.11	Aid to Tourism, Travel, or Hospitality		
2.12	Aid to Other Impacted Industries		
2.13	Other Economic Support		

Category		Funding Requested for Project	Funding Approved for Project
2.14	Rehiring Public Sector Staff		
3	Expenditure Category: Services to Disproportionately Impacted Communities		
3.1	Education Assistance: Early Learning		
3.2	Education Assistance: Aid to High-Poverty Districts		
3.3	Education Assistance: Academic Services		
3.4	Education Assistance: Social, Emotional, and Mental Health Services		
3.5	Education Assistance: Other		
3.6	Healthy Childhood Environments: Child Care		
3.7	Healthy Childhood Environments: Home Visiting		
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System		
3.9.	Healthy Childhood Environments: Other		
3.10	Housing Support: Affordable Housing		
3.11	Housing Support: Services for Unhoused persons		
3.12	Housing Support: Other Housing Assistance		
3.13	Social Determinants of Health: Other		
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators		
3.15	Social Determinants of Health: Lead Remediation		
3.16	Social Determinants of Health: Community Violence Interventions		
4	Expenditure Category: Premium Pay		
4.1	Public Sector Employees		
4.2	Private Sector: Grants to other employers		
5	Expenditure Category: Infrastructure		
5.1	Clean Water: Centralized wastewater treatment		
5.2	Clean Water: Centralized wastewater collection and conveyance		
5.3	Clean Water: Decentralized wastewater		
5.4	Clean Water: Combined sewer overflows		
5.5	Clean Water: Other sewer infrastructure		
5.6	Clean Water: Stormwater		
5.7	Clean Water: Energy conservation		
5.8	Clean Water: Water conservation		
5.9	Clean Water: Nonpoint source		
5.10	Drinking water: Treatment		
5.11	Drinking water: Transmission & distribution		

Category		Funding Requested for Project	Funding Approved for Project
5.12	Drinking water: Transmission & distribution: lead remediation		
5.13	Drinking water: Source		
5.14	Drinking water: Storage		
5.15	Drinking water: Other water infrastructure		
5.16	Broadband: "Last Mile" projects		
5.17	Broadband: Other projects		
6	Expenditure Category: Revenue Replacement		
6.1	Provision of Government Services	\$20,000	
7	Administrative and Other		
7.1	Administrative Expenses		
7.2	Evaluation and data analysis		
7.3	Transfers to Other Units of Government		
7.4	Transfers to Nonentitlement Units (States and Territories only)		

Signature of Applicant; *Ken Sham*

Date; 2-24-25

Reviewed by Economic Development Coordinator;

Signature; *[Signature]*

Date; 2-24-25

Approval by County Administrator;

Signature; *Jessie Seiler*

Date; 2-24-25

*(Approval by County Administrator allows request to be presented to the Board of Commissioners for final approval.)*



Digital Archiving Services

**AITKIN COUNTY MN TREASURER'S OFFICE  
DIGITAL PRESERVATION OF:  
MARRIAGE RECORDS  
AND  
DEVELOPMENT OF A NEW  
AITKIN COUNTY SEARCHABLE ARCHIVE  
(WITH USER NAME/PASSWORD ACCESS)**

**Proposal #04012024P1V3**

December 16, 2024

Prepared for:

**Aitkin County**  
307 2<sup>nd</sup> Street, NW Room 119  
Aitkin, MN 56431

**Lori Grams**  
County Treasurer  
218.927.7331  
[lgrams@co.aitkin.mn.us](mailto:lgrams@co.aitkin.mn.us)

### Project Benefits for Aitkin County MN:

- Digital preservation & back-up protection of historical original Marriage Record books from loss due to fire, water events and general deterioration
- **Eliminates the need for back-indexing** of the historical collection with use of existing index and intuitive search tools to locate Book/Page Number to the Marriage Record for efficient staff searches
- Improved security with ability to remove the physical books to a cold-storage location. New Archive will be an internal tool with User Name/Password access
- Reduces internal IT support & costs with a hosted Aitkin County Archive

### OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with Aitkin County, MN. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Images 13,570
- Date Range 1885 through 1990
- Image Size 10" x 14"; some as large as 13.5" x 18.5"
- Condition Good
- Bindery Bound and pinned
- Image Capture RGB
- Image Resolution 300 DPI
- OCR Yes, of typed text
- File Format Web Optimized PDF-A Files & JPEG Thumbnail Images
- Delivery Single page
- Metadata Defined in product categories
- Work Location Materials to be digitized at ArcaSearch

*There will be no other metadata schema understanding than what is expressly stated within this proposal.*

## PRODUCT CATEGORIES

### #1 – Index to Marriage Records

- 600 Images
- Date range – Unknown
- Image size – 13.5” x 18.5”
- Books – 1
- Bindery – Pinned
- Condition – Unknown
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, sequential page number

#### Key Assumptions

Pages presented in Single Page Format

Physical book will be divided into two digital books (Female Index & Male Index)

Alpha Letter filter

Word Search for typed content

Sequential Page Number

### #2 – Marriage Records

- 12,970 Images
- Date range – 1885 through 1990
- Image size – 10” x 14”; some as large as 13” 16.5”
- Books – 15
- Bindery – Bound (14), pinned (1)
- Condition – Unknown
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character (index pages), actual page number

#### Key Assumptions

Pages presented in Single Page Format (Bound or Pinned)

Handwritten index pages in each book will be indexed by Alpha Letter

Marriage Record searchable via Direct Document Access by: Book/Page Number

Book O has been split into two physical books but will be combined into one, digital book in the Archive.

Actual Page Number for Record Pages only

### ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Provide delivery to and from ArcaSearch for the original content
- Digitize images from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files and JPEG Thumbnail Images on external hardware upon receiving final payment for project

We look forward to working with **Aitkin County, MN**. Below are a few items ArcaSearch will need to begin your project.

- Provide a detailed manifest of archive material (required to start your project)
- Notify ArcaSearch of any scheduling requirements

### ESTIMATED TIMING

**The following is a timeline for your planning purposes.**

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 4 months for project's completion.



## **COMPASS ECLIPSE RESEARCH SYSTEM**

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

### **System Requirements**

PC: Windows 7 or newer, macOS, or Linux operating system recommended

PC: Chromium based browser (Google Chrome, Microsoft Edge, etc...)

Pop up blockers should be disabled for optimum viewing

### **Product Modules**

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

### **Digital Archive Hosting**

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

### **Technology Updates**

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

### **Service Level**

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.



## **STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM**

### **Hosting your Research site at a secure location**

ArcaSearch has elected to host your site link at the highly secure Level 3, Data Center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

The Data Center building, its tenants, and its parking areas have exceptional security. Entry to the facility is controlled by on-site security and each door/floor is controlled through card-access entry.

- Multi-level physical access controls
- Personal verification with properly issued ID
- Card access entry with photo verification
- IP Video surveillance recorded and stored for 90 days, both inside and outside the facilities
- Man-trap entries
- Locked cabinets, cages, storage, and suites
- We have a Diverse Tier 1 backbone providers connected via diverse paths
- 100/1000 MB Fast Ethernet connections.
- On-net, Carrier neutral facility

The Data Center building is backed a N+2 HVAC system. They monitor environmental systems 24 hours a day, seven days a week.

- N+2 temperature and humidity with multiple segregated cooling zones environment
- Raised floors with automated moisture detectors under the floors
- Zoned smoke and heat detectors
- Dry-pipe, pre-action fire sprinkler systems
- Managed and monitored 24×7
- Professional quarterly maintenance
- Secure Protection of Data and Infrastructure – 24×7 Multi-Level Security

The Data Center building has redundant power systems (2 megawatt generator, transfer switch, UPS systems, battery plants, flexible power configurations). If any one component in the network or electrical system fails, a redundant system designed to carry the full load immediately takes control. Should the entire primary HVAC system fail, a secondary system designed to immediately handle the full capacity for cooling maintains the proper temperature in the data center.

- 110 volt, single phase
- 208 volt, single phase/three phase
- Diverse A/B electrical circuits
- Custom power
- Protection Power Plan” or “Variable Power Plan”
- 100% Power Availability
- Redundant power infrastructure
- Redundant backup battery systems
- Diesel-powered generators
- Weekly, rigorous system testing
- Professional quarterly maintenance
- Network Availability

**Authentication & Access Options**

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users.

This authentication process includes a multifaceted feature that includes username/password challenge and IP Filtering.

**Username/Password**

If specified to require username & password authentication, the research site will not be accessible until a user has entered valid credentials for access to the site

**IP Filter**

Login can be further restricted to specific IP addresses provided by the customer. This will restrict access to users who use the provided IP addresses. This can be combined with Username/Password authentication for increased security.

**End User Technical Support**

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

**Phone and Email Support**

Phone and email support are available Monday through Friday 8am – 4:30pm CST

**Data Management and Storage**

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of Web Optimized PDF-A Files and JPEG Thumbnail Images to be used as the final repository at client location. The hardware will remain the property of the client. Additional file back-ups are available. Price dependent on the request of files to be duplicated.

**Antivirus Software**

Antivirus software is run at the Data Center on the file storage servers.

## **TERMS AND CONDITIONS**

### **Document Care**

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

### **Confidentiality**

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

### **Content of Documents**

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

### **Limitation of Liability**

In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75% of ArcaSearch total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

### **Warranty**

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

**Termination**

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

## PRICING

### Project Estimating

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and associated pages other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of pages at the completion of this project. Additional pages over the estimated page count for this project will be priced at the per page rate of this project.

**Single Page Definition:** one side of a sheet of paper in a collection of sheets bound together, especially as a book, magazine, or newspaper.

**Two-Page Definition:** a pair of facing pages, typically the left and right pages in a publication like a book, magazine or newspaper. **Each side is a chargeable page.**

### Payment Terms

ArcaSearch will invoice 50% of the project price upon receipt of this signed proposal and 25% upon imaging completion. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price.

Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

### Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of \$9.50 per image.

### Additional Programming

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #04012024P1V3** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

## PROJECT PRICE

- **Estimated Project Price: \$16,161**

Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for image quality and accuracy
- Two complete copies of your archived files on external media
- Includes the first year of the Compass Eclipse Research System Annual Fee

## ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: \$2,088**

**Includes:**

- A complete, integrated document digital archival and retrieval system
  - User friendly
  - Clipboard Feature
  - Fast Searching Capabilities
  - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results

ACCEPTED BY:

Client: \_\_\_\_\_ Date: \_\_\_\_\_  
*Client Name- Signature*

Client: \_\_\_\_\_ Date: \_\_\_\_\_  
*Client Name-Printed*

For ArcaSearch: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTACT INFORMATION:**

David Frank  
Document Preservation Consultant  
ArcaSearch, LLC  
720 St. Germain St.  
St. Cloud, MN 56301  
320.282.4375  
[david.frank@arcasearch.com](mailto:david.frank@arcasearch.com)

Tammy Hoekstra  
Customer Service Manager  
ArcaSearch, LLC  
720 St. Germain St.  
St. Cloud, MN 56301  
800.846.9433  
[tammy.hoekstra@arcasearch.com](mailto:tammy.hoekstra@arcasearch.com)

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: Y



<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
10481	Ahonen/Brittney	835.85	2 Transactions
88284	Aitkin Co Recorder	39.00	3 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	262.42	4 Transactions
10286	Arrows Family Services	1,610.00	1 Transactions
10110	AT&T Mobility (HHS)	2,501.08	18 Transactions
10152	Blunt/Patrick	66.50	6 Transactions
9333	BRODHEAD/MICHELLE	59.50	6 Transactions
89623	Brown/Shelly	463.81	3 Transactions
9483	Cahoon/Jeana	1,572.75	5 Transactions
783	Canon Financial Services, Inc	757.03	9 Transactions
11051	Department of Human Services	1,110.30	5 Transactions
1491	Dutch's Electric, Inc	210.00	3 Transactions
9846	Ehlke-Bejcek/Sara	68.81	6 Transactions
13830	HAMDORF/BREA	150.00	1 Transactions
15136	HOPPE/JOEL	81.62	6 Transactions
10297	Johnson/Jodie	50.05	6 Transactions
10456	King/Miranda	126.49	2 Transactions
10435	LexisNexis Risk Solutions FL Inc.	180.00	1 Transactions
11072	Lutheran Social Service MN Guardianship	762.60	4 Transactions
90318	McKesson Medical	158.66	1 Transactions
10300	Monson/Vicki & Jared	942.76	1 Transactions
14877	NEMITZ/BILINDA	340.58	3 Transactions
86005	NORTHWOOD CHILDRENS HOME - MAIN	8,166.48	1 Transactions
14744	PFF-Presbyterian Family Foundation, Inc	3,155.88	16 Transactions
87514	Pine Manors Inc	1,200.00	1 Transactions
9469	Raushel/Cheryl	1,257.50	2 Transactions
9178	Ross/Amy	253.72	2 Transactions
10115	Smith/Vanessa	1,572.63	1 Transactions
4507	Sorensen-Root Thompson Funeral Home	1,700.00	1 Transactions
10558	Southwest Health and Human Services	90.00	1 Transactions
88859	Spee*Dee-St Cloud	203.10	3 Transactions
15347	St Louis County - PHHS	451.06	2 Transactions
90847	State Fire Marshall	50.00	1 Transactions
13239	Village Ranch, Inc.	10,373.44	8 Transactions
13084	WELLNESS IN THE WOODS	1,400.00	1 Transactions
9615	WEX BANK - HHS	242.95	2 Transactions

crs1  
3/13/25 12:52PM  
Health & Human Services

# Aitkin County

Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES



Page 3

Vendor Name

No.

Amount

90947 Wyant/Amy M

35.00

3 Transactions

**Final Total .....**

**42,501.57**

**37 Vendors**

**141 Transactions**



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	42,501.57	Health & Human Services	
	All Funds	42,501.57	Total	Approved by, .....
				.....
				.....

WLB1  
3/13/25 2:43PM

3 Road & Bridge

# Aitkin County



2H

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

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	1,479.54		8 Transactions	
<b>3 Fund Total:</b>		<b>1,479.54</b>	<b>Road &amp; Bridge</b>	<b>1 Vendors</b>	<b>8 Transactions</b>
<b>Final Total:</b>		<b>1,479.54</b>	<b>1 Vendors</b>	<b>8 Transactions</b>	

WLB1  
3/13/25 2:42PM  
10 Trust

# Aitkin County



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

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	80.00		2 Transactions	
<b>10 Fund Total:</b>		<b>80.00</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>		<b>5,060.00</b>	<b>3 Vendors</b>	<b>28 Transactions</b>	

WLB1  
3/13/25 2:43PM  
5 Health & Human Services

# Aitkin County



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

Page 2

Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	956.61	6 Transactions		
5 Fund Total:		956.61	Health & Human Services	1 Vendors	6 Transactions
Final Total:		956.61	1 Vendors	6 Transactions	



Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	4,413.50	25 Transactions		
1 Fund Total:		4,413.50	General Fund	1 Vendors	25 Transactions

WLB1  
3/13/25 2:42PM

# Aitkin County



Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	566.50	1 Transactions		
<b>2 Fund Total:</b>		<b>566.50</b>	<b>Reserves Fund</b>	<b>1 Vendors</b>	<b>1 Transactions</b>



# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	4,413.50	General Fund
2	566.50	Reserves Fund
10	80.00	Trust
All Funds	5,060.00	Total

Approved by,

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

# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	1,479.54	Road & Bridge
All Funds	1,479.54	Total

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	956.61	Health & Human Services	
	All Funds	956.61	Total	Approved by, .....
				.....
				.....

Total Elan paid 2.27.25 = \$7496.15

WLB1  
3/13/25 10:19AM

# Aitkin County



**21**

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

Page 1

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



Vendor	<u>Name</u>	<u>Amount</u>			
780	Bremer Bank	0.02	1 Transactions		
8410	Bremer Bank	319.72	2 Transactions		
1 Fund Total:		319.74	General Fund	2 Vendors	3 Transactions

WLB1  
3/13/25 10:19AM  
9 State

# Aitkin County



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

Page 3

Vendor No.	Name	Amount			
780	Bremer Bank	32,655.91	2 Transactions		
9 Fund Total:		32,655.91	State	1 Vendors	2 Transactions

WLB1  
3/13/25 10:19AM  
19 Long Lake Conservation Cen

# Aitkin County



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

Page 4

Vendor	<u>Name</u>	<u>Amount</u>			
8410	Bremer Bank	273.61	2 Transactions		
<b>19 Fund Total:</b>		<b>273.61</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>		<b>33,249.26</b>	<b>4 Vendors</b>	<b>7 Transactions</b>	

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	319.74	General Fund	
9	32,655.91	State	
19	273.61	Long Lake Conservation Center	
All Funds	33,249.26	Total	Approved by, .....
			.....
			.....



WLB1  
3/13/25 11:10AM

# Aitkin County

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



**2J**

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Vendor No.	Name	Amount			
4812	JC32 Teamsters H&W Fund	1,611.00	1 Transactions		
10421	MN Department of Corrections	8,550.00	1 Transactions		
1 Fund Total:		10,161.00	General Fund	2 Vendors	2 Transactions

3 Road & Bridge

# Aitkin County

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



Vendor No.	Name	Amount			
10553	ACM, LLC	96,669.62	1 Transactions		
3 Fund Total:		96,669.62	Road & Bridge	1 Vendors	1 Transactions

WLB1  
3/13/25 11:10AM  
4 Unorganized Townships

# Aitkin County

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



Vendor No.	Name	Amount			
175	City Of McGregor	1,937.39	1 Transactions		
4 Fund Total:		1,937.39	Unorganized Townships	1 Vendors	1 Transactions

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	<u>Name</u>	<u>Amount</u>			
9085	Climate Makers Inc	57,684.23	3 Transactions		
22 Fund Total:		57,684.23	Coronavirus Relief Fund	1 Vendors	3 Transactions
Final Total:		166,452.24	5 Vendors	7 Transactions	

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	10,161.00	General Fund
3	96,669.62	Road & Bridge
4	1,937.39	Unorganized Townships
22	57,684.23	Coronavirus Relief Fund
<b>All Funds</b>	<b>166,452.24</b>	<b>Total</b>

Approved by,

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



**2K**

**AITKIN COUNTY BOARD OF COMMISSIONERS**

March 17, 2025

1:00 p.m.

Government Center Training Room

Committee of the Whole Session Minutes

1.A **CALL TO ORDER**

Chair Wedel called the meeting to order at 1:00 p.m.

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

1.B **PLEDGE OF ALLEGIANCE**

1.C **APPROVAL OF AGENDA**

Motion to: Approve the agenda.

**RESULT:** **APPROVED (5 TO 0)**  
**MOVER:** Commissioner Laurie Westerlund  
**SECONDER:** Commissioner Travis Leiviska

2 **Strategic Planning**

**Motion to Adjourn**

Motion made at 2:02 p.m.

**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Travis Leiviska

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

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



# Board of County Commissioners Agenda Request

2L

Agenda Item #

**Requested Meeting Date:** March 25, 2025

**Title of Item:** Animals in County Buildings Policy

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> HR Dept.
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b> N/A Consent Agenda
<b>Summary of Issue:</b> <p>The following policy has been reviewed by department heads. It is recommended for approval to provide guidance to staff when pet-related requests are received.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to approve the Animals in County Building policy as proposed.		
<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 type="checkbox"/> No <span>Please Explain:</span></p>		



## ANIMALS IN COUNTY BUILDINGS

Adopted 3/25/2025 (pending)

### POLICY

In compliance with state and federal anti-discrimination laws, including the Americans with Disabilities Act, individuals with disabilities may be accompanied by a service animal in all county facilities accessible to members of the public or participants in services, programs, and activities. Animals accompanying law enforcement officers as part of their work assignments are also allowed access to county facilities. All other animals are strictly prohibited from county facilities, with the exception of the Aitkin County Fairgrounds.

### DEFINITIONS

- A. Service Animal:** State and federal laws define a "service animal" as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." 28 C.F.R §35.104; Minn. Stat. §363A.19c. A "miniature horse" may also qualify as a service animal under certain conditions set forth below. All other species of animal, whether wild or domestic, trained or untrained, do not qualify as service animals.
1. A miniature horse may qualify as a service animal if:
    - a. the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability;
    - b. the public facility can accommodate the miniature horse accounting for its type, size and weight;
    - c. the handler maintains sufficient control of the miniature horse;
    - d. the miniature horse is housebroken; and
    - e. the presence of the miniature horse does not compromise legitimate safety requirements that are necessary for safe operations. 28 C.F.R §36.302.
  2. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute "work" or "tasks".

3. Service animals must be under the full custody and control of their handler at all times. Service animals must be on a leash or harness at all times unless the handler is unable to leash or harness the animal due to disability or the use of a leash or harness would interfere with the animal's safe, effective performance of work or tasks. If the animal cannot be leashed or harnessed, it must be under the handler's control via voice, signals or other effective means. Owners of the service animal are solely responsible for the supervision and care of the service animal and must keep the animal directly with them at all times.

**B. Therapy Animal or Emotional Support Animal (ESA):** A "therapy animal" or "emotional support animal" is an animal whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits or to promote emotional well-being. A therapy animal is NOT a service animal. 28 C.F.R. Part 35, App.

A. Therapy animals are not permitted in county facilities except in special circumstances determined on a case-by-case basis.

B. Visitors requesting ESA access may be directed to alternative accommodations if available.

## **ENFORCEMENT PROCEDURES**

When it is not obvious what service an animal provides, only limited inquiries are allowed.

Aitkin County staff may ask only two questions:

- A. Is the animal a service animal required because of a disability?
- B. What work or task has the animal been trained to perform?

Staff CANNOT ask about the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

## **VIOLATIONS**

Minnesota law provides that it is a crime for a person to intentionally misrepresent an animal as a service animal in order to obtain any special rights or privileges knowing the person is not entitled to those rights or privileges.



# Board of County Commissioners Agenda Request

**2M**  
Agenda Item #

**Requested Meeting Date:** 3-25-25

**Title of Item:** Award Contract 20259

<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) <div style="text-align: right; font-size: small;"><i>*provide copy of hearing notice that was published</i></div>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> NA		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> <p>Bids for annual application of 550,000 gallons of calcium chloride were opened on March 10, 2025. One bid was received as shown on the attached abstract of bids, with Knife River, Sauk Rapids, MN submitting the bid in the amount of \$851,950.00, which was 3.27% higher than the estimated cost of \$825,000.</p> <p>Based on the results on the bid, the total cost for 400-foot dust control treatments will be \$290, with 50% of the cost (\$145) paid by the requesting landowner.</p> <p>Approximately 50% of the quantity of calcium chloride placed under this contract is anticipated to be placed on township roads as requested by each individual township. Townships are billed at the contract price per gallon for calcium chloride applied on their roads.</p> <p>For information, the cost of calcium chloride has increased a total of 72% during the six-year period from 2019 to 2025 which equates to an average increase of 9.5% per year over the last six years.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend award by attached resolution.		
<b>Financial Impact:</b> <div style="display: flex; justify-content: space-between;"><div><i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><i>What is the total cost, with tax and shipping?</i> \$ 851,950</div></div> <div style="display: flex; justify-content: space-between;"><div><i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><i>Please Explain:</i></div></div> <p>\$846,230 was budgeted in 2025.</p>		

Aitkin County  
Bid Abstract

Contract No: 20259  
Project No: 2025 Calcium Chloride Application  
Bid Opening: March 10, 2025 at 2:00 PM

Project: 2025 Calcium Chloride Application					Engineers Estimate		KNIFE RIVER - Sauk Rapids, MN	
Line	Number	Description	Unit	Quantity	Est Price	Est Total	Price	Total
1	2131.506	CALCIUM CHLORIDE SOLUTION	GAL	550,000	\$1.50	\$825,000.00	\$1.549	\$851,950.00
		Total for Project 2025 Calcium Chloride Application/Contract 20259				\$825,000.00		\$851,950.00
		% of Estimate for Project 2025 Calcium Chloride Application/Contract 20259						3.27%

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

Certified by: **John Welle**  
Digitally signed by John Welle  
Date: 2025.03.11 07:50:21 -05'00'

License No: 24340

Date: 3-11-25

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

ADOPTED March 25, 2025

By Commissioner: xxx

**20250325-xxx**

**Award Contract 20259**

**WHEREAS**, Contract No. 20259 is for the placement of calcium chloride on various county highways and township roads, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, March 10, 2025 with a total of one bid received, and

**WHEREAS**, Knife River, Sauk Rapids, MN was the lowest responsible bidder in the amount of \$851,950.

**NOW THEREFORE, BE IT RESOLVED**, that Knife River be awarded Contract 20259.

**BE IT FURTHER RESOLVED**, that the chairperson of the Aitkin County Board and the Aitkin County Administrator 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.

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, 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 25<sup>th</sup> day of March 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 25th day of March 2025**

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



# Board of County Commissioners Agenda Request

**2N**  
Agenda Item #

**Requested Meeting Date:** 3-25-25

**Title of Item:** Vacate Portion of CR 77 Right of Way

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*	
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> NA		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> <p>A landowner adjacent to County Road 77 in Section 3 of Hazelton Township has requested the vacation of a portion of excess right of way that measures approximately 25 feet wide by 150 feet long through Parcel 11-0-008903. The vacation is being requested to eliminate the need for a variance for a building that ended up being built within the zoning setback distance of the road.</p> <p>The existing right of way width on the east side of the road centerline currently measures 75 feet. After the proposed vacation, there would still be a 50-foot width of right of way in this area, which is an adequate right of way width.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend vacation by attached resolution.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED March 25, 2025

By Commissioner: xxx

**20250325-xxx**

**Vacate Portion of CR 77 Right of Way**

**WHEREAS**, Aitkin County is in possession of a 75-foot right of way width adjacent to the centerline of County Road 77 through Parcel 11-0-008903 as part of a former Trunk Highway Turnback, and

**WHEREAS**, excess portions of right of way can be vacated pursuant to Minnesota Statute 163.11 Subd1 and 4.

**NOW THEREFORE BE IT RESOLVED**, that the portion of right of way as hereinafter described is hereby vacated:

The Easterly 25 feet of Aitkin County Road No. 77 (deed record County Road No. 76) (435<sup>th</sup> Avenue) (formally Old State Minnesota Highway 169) that lays South of the north line of the South 150 feet of the following tract herein described:

All that part of the Northwest Quarter of the Northwest Quarter of Section 3, Township 45, Range 27, which lies Southerly and Easterly of County Road 77 (deed states County Road 76) (formerly Old State Minnesota Highway No. 169) and Northerly and Westerly of State Highway No. 169 as said roadways are now established over and across said Northwest Quarter of the Northwest Quarter, according to the map or plat thereof on file and of record in the Office of the County Recorder in and for the County of Aitkin in and for said County and State of Minnesota, less and except the South 750 feet thereof.

Aitkin County, Minnesota.

(Abstract)

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, 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 25<sup>th</sup> day of March 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 25th day of March 2025**

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



# Board of County Commissioners Agenda Request

**20**  
Agenda Item #

**Requested Meeting Date:** March 25, 2025

**Title of Item:** Approve Grant Submission- Housing Trust Fund Grant

<input type="checkbox"/> REGULAR AGENDA  <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Mark Jeffers		<b>Department:</b> Economic Development
<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator		<b>Estimated Time Needed:</b> 10 min
<b>Summary of Issue:</b> <p>Economic Development has identified a grant opportunity to support the Aitkin County Housing Trust Fund.</p> <p>The Minnesota Housing Local Trust Fund Grant Program provides an opportunity to match new public revenue funding our Housing Trust Fund (HTF). The City of Aitkin Council, through recommendation by the Economic Development Authority has agreed to provide \$75,000 in new revenue for the purpose of incentives for housing development. The grant, if awarded, would match the \$75,000.</p> <p>The Economic Development Committee requests approval to submit this grant application and if awarded, the County Board of Commissioners certifies the County Administrator and the Economic Development Coordinator, to accept this grant and execute the Agreement and all documents pertaining to this grant.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to approve grant submission		
<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 <span style="float: right;">Please Explain:</span></p>		





# Board of County Commissioners Agenda Request

**2P**  
Agenda Item #

**Requested Meeting Date:** March 25, 2025

**Title of Item:** Safety Policy and Emergency Action Plan Update

<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) <div style="text-align: right; font-size: small;">*provide copy of hearing notice that was published</div>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> Human Resources
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b> <p>The Safety Committee met on March 19, 2025, and is proposing an update to the Safety Policy and Emergency Action Plan for Employees. This update was prompted by an incident last summer when a tornado warning occurred near the end of the workday.</p> <p>The proposed addition to the Severe Thunderstorm Warning and Tornado Warning sections is as follows:</p> <p><b>Proposed Addition:</b></p> <p>If an employee chooses not to take shelter when a severe thunderstorm or tornado warning is issued, or elects to leave the worksite using PTO after notifying their supervisor, they do so at their own risk.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to approve the safety policy edit as presented.		
<b>Financial Impact:</b> <div style="display: flex; justify-content: space-between;"><div><p><i>Is there a cost associated with this request?</i></p><p><i>What is the total cost, with tax and shipping? \$</i></p><p><i>Is this budgeted?</i></p></div><div style="display: flex; align-items: center;"><div style="margin-right: 20px;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div><div><i>Please Explain:</i></div></div></div>		



WLB1  
3/20/25

9:22AM

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



# 2R

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

WLB1  
3/20/25 9:22AM

3 Road & Bridge

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	<u>Name</u>	<u>Amount</u>			
9911	KGM CONTRACTORS INC	42,410.90	1 Transactions		
3 Fund Total:		42,410.90	Road & Bridge	1 Vendors	1 Transactions
Final Total:		42,410.90	1 Vendors	1 Transactions	

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	42,410.90	Road & Bridge
All Funds	42,410.90	Total

Approved by,

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



# Board of County Commissioners Agenda Request

**3A**  
Agenda Item #

**Requested Meeting Date:** March 25, 2025

**Title of Item:** JET Presentation

<input checked="checked" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i></div><div><input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="checked" type="checkbox"/> Information Only</div></div>	
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Marie Domiano, JET Executive Director		<b>Estimated Time Needed:</b> 30 min.
<b>Summary of Issue:</b> Marie Domiano, JET Executive Director, will be presenting to the Board.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <div style="display: flex; justify-content: space-between;"><div><p><i>Is there a cost associated with this request?</i></p><p><i>What is the total cost, with tax and shipping? \$</i></p><p><i>Is this budgeted?</i>      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p></div><div><p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p><p><i>Please Explain:</i></p></div></div>		



# 218 WORKPLACE



Joint Initiative between JET  
and  
Iron Range Resources & Rehabilitation Board


*Equal opportunity employer and  
service provider. Proud partner in the  
American Job Center network.  
Upon request, this material can be made  
available in an alternate format for those  
with disabilities.*



[www.nemojt.org](http://www.nemojt.org)



<https://mn.gov/irrrb/>



# What is 218 Workplace ?

---

An Initiative to Showcase  
Viable Careers in the Region

---

Retain or Attract Workforce,  
Work Here, Stay Here, Play Here

---

A Tool for Recruiting Workforce as the  
“Baby Boom” Ages Out

---

Change the Perception  
“Northeast Minnesota is all About Mining”

---

Joint Effort to Bring Workforce Stakeholders  
Together to Meet Hiring Needs





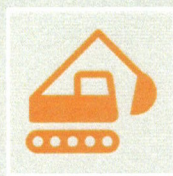
# Where Did 218 Workplace Come From?

- Generated from the Successes of the IRRRB & JET Career Exploration Initiative 2021-24 and Current Talent Development Programming
- Framework Established from JET 218Trades
- Workforce Development Board Stakeholders

# 218 Workplace & Project Vision



Aligns With Agency's Regional Plan and  
Workforce Development Board Guidance



Supports Six Key  
Employment Sectors

**Construction / 218Trades**  
**Manufacturing**  
**Health Care**  
**Transportation / Logistics**  
**Leisure & Hospitality**  
**Services**  
**Educational Services**



# The 218 Workplace “Why”

- To Address the Labor Shortage in Northeast Minnesota
- Increase Labor Force Participation by Highlighting Overlooked and Viable Career Offerings in the Region
- State Demographers Have Identified for NE MN:
  - Increase in Population 65+ (retirement age) Will Double
  - Declining Birthrate in the Region
  - Overall Decrease in Labor Force Participation







## 218 Workplace Employer Activities

218Workplace  
Website &  
Industry/Business  
Videos

Supporting Job and  
Career Fairs

Creating a Pipeline of  
Available Workforce

CareerForce Events  
such as Employer of  
the Day

Employer Services:  
Referrals, On-the-Job  
Training, Internships,  
& Talent Development  
Services

Customized Training  
Cohorts With Local  
Training Providers



# 218 Workplace Participant Activities

Coordinating With MN  
Department of Labor &  
Industry for Joint  
Apprenticeship  
Engagement and  
Development

Business and Industry  
Tours

Facilitating Enrollments  
into JET programming for  
Training Services

Expanding K-12 Youth  
Events such as the Aitkin  
Hands-on Career Fair,  
SCRUBBS Health Care  
Camp, and EmpowHer  
(Women in The Trades)  
Camp

Podcasts for Relevant  
Career and Business  
Topics in the 218 Housed  
on Website





# How Can I Contribute to 218 Workplace?

**01**

Spread the Word in  
Your Professional  
and Local  
Communities

**02**

Host a JET Youth  
Work Experience  
Intern

**03**

Refer Those  
Needing Career  
Guidance to JET  
Services



# Board of County Commissioners Agenda Request

## 3B

Agenda Item #

**Requested Meeting Date:** March 25, 2025

**Title of Item:** Approve Strategic Plan

<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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> 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>  Please see the attached strategic plan for final Board approval.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve strategic plan.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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





Published: March 2025

# Strategic Plan

2025 - 2028



## **County Administrator**

Jessica Seibert

## **Board of Commissioners**

J. Mark Wedel (Chair), District 1

Laurie Westerlund, District 2

Travis Leiviska (Vice Chair), District 3

Bret Sample, District 4

Michael Kearney, District 5



# Mission and Vision

## Mission

To provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.

## Vision

We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.

Our values are to provide outstanding customer service through:



Collaboration



People-Focused



Innovation



Professionalism



Integrity



# Table of Contents

3	Executive Summary	15	Strategic Performance Evaluation
7	The Road Ahead: Key Challenges & Opportunities	17	Strategic Partners & Contributors
9	Goals & Objectives	20	Appendix





# Executive Summary

Aitkin County's 2025 - 2028 Strategic Plan provides a roadmap to address today's challenges, seize emerging opportunities, and prepare for a stronger future. This plan, which is a product of extensive engagement and input from Commissioners and employees, focuses on delivering quality services and fostering sustainable economic development.

As we look to the future, Aitkin County faces both challenges and opportunities. We're working to attract new businesses and year-round residents while preserving our local heritage and close-knit community. With shifts in population and migration from cities, there are new possibilities for economic development and revitalization. Aitkin County's natural resources, tourism appeal, and traditions give us a solid foundation to grow responsibly and sustainably.

To serve the community effectively, we must address internal challenges such as departmental collaboration, adapting to new technologies, and managing workforce shifts from retirements and turnover. This plan prioritizes collaboration, innovation, and operational efficiency to create a supportive, motivating work environment that ultimately enhances our public service.

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Aitkin County Board of Commissioners (Left to right): Laurie Westerlund (District 2), Travis Leiviska (Vice Chair, District 3), Michael Kearney (District 5), Bret Sample (District 4), J. Mark Wedel (Chair, District 1)

To address these external and internal needs, our plan focuses on three main goals:

**1. Community Engagement & Economic Development**

Improving how we connect with the public by being proactive and bringing people together. Focusing on balancing economic growth with preserving traditions, maintaining public safety, sustaining an effective transportation system, and tackling community issues, while protecting our beautiful natural resources.

**2. Unified Approach to Effectiveness**

Building a trusting, smooth-running, flexible organization that sticks together, makes decisions based on solid data, and encourages open talks to quickly reach consensus. The goal is to make Aitkin County Government more efficient and responsive to achieve our mission.

**3. Talent Acquisition, Development & Well-being**

Streamline talent recruitment and retention to maximize efficiency and performance while reducing turnover and associated costs. Empower employees at all levels to continuously learn, grow, and innovate, fostering a supportive work environment that enhances trust, well-being, job satisfaction, and productivity, ultimately driving cost efficiency and exceptional service.



# Background

Aitkin County's Strategic Plan is rooted in a profound respect for the past and a vision for the future, drawing on a legacy of adaptability, resilience, and community strength. Established in 1857 and named after fur trader William Alexander Aitken, Aitkin County has been shaped by a series of transformative chapters—from its days as a critical hub for French-Canadian voyageurs navigating trade routes through what is now Savanna State Park, to a bustling center for logging, agriculture, and tourism<sup>1</sup>.

## Economic Transitions & Resilience

Over time, Aitkin County has weathered significant economic shifts. The decline of logging and the impact of the Great Depression transformed Aitkin into an agricultural community, once even earning the title of "Turkey Capital of the World." As small family farms began to fade in the late 20th century, the county evolved again, becoming a destination for tourists and retirees drawn by the scenic lakes and natural landscapes. By the 1990s, tourism had become a major economic driver, offering new opportunities for growth while preserving the county's close-knit community feel and heritage.



Long Lake Summer Home (1950s), Aitkin County  
Courtesy of the Minnesota Historical Society



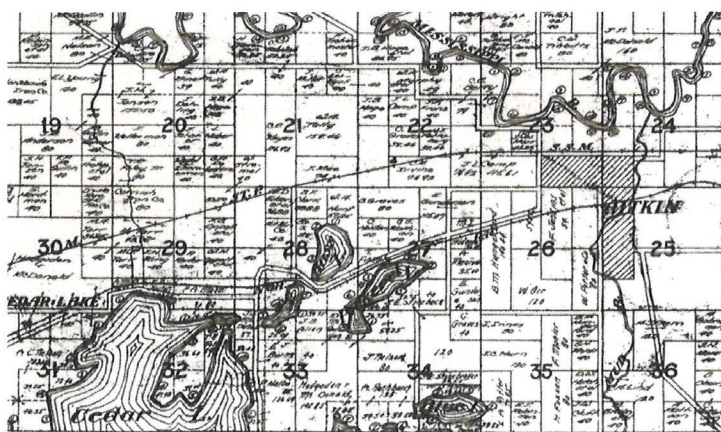
Line of Automobiles (1915), Aitkin County  
Courtesy of the Minnesota Historical Society

## Our Evolving Landscape

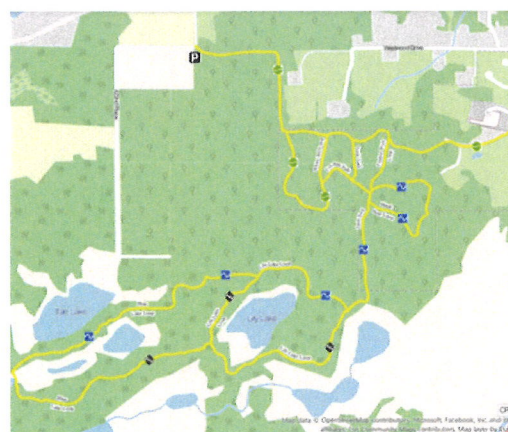
Today, Aitkin County faces a complex blend of challenges and opportunities that this strategic plan seeks to address. Economic contributors have shifted toward healthcare, education, and hospitality, while environmental challenges of being a “Mississippi River area” and aging infrastructure present ongoing environmental and logistical challenges. At the same time, Aitkin County’s natural resources, tourism appeal, and strong community values provide a powerful foundation for sustainable development. Embracing modern technology responsibly, strengthening community connections, and supporting both a younger workforce and retiring residents will be essential to fostering a vibrant, resilient future.

## Preserving Legacy while Building the Future

Aitkin County’s commitment to historic preservation—evident in landmarks like the Aitkin Library, Savanna Portage State Park, and Riverboat Trail System—underscores the value placed on heritage, while forward-looking initiatives strive to honor these traditions in the context of 21st-century needs. From a legacy of voyageurs to a future built on innovation, this strategic plan is a testament to Aitkin County’s enduring commitment to serving the public and evolving with the times. By embracing both our rich history and the demands of a changing world, Aitkin County is well-positioned to thrive as a place where community and progress go hand in hand.



Plat Map of Aitkin County (1916)  
Courtesy of the Minnesota Historical Society



No Achen XC-Ski/Hiking Trail (Tank Trails)  
Aitkin County Geographic Information Systems



# The Road Ahead: Key Challenges & Opportunities

Aitkin County's strategic plan begins with a clear-eyed look at the realities we face—both challenges and opportunities—so we can build a roadmap that responds to today's needs while preparing for tomorrow's possibilities. This section highlights the strengths, areas for growth, shared aspirations, and desired outcomes that set the direction for our strategic goals.

Our analysis has identified several key factors that helped to shape our plan. Externally, we know that Aitkin County is in a period of economic transition<sup>2</sup>. With population shifts as more people migrate from cities, we have an opportunity to attract new residents and businesses. However, this growth needs to be balanced with preserving our unique community values and natural heritage. Our plan therefore supports sustainable economic development that honors our local heritage and maintains Aitkin County's close-knit community feel.



## Critical Need for Operational Efficiency

Aitkin County is not unique in its need to modernize outdated processes. Departments within the county historically had been known to work in silos, missing valuable opportunities for collaboration and service improvement. To address this, our plan needs to foster a unified approach to effectiveness that encourages collaboration across departments, streamlining operations to better serve residents. This unified approach is essential for enhancing effectiveness and creating a more agile, responsive government.

## Community & Economic Aspirations

Our community is made up of people who value their neighbors, cherish their history, and want to see Aitkin County thrive. Residents and stakeholders have voiced a desire for more community engagement, economic growth, and access to local resources. To meet these needs, our plan must prioritize community engagement and economic development, with strategies that actively involve the public, attract new businesses, and promote Aitkin County's full tourism potential. By partnering with local organizations and embracing outreach efforts, we can build a stronger, more connected community.

## Workforce & Talent Needs

We also face a competitive talent landscape, with the retirement of experienced staff, turnover costs, and challenges in recruiting and retaining new talent. Our workforce is committed, resilient, and skilled, but they're also asking for greater work-life balance, flexibility, and professional growth opportunities. To support our staff, our plan needs to focus on talent acquisition, development and well-being, which includes accelerated onboarding, clear career pathways wherever possible, and resources for continuous learning and development. By investing in our people, we can build a motivated, engaged workforce that feels valued and ready to tackle the challenges of public service.

## Adapting to Technological Advances

Rapid advances in technology present both opportunities and challenges for the county. To navigate this, our plan needs to embrace technology responsibly, using it to enhance services without compromising community values or transparency. This will allow us to meet modern demands while staying grounded in our principles.



# Goals & Objectives

The following goals and objectives reflect the insights we gained from our community focus groups, surveys, external research, and employee feedback. Guided by input from across Aitkin County, they address both our current needs and future aspirations, helping us embrace growth, innovation, and resilience.

## Community Engagement & Economic Development

Improve how we connect with the public by being proactive and bringing people together. Focus on balancing economic growth with preserving traditions, maintaining public safety, sustaining an effective transportation system, and tackling community issues, while protecting our beautiful natural resources.

To achieve these goals, we will:

- **Foster Business Growth:** Advance an environment that supports business expansion, expecting all departments to take a unified approach by collaborating with internal and external partners to enhance it. **Goals:** (1) Track the number of new business or business expansions with a 10% increase year over year; (2) Annual tax base growth on new development year over year; (3) Track the number of businesses that move out of Aitkin County annually.
- **Develop Senior and Workforce Housing:** Develop housing solutions to meet the needs of seniors and the workforce by collaborating with public and private stakeholders, identifying funding opportunities, and supporting sustainable development projects. Efforts will also include exploring the use of county-owned land to facilitate these initiatives. **Goals:** (1) The creation of tracking new housing development; (2) Success and utilization of the housing trust fund with 50% of funding expended by year two.
- **Optimize Land Use Ordinances:** Analyze current land use ordinances to identify areas where the county's requirements exceed state statutes. Encourage professional development for staff to support them in an ever changing environment. Increase accessible education for the community to set expectations and transparency. **Goal:** The review of a minimum of three current ordinances for refinement per year.

- **Drive Growth while Preserving Natural Resources:** Protect and promote the county's vast natural resources and recreational advantages as key drivers for business expansion and tax base improvement. Encourage sustainable business growth that complements these resources by enhancing and increasing readership of the current Economic Development newsletter that showcases businesses and opportunities aligned with the county's environmental and economic goals and community and organizational alignment to promote the Naturally Better marketing story. **Goals: (1)** Increase ATV annual visits; **(2)** Completion of an economic impact study for Northwood's ATV Trail System in 2025.
- **Elevate Long Lake Conservation Center (LLCC):** Highlight the Long Lake Conservation Center (LLCC) as a premier resource for youth education and a destination for all Aitkin County residents to enjoy. Explore opportunities to generate revenue by expanding programs and services. Foster strategic alignment between the county and the LLCC nonprofit foundation to strengthen shared goals and maximize community impact. **Goals: (1)** 10% increase of student program participation each year; **(2)** Increase revenue growth to maintain financial solvency.
- **Explore Development of an EMS Taxing District:** Analyze and explore funding mechanisms for ambulance services and advocate to State and Federal agencies and Officials for higher reimbursement rates. **Goal:** Present options to the Board of Commissioners on outcomes by December, 2025.
- **Enhance Community Engagement & Responsiveness:** Encourage employees to actively participate in community organizations and boards as the county's eyes and ears, gathering valuable insights and providing clarification to the public when needed. Launch a pilot customer service survey for both in-person and online interactions, designed to gather strategically categorized, constructive feedback. The survey will clarify its intended audience and purpose to ensure actionable insights. **Goal: (1)** Develop and pilot customer/community survey by December, 2026.



- **Empower Senior Engagement:** Investigate the creation of an independent Senior Volunteer Network to serve as welcome ambassadors for county departments, enhancing community connection and service accessibility. Explore the development of a senior wayfinding program to improve navigation of county services and resources. **Goal:** Present investigation of senior volunteer network to the Aitkin County Board of Commissioners by December, 2025.
- **Promote Community Identity:** Launch social media campaigns to educate and share “Classic Aitkin” citizen stories and information to foster communication and trust. Explore additional options like one combined Facebook and/or YouTube page as well as podcasts, videos, and other digital tools to celebrate Aitkin County’s rich legacy, family-oriented culture and how that promotes that we are naturally better. **Goal:** 10% increase annually in viewers, followers, and general social media engagement.



Aitkin County Strategic Focus Groups Identifying Community Needs (2024)

## Unified Approach to Effectiveness

Build a trusting, smooth-running, flexible organization that sticks together, makes decisions based on solid data, and encourages open talks to quickly reach consensus. The goal is to make Aitkin County Government more efficient and responsive to achieve our mission.

To achieve these goals, we will:

- **Develop Strategic Dashboard:** Create a Strategic Dashboard to support strategic discussions at Department Head and Board meetings. The dashboard will focus on key performance metrics that drive strategic thinking, promote continuous improvement, and guide efforts to reduce the government footprint while enhancing the standard of living and peace of mind for citizens and business owners. **Goals:** (1) Development of the dashboard in 2025; (2) Quarterly updates to the Board of Commissioners on progress of County initiatives.
- **Foster Interdepartmental Learning & Cohesion:** Organize and promote activities that encourage staff to build relationships and learn about other departments through group educational workshops and engaging events, such as a chili cook-off. These initiatives aim to strengthen team connections, foster a collaborative culture, and facilitate knowledge sharing across departments. **Goals:** (1) Holding two annual County-wide events; (2) Hold Department-led informational sessions quarterly.
- **Showcase County Value & Resources:** Develop and distribute brief videos, podcasts, and articles to educate both the public and county employees about Aitkin County Government, highlighting its value and available resources. These materials will also encourage public feedback, helping the county better adapt to residents' evolving needs. **Goals:** (1) Weekly podcast distribution throughout the strategic plan timeline; (2) Continued distribution of the economic development newsletter throughout the strategic plan timeline; (3) Quarterly submission of articles to local newspapers by departments.



## Talent Acquisition, Development, and Well-being

Streamline talent recruitment and retention to maximize efficiency and performance while reducing turnover and associated costs. Empower employees at all levels to continuously learn, grow, and innovate, fostering a supportive work environment that enhances trust, well-being, job satisfaction, and productivity, ultimately driving cost efficiency and exceptional service.

To achieve these goals, we will:

- **Showcase the Aitkin County Advantage:** Highlight what makes Aitkin County unique and "Naturally Better" in recruiting and onboarding by featuring resources such as the strategic plan, success stories, well-being initiatives, and career-focused coaching. Feature these advantages on the recruitment website and in materials shared with potential candidates, measuring success through recruitment website traffic, supervisor one-on-ones, and feedback from orientation sessions. **Goals:** (1) Completion of recruiting video by December, 2026; (2) Attend at least one regional career fair per year; (3) Update Human Resources webpage by December, 2025.
- **Modernize Onboarding for Efficiency:** Replace lengthy onboarding sessions with bite-sized, paced learning modules to enable employees to contribute while learning on the job. Organize group sessions for new hires to connect with leadership, fostering a shared understanding of Aitkin County's culture and vision. **Goal:** Complete a GE Workout on the onboarding process.
- **Transform Reviews into Mentorship:** A gradual shift from traditional annual performance reviews to an ongoing mentorship and coaching approach, where supervisors and department heads actively collaborate with employees to align career goals with organizational objectives - strengthening leadership relationships and supporting career development. **Goals:** (1) Launch Career Coaching pilot in 2025; (2) If recommended by a majority of the Department Head Committee, expand career coaching to 5 or more departments in 2026, then to 8 or more departments in 2027.

- **Empower Strength-Based Growth:** Recognize and align employees' roles with their inherent strengths through structured supervisor dialogues and team collaboration. Train employees in Gallup StrengthsFinder to foster a culture of fulfillment and personal value, with progress measured by workshop participation rates, and feedback on development. **Goals:** (1) 100% leadership team participation in Gallup Strengthfinder training by December, 2026; (2) Incrementally increase the number of employees who have completed Gallup Strengthfinder training and include in the onboarding process for new employees.
- **Support Employee-Driven Process Innovation:** Expand opportunities for employees to propose, discuss, and implement process improvements that enhance efficiency and reduce bureaucracy. Launch a second wave of GE Workout Development to further engage employees in meaningful changes, tracking success through employee-led initiatives, reductions in inefficiencies, and feedback on participation. **Goals:** (1) Launch 2nd group of GE Workout training in 2025; 3rd group in 2026; (2) Respond to GE Workout requests within 5 days of submission; (3) Increase annual savings identified in GE Workouts year over year.
- **Prioritize Leadership Development:** Balance investments in leadership development with technical training to ensure leaders are equipped to foster innovation, collaboration, and a supportive work culture. Progress will be assessed through participation in development programs, and improvements in team performance. **Goals:** (1) Require Department Heads and Supervisors to attend a leadership training once every three years; (2) Offer at least one half-day (or longer) onsite leadership training program annually; (3) Complete survey of employees to determine if we are creating an innovative and supportive work culture.



# Strategic Performance Evaluation

Rooted in our commitment to professionalism, innovation, and accountability, this framework combines quantitative and qualitative measures, delivering a comprehensive view of our successes and areas for growth. As this strategic plan is an evolving document that will improve with time, data collection will occur consistently across departments, using methods that ensure accuracy and transparency, so that progress is assessed in a timely and informed manner.

## Measuring & Informing Progress

Each strategic goal is tied to specific performance metrics designed to measure meaningful progress. For goals that emphasize innovation, metrics will focus on the number of new initiatives launched, improvements in processes, and engagement levels with new systems. For goals related to professionalism, we will track metrics such as service quality, employee training rates, and feedback from residents on their experiences. Each metric was carefully chosen to align directly with our strategic goals, providing clear and measurable criteria for evaluating success. Quarterly updates to the Board of Commissioners will provide a recap of progress.



Aitkin County Employee Strategic Planning Session (2024)



Aitkin County Department Head Strategic Planning Session (2024)

## Balanced Measures

A balanced approach will guide our evaluation, stewardship, operational effectiveness, resident satisfaction, and workforce development. This approach aligns with our values, supporting a culture of continuous improvement that not only measures outcomes but also encourages growth and responsiveness within each area of the county's operations. This balanced perspective enables us to celebrate achievements while recognizing opportunities for future improvement.

Strategic performance reviews will be conducted on a regular schedule, with evaluations occurring at different intervals depending on the goal. An annual Board review of progress will be conducted and based on evaluations and review, adjustments to the strategic plan will be made as needed to ensure our efforts stay relevant and effective, adapting to the needs of our community as they evolve.



# Strategic Partners & Contributors

Aitkin County extends its sincere gratitude to the hundreds of stakeholders who contributed their valuable insights, stories, and ideas to this strategic plan. Each group brought unique perspectives that enriched our understanding of community needs and opportunities.

## Board of Commissioners

Aitkin County's Board of Commissioners provided critical political and policy insight to guide strategic alignment with community priorities.

J. Mark Wedel (Chair), District 1  
Laurie Westerlund, District 2  
Travis Leiviska (Vice Chair), District 3  
Bret Sample, District 4  
Michael Kearney, District 5

## County Administrator

Aitkin County Administrator, Jessica Seibert, offered strategic guidance and oversight, integrating insights from all stakeholders to ensure a cohesive and actionable plan aligned with Aitkin County's mission and long-term vision.

## Public Focus Group Participants

Our public focus group participants provided critical insights into community needs, priorities, and aspirations, ensuring that the plan reflects the voices and values of Aitkin County residents.

Amy Dotzler, Aitkin Police Department  
Amy Wyant, Aitkin County CARE, Inc.  
Andrea Griffith, Aitkin County DAC  
Craig LeBlanc, Logan Town Board  
Dan Stifter, Aitkin Public Schools  
Dennise Sonnee, Planning Commission  
Harold Harms, Seavey Township  
Heidi Olesen, Waukenabo Township  
Janet Hatfield, Macville Township  
Janet Smude, Aitkin County SWCD  
Jessica Johnson, Talon Metals  
Jon Bjorkquist, Jacobson Community Center

Kat Robb, Aitkin Independent Age  
Lon Nicko, City of Aitkin Public Works  
Mikki Brodhead, Lee Township  
Patrick Murphy, Growth Innovations  
Shannon Parenteau, Waukenabo Township  
Stacy Cluff, Mille Lacs Energy Cooperative  
Stanley Gustafson, Growth Innovations  
Stephanie Mollet, Aitkin Area Chamber  
Tami Jacobs, Growth Innovations  
Thomas Meyer, Shamrock Township  
Veronica Lundquist, Aitkin SWCD

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## Department Heads and Elected Officials

Aitkin County department heads and elected officials shared strategic knowledge and operational expertise to ensure effective and cohesive planning.

## Revitalization Team

Emerging leaders representing all corners of Aitkin County's workforce conducted both internal and external research, offered fresh ideas, and shared innovative approaches to help shape Aitkin County's future.

Ben Mowers, Assessor's Office  
Brenda Butterfield, Health & Human Services  
Chelsea Cummings, Corrections & Probation  
Jacob Leonhardt, Corrections & Probation  
James Johnson, Health & Human Services  
Jane Arnold, Health & Human Services  
Jessie Schultz, Health & Human Services  
Jody Grund, Environmental Services  
Jon Moen, Health & Human Services  
Kim Larson, Health & Human Services  
Mark Jeffers, Economic Development  
Mary Hakes, Recorder's Office

Pam Bruss, Sheriff's Office  
Randy Quale, Land Department  
Reina Irvine, Health & Human Services  
Sarah Johnson, Health & Human Services  
Sarah Olsen, Highway Department  
Shannon Parenteau, Assessor's Office  
Sondra Swanson, Attorney's Office  
Stacy Westerlund, Assessor's Office  
Toni Lane, Health & Human Services  
Vlad Orekhov, Information Technology  
Wendie Bright, Auditor's Office

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## Aitkin County Employee Contributors

Aitkin County employees provided first-hand knowledge of daily operations and community interactions, grounding the plan in real-world experience.

Andrea Bloom  
Becky Steele  
Beth Roettele  
Brea Hamdorf  
Carol Johnson  
Christine Springer  
Connor Plagge  
Dena Miner  
Erin Melz  
Heidi Lenk  
Janet Hatfield  
Jen Moen  
Jim Bright

Kay Olson  
Kelsey Kramer  
Kimberly Hinsz  
Kris Palmer  
Lana Delmore  
Lisa Roggenkamp Rakotz  
Lori Chenevert  
Nicole Visnovec  
Paula Arimborgo  
Penny Harms  
Rebeca Person  
Stephen Moreland

# Appendix

## Internal Research

1. Aitkin County Human Resources Workforce Retirement Analysis.
2. Analysis of Aitkin County Workforce Challenges, Motivations & Strengths (Aug 22, 2023).
3. Aitkin County Commissioner Strategic Working Session (November 6, 2023).
4. Strategic Planning SOAR Analysis with Aitkin County Department Heads (January 3, 2024).
5. Strategic Planning SOAR Analysis with Revitalization Team (Jan 16, 2024).
6. Strategic Imperatives Planning with Aitkin County Commissioners (April 4, 2024).
7. Aitkin County Strategic Planning Summit with Internal Stakeholders (May 21, 2024).
8. Aitkin County Strategic Sentiment Survey (May, 21, 2024).
9. Aitkin County Strategic Planning Public Focus Group Report (October 23, 2024).
10. GE Workout Findings & Recommendations for Aitkin County Performance Appraisal Process.

## External Research

1. Minnesota Historical Records Survey. (1942). Inventory of the county archives of Minnesota, no. 1, Aitkin County (Aitkin). The Survey.
2. Census Reporter (2024). Aitkin County, MN Retrieved Nov. 14, 2024 from: <https://censusreporter.org/profiles/05000US27001-aitkin-county-mn/>
3. Study Finds Weak Employee Engagement (2017). National Association of Counties. Retrieved Nov. 14th from: <https://www.naco.org/articles/study-finds-weak-employee-engagement>
4. Harnessing the Engagement of Your Employees (2017). National Association of Counties. Retrieved: Nov 14th, 2024 from: <https://www.naco.org/resources/harnessing-engagement-your-employees-0>





Aitkin County Government Center  
307 2nd Street Northwest  
Aitkin, MN 56431

## *Naturally Better.*

Aitkin County is the intersection of adventure and business opportunity in the heart of Minnesota. With just over one million acres of grassland, boreal forests, lakes, and rivers teeming with wildlife, some of the darkest skies in Minnesota, and more Mississippi River miles than the entire state of Kentucky—you'll never run out of great outdoors to explore.



### **Coffee with the County**

Bite-sized weekly podcast with updates and insights about the county, departments, and employees. Tune in at [www.co.aitkin.mn.us/podcast](http://www.co.aitkin.mn.us/podcast)





# Board of County Commissioners Agenda Request

3C

Agenda Item #

**Requested Meeting Date:** March 25, 2025

**Title of Item:** Adopt Resolution - Special Appropriation Application

<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 checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> 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> The attached resolution is required to receive State Bonding appropriated to complete the Health & Human Services renovation project. Funds have previously been approved by the State legislature. The resolution is a State requirement to process payment of the funds.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt resolution - Special Appropriation Application		
<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 <span>Please Explain:</span>		

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

ADOPTED March 25, 2025

By Commissioner: xxx

**20250325-xxx**

**Special Appropriation Application**

**BE IT RESOLVED** that Aitkin County act as the legal sponsor for the project contained in Chapter 72, Article 2, Section 9, Subdivision 2 entitled Aitkin County Health & Human Services Building Renovation.

**BE IT FURTHER RESOLVED** that Aitkin County has the legal authority to receive financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

**BE IT FURTHER RESOLVED** that the sources and amounts of the local match identified in the development proposal are committed to the project identified.

**BE IT FURTHER RESOLVED** that Aitkin County has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

**BE IT FURTHER RESOLVED** that upon approval of its development proposal by the state, Aitkin County may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that Aitkin County certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

**BE IT FURTHER RESOLVED** that the non-DEED source(s) of funds identified in the sources and uses outline in the application total the amount of \$3,764,804.57 and are committed and adequate to fully fund or provide the match for the project identified in the application.

**BE IT FURTHER RESOLVED** that any source(s) of the Applicant's fund(s) to fully fund the project shall be from the Aitkin County General Fund account which has an adequate amount of funds to cover the commitment.

**NOW, THEREFORE BE IT RESOLVED** that County Administrator is hereby authorized to execute such agreements as are necessary to implement the project(s) on behalf of Aitkin County. *Note: Do not include the proper name, only the title of the official.* **Pursuant to M.S. § 412.201, Statutory Cities must authorize both the Mayor and Clerk to execute all contracts.**

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, 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 25<sup>th</sup> day of March 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 25<sup>th</sup> day of March 2025**

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

## **Special Appropriation Application for Construction Projects**

### **Application Cover Sheet**

Project Name: **Aitkin County Health & Human Services Building Renovation**

Project Address or Location: **204 1<sup>st</sup> Street NW, Aitkin, MN 56431**

County Where Project Is: **Aitkin**

Applicant/Grantee: **Aitkin County**

Project Contact Person: **Jessica Seibert**

Title: **County Administrator**

Address: **307 2<sup>nd</sup> Street NW, Room 310**

City: **Aitkin MN Zip 56431**

Phone: **218-927-7276**

E-Mail Address: **jessica.seibert@aitkincountymn.gov**

Minnesota SWIFT Vendor number: **0000197275**

Grantee Type: Statutory City, Home Rule Charter City or Other (if other indicate type): **County**

**NOTE: DEED will not provide funds to a title company or any other entity on behalf of the grantee. Funds will be provided directly to the grantee, preferably into a separate account that is created for the project.**

---

### **Legislative Authorization**

**Legislative Citation that Authorizes Project:** (Chapter #, Article #, section, subdivision):  
**Chapter 72, Article 2, Section 9, Subdivision 2**



**Legislative Language:** (Paste full legislative language below or attach as a separate item):

Subd. 2. Aitkin County; Health and Human Services  
Building

2,000,000

For a grant to Aitkin County for the construction of the renovation and expansion of the Aitkin County Health and Human Services building, including the replacement of heating and cooling systems; renovating and repurposing existing spaces to provide secure interview spaces, Americans with Disabilities Act accessible restrooms, meeting spaces, and convertible work areas; renovation of the lobby; and providing increased security measures, including adding badge access, panic buttons, and clear escape routes.

## **Project Narrative**

Please provide a thorough narrative overview of the project. Include steps necessary for implementation, background and description of the work to be performed.

Include any work that may have already been performed such as land acquisition, pre-design or design, or other aspects of a larger or phased project.

**Note: If construction has already started, inform DEED immediately.**

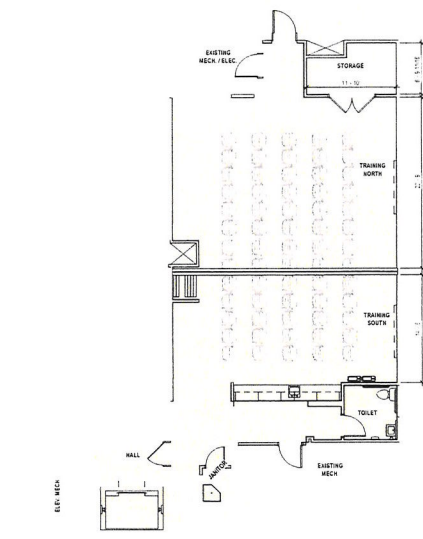
Each Special Appropriation project is unique and has different compliance areas. A detailed narrative is required as DEED can best assist with compliance and project success when it has a solid understanding of the project. Make sure that all elements and activities that are outlined in the legislation are accounted for in the narrative. Renderings or diagrams may be submitted as attachments to assist in describing the project.

Attach any community talking points or promotional information, background or application and/or information that was provided to the Legislature and the Minnesota Office of Management and Budget staff that outlined the project.

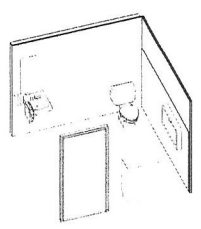
**Provide Narrative Here:** The current Aitkin County Health & Human Services building was constructed in 1973. A remodel and addition was completed in 1990 with boilers and pumps being upgraded in 2018. Due to the age of the building and systems, changes to State and Federal laws, and lack of accessibility and security, a substantial renovation is required.

As a condition of receiving Federal tax information and certain information from the Social Security Administration, Minnesota county human service agencies, as recipient agencies, are required to establish and maintain, to the satisfaction of these governing Federal authorities, certain safeguards designed to prevent unauthorized use and disclosure, and to protect the confidentiality of that information. Renovations to the layout of the building and secure access doors will be constructed to adhere to these requirements and increase the security of the building. Security will also be increased by creating public meeting spaces and interview rooms that are located separately from staff spaces and secure data.

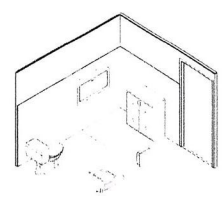
Additional improvements include, but are not limited to, replacement of outdated heating and cooling systems, replacement of windows, creation of accessible public restrooms and meeting spaces, and renovation of the lobby and building spaces to allow for future changes in operations and clear escape routes.



2 BASEMENT LEVEL FLOOR PLAN  
1/8" = 1'-0"



UNISEX BATHROOM IMAGE



UNISEX BATHROOM IMAGE



1 FIRST LEVEL FLOOR PLAN  
1/8" = 1'-0"

**CONTROLLED ACCESS LEGEND**

DOUBLE - BUSINESS HOURS ONLY  
SINGLE - PUBLIC - ACCESSIBLE ONLY  
WITH STAFF ESCORT OR AT PRE-PROGRAMMED TIMES

STAFF ONLY  
CONTROLLED ACCESS DOOR -  
ARROW INDICATES THE  
DIRECTION OF TRAVEL THAT IS  
LIMITED

NOT FOR CONSTRUCTION

**WIDSETH**  
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

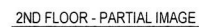
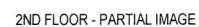
THIS DOCUMENT IS THE PROPERTY OF WIDSETH ARCHITECTS, ENGINEERS, SCIENTISTS & SURVEYORS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED IN THE PROJECT AGREEMENT AND NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF WIDSETH ARCHITECTS, ENGINEERS, SCIENTISTS & SURVEYORS.

DATE	BY	REVISION/DESCRIPTION

DATE	01/13/2025
SCALE	AS NOTED
DRAWN BY	ADW
CHECKED BY	ADW
DATE	01/13/2025

ATKIN COUNTY HUMAN SERVICES REMODEL  
CITY OF ATKIN, MN  
204 1ST ST NW, ATKIN, MN 56431  
FLOOR PLANS - BASEMENT & FIRST FLOOR

SHEET NO  
SD1.0



SD1.1

DATE	8/13/2025
SCALE	AS NOTED
DRAWN BY	Adrian
CHECKED BY	Chadler
JOB NUMBER	2024-11121

[illegible]

I HEREBY CERTIFY THAT THE PLAN SPECIFICATION OF REPORT WAS  
 PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A  
 LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF  
 FLORIDA

**WIDSETH**  
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS



## Ownership and Usage

**Answer all questions below. If the question is not applicable, state such and why**

Who is the current owner of the project's footprint: **Aitkin County**

Who is the current owner of the project (building, structure or facility), if not new construction: **Aitkin County**

How will ownership be transferred to the applying entity if the applying entity does not yet own the footprint, building, structure, or facility: **N/A**

Who will operate and maintain the property or facility (project) after project completion: **Aitkin County**

Will there be any other users or tenants of the facility other than the owner: (Yes/No): **No**

If so, will any of these tenants be frequent users or already have a lease/use agreement (Yes/No):  
***If unsure, please contact DEED***

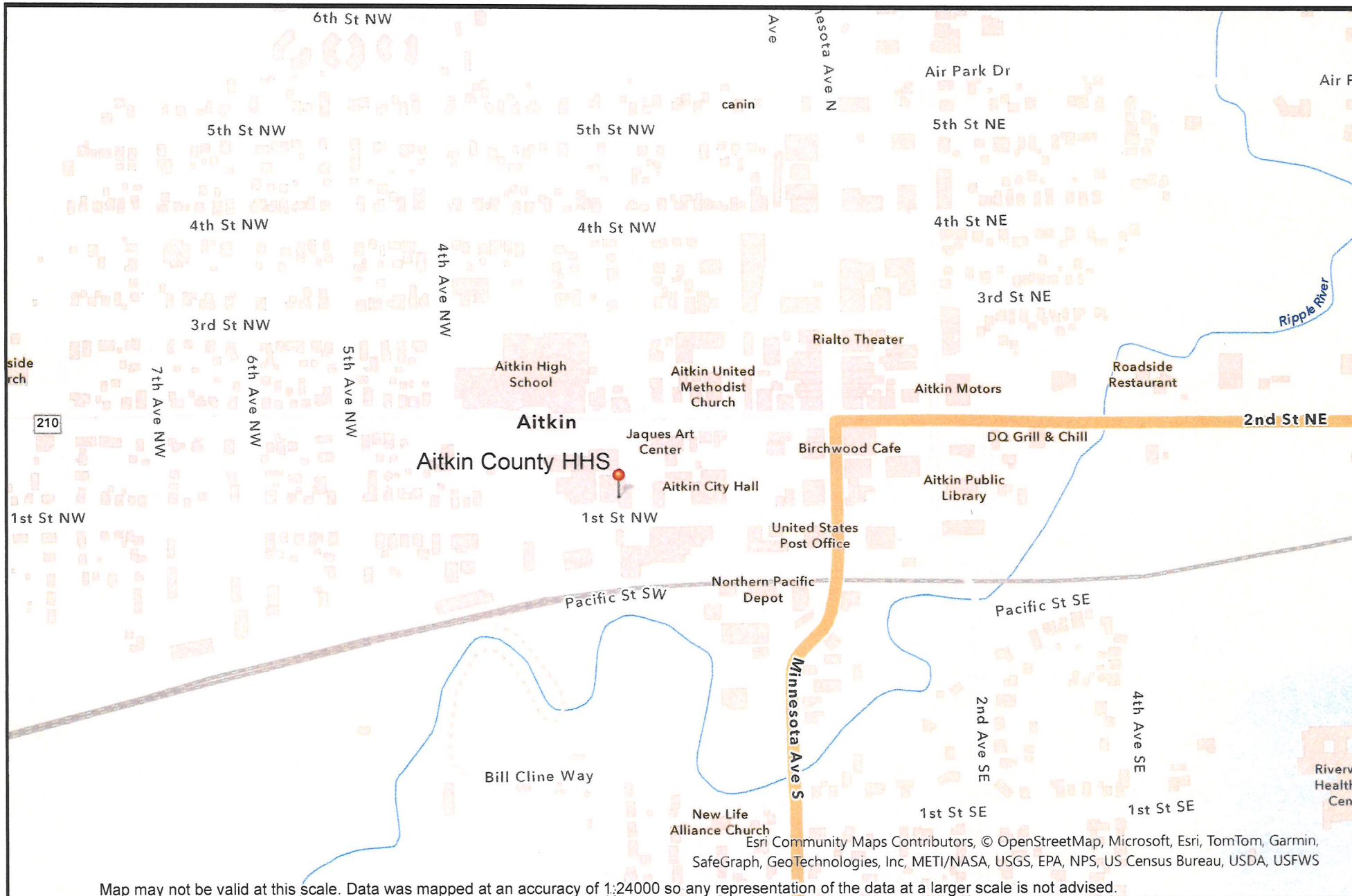
If so, name the users or tenants and how they would use the completed project:

Will the project involve executing a naming rights agreement with any entity (Yes/No): **No**

Describe who will own, operate and maintain the property and/or facility after project completion:  
**Aitkin County**

## Questions

1. If applicable, do any aspects of the project have historical significance? If so, which historical organizations will be consulted or need to approve any of the plans for improvements or demolition of or to any building? If so, please outline how these organizations will be involved. If they will not be involved, or their participation is not applicable, please outline why: **No aspects of historical significance**
2. Attach a map of the city with the location of the project indicated on the map: **See attached**
3. Attach engineering and/or architectural total project cost estimate documents. If not available, how do we know the projected costs are professionally estimated: **See attached estimates prepared by Contegrity Group, Inc.**
4. What is the useful life of the project after completion? *Note that the pending grant agreement and public ownership of the project will need to be maintained for 125% of the useful life of the project. So, for example, a project with a useful life of 30 years will have a grant agreement in effect for 37.5 years and need to be owned for the same amount of time. Any sale or any change of use not outlined in the enabling legislation would trigger repayment of a pro-rata share of grant funds back to the state.* **30 Years**



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



1:9,028

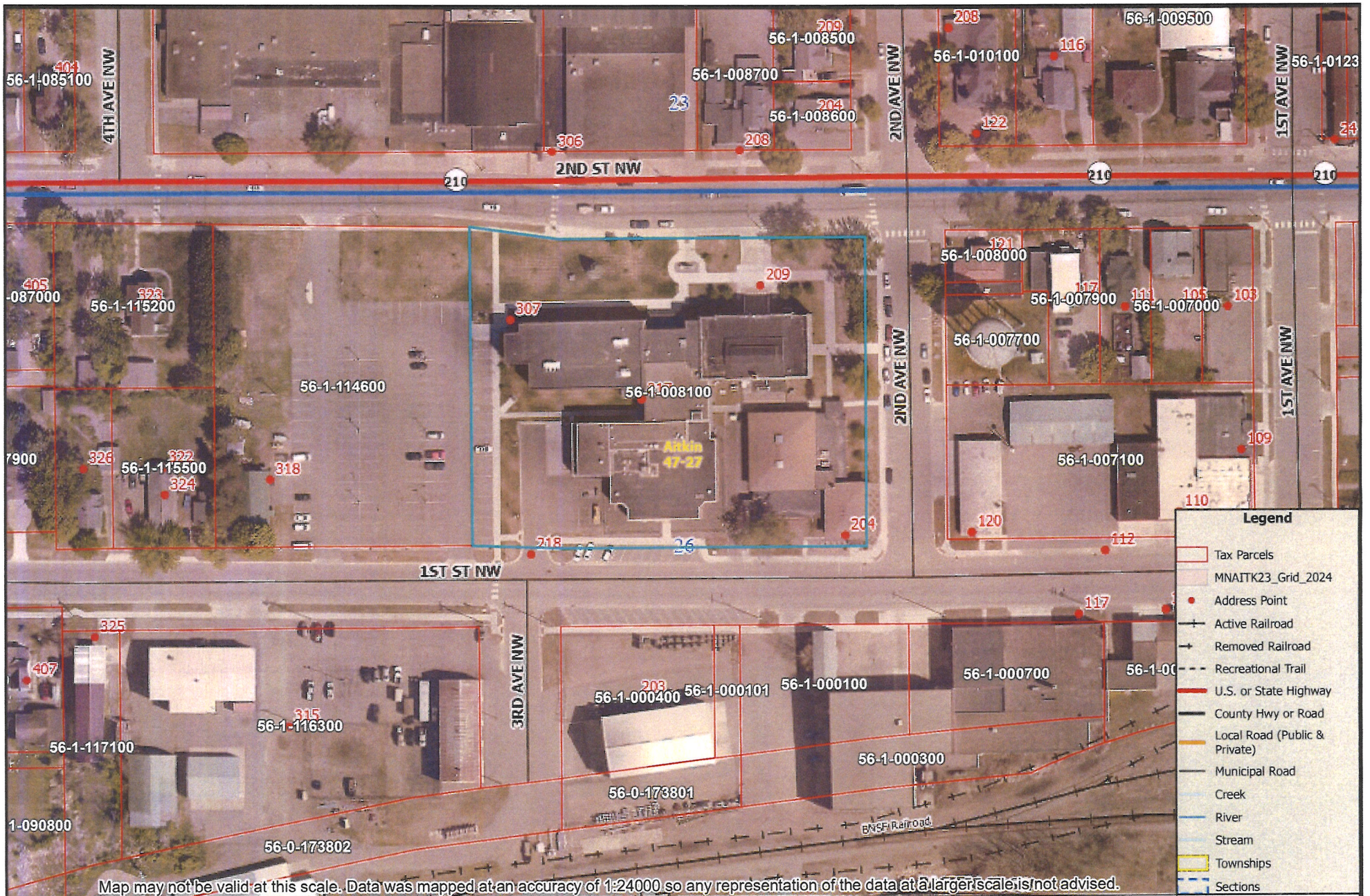
0 0.05 0.1 mi

Aitkin County HHS



Date: 1/2/2025





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



1:2,257

0 0.01 0.03 mi

AITKIN COUNTY



Date: 1/2/2025



# AITKIN COUNTY | HUMAN SERVICES REMODEL

Plans Dated: 7-16-24

DRAFT Concept Estimate Update: 7-22-24.v1



**contegritygroup**

| Construction Management

DIVISIONS OF WORK	CONCEPT TOTALS	Cost / SF (20,182)
Division 02 - Existing Conditions	162,744.00	8.06
Division 03 - Concrete	14,423.00	0.71
Division 04 - Masonry	31,600.00	1.57
Division 05 - Metals	27,000.00	1.34
Division 06 - Woods, Plastics and Composites	207,364.10	10.27
Division 07 - Thermal & Moisture Protection	60,364.00	2.99
Division 08 - Openings	318,350.00	15.77
Division 09 - Finishes	745,907.50	36.96
Division 10 - Specialties	67,600.00	3.35
Division 11 - Equipment	0.00	0.00
Division 12 - Furnishings	0.00	0.00
Division 13 - Special Construction	0.00	0.00
Division 14 - Conveying Equipment	0.00	0.00
Division 21 - Fire Suppression	90,819.00	4.50
Division 22 - Mech/Plumbing	348,630.00	17.27
Division 23 - Heating, Ventilating & Air Conditioning	554,601.36	27.48
Division 24 - Test and Balancing	10,091.00	0.50
Division 25 - Temperature Controls	131,183.00	6.50
Division 26 - Electrical	565,096.00	28.00
Division 27 - Communication	73,058.84	3.62
Division 28 - Electronic Safety and Security	61,500.00	3.05
Division 31 - Earthwork	0.00	0.00
Division 32 - Exterior Improvements	0.00	0.00
Division 33 - Utilities	0.00	0.00
<b>Sub Total Construction</b>	<b>3,470,331.80</b>	<b>171.95</b>
** General Requirements (Allowance of 8% Carried)	277,626.54	
Grant Funding - Cost Adjustment Modifier - Allowance	260,274.89	
Building Permitting / Plan Review	38,500.00	
WAC / SAC (Water and Sewer Access Fees) - Existing to Remain	n/a	
Design / Bid / Construction Contingency (Concept Allowance of 7.5% Carried)	281,096.88	
<b>Construction Cost</b>	<b>4,327,830.10</b>	
Professional Fees (Arch. / Eng. / Cx Agent / CM - Allowance of 15% Carried)	649,174.52	
<b>Sub Total</b>	<b>4,977,004.62</b>	
<b>Owner Items</b>		
Inflation / Escalation Factor - Midpoint of Const. (Allowance Consideration)	TBD	
Hazardous Materials - Report / Remediation (Anything Identified)	TBD	
Property Relocation Costs - Moving Expenses (Allowance)	50,000.00	
FF&E - Office Furnishings - Budget to be Confirmed (Allowance)	662,799.95	
FF&E - Signage (Allowance)	15,000.00	
FF&E - Window Treatments	20,000.00	
Residential Appliances (Refr. / Range / Etc...) Allowance	15,000.00	
White Noise System - Allowance	25,000.00	
Technology / AV / Projectors / Etc... - Improvements necessary	TBD	
Camera / Recording System - Interview Rooms	TBD	
Medical / Fitness Equipment	TBD	
Financing / Bond Costs / Interest Earnings	TBD	
<b>TOTAL PROJECT COST*</b>	<b>5,764,804.57</b>	
<b>Other Items</b>		
Alternate Pricing	TBD	

## Notes

\* ESTIMATE DOES NOT INCLUDE ANY B3 REQUIREMENTS AT THIS POINT IN TIME.

\* ESTIMATE IS BASED ON AN OPEN COMPETITIVE BID MARKET.

\* ESTIMATE IS BASED ON HISTORICAL VALUES AND IS AN APPROXIMATION OF CONSTRUCTION COSTS FOR 2025

\* BASE PROJECT TOTAL DOES NOT INCLUDE COSTS FOR INCIDENTALS TO ONGOING COUNTY OPERATIONS THAT NEED TO BE ACCOUNTED FOR DURING PHASING AND DISRUPTION OF PROJECT IF NECESSARY.

\*\* GENERAL REQUIRMENTS (Owner Budget) are for items such as; Surveying, Soil Borings, Site Fencing, Portable Toilets, Dumpsters, Office Trailer, Plan Reproduction, Mailing Fees, Temp Signage, Temp Power, Temp Heat/Cool, Special Inspections/Testing, Builders Risk Insurance, Temp Enclosures, Safety Barricades, Fire Protection, Moving Expense, Final Cleaning, Temp Storage, On Site Supervision, This Budget will be refined and established in conjunction with the owner and the architect based on the anticipated needs of the project.



**AITKIN COUNTY**  
**HUMAN SERVICES REMODEL**  
**Concept Estimate 7-22-24**



**contegritygroup**  
 | Construction Management

<b>Division 02 - Existing Conditions</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
Demo Concrete Floor	487	sf	10.00	4,870.00
Demo Block Wall for New Door - Not shown	13	lf	200.00	2,600.00
Demo Walls	20,182	sf	2.00	40,364.00
Remove Window & Frame	70	ea	200.00	14,000.00
Plumbing Demo	20,182	sf	2.00	40,364.00
HVAC Demo	20,182	sf	1.50	30,273.00
Electrical Demo	20,182	sf	1.50	30,273.00

**Division 2 Total 162,744.00**

<b>Division 03 - Concrete</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
<b>Concrete Slabs</b>				
Slab on Grade 4"	487	sf	24.00	11,688.00
Under slab Vapor Barrier - 10 mil	487	sf	5.00	2,435.00
Conc. Stoops - 4" Topping	0	sf	5.25	0.00
Sealed concrete	150	sf	2.00	300.00

**Division 3 Total 14,423.00**

<b>Division 04 - Masonry</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
<b>Interior CMU</b>				
8" Non-Secure - Allowance for Repair Work	1,000	sf	28.00	28,000.00
<b>Misc. CMU</b>				
Set and Grout Frames	12	ea	300.00	3,600.00
Rebar	0	ls	25,000.00	0.00
<b>Exterior CMU</b>				
Stoops (figured as concrete)	0	sf	0.00	0.00

**Division 4 Total 31,600.00**

<b>Division 05 - Metals</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
Misc. Metal - Allowance for unforeseen / lintels / etc..	1	allow	14,500.00	14,500.00
Roof Access Ladder - TBD w/ Code at Penthouse Access	1	allow	12,500.00	12,500.00

**Division 5 Total 27,000.00**

<b>Division 06 - Wood, Plastics &amp; Composites</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
Rough carpentry	20,182	sf	2.55	51,464.10
Base cabinets - Assumed amount	175	lf	275.00	48,125.00
Upper cabinets - Not Shown - Assumed amount	147	lf	200.00	29,400.00
Solid Surface Countertops - Assumed amount	175	lf	275.00	48,125.00
Solid Surface Window Sills	242	lf	125.00	30,250.00

**Division 6 Total 207,364.10**

<b>Division 07 - Thermal &amp; Moisture Protection</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
Joint / Security sealants	20,182	sf	2.00	40,364.00
Incidental Roof Patch - Allowance	1	allow	20,000.00	20,000.00

Fire stopping (Allowance)	0	ls	45,000.00	0.00
Fireproofing - Not utilized	0	sf	0.00	0.00
Damp proofing - Foundation	0	sf	5.00	0.00
Below Grade Insulation	0	sf	1.50	0.00

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**Division 7 Total**
**60,364.00**


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**Division 08 - Doors & Windows**
**Qty.**
**U/M**
**Unit Cost**
**Amount**


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**Exterior Aluminum Entrances & Openings**

Exterior Alum. Doors in Curtainwalls & Storefronts - Exist. Remain	0	ea	2,800.00	0.00
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**Exterior Aluminum Punched Windows**

Aluminum Frame (3'-0" x 5'-0")	54	ea	1,425.00	76,950.00
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Aluminum Frame (5'-0" x 5'-0")	16	ea	2,375.00	38,000.00
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**Interior Aluminum Doors and Frames**

Aluminum vestibule doors in system	3	ea	2,800.00	8,400.00
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Aluminum Frame - Door Hardware (no operator) - Allowance	3	ea	3,000.00	9,000.00
--	---	----	----------	----------

Aluminum Frame - ADA Operators	2	ea	4,500.00	9,000.00
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**Glass and Glazing**

Interior Door & Borrow Lite Glazing - Qty. allowance	600	sf	25.00	15,000.00
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**Doors and Frames**
**Interior hollow metal door frames**

3'-0" x 7'-0"	64	ea	500.00	32,000.00
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6'-0" x 7'-0"		ea	900.00	0.00
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**Interior hollow metal borrowed lite frames**

3'-0" x 7'-0" with 1'-8" side lite	0	ea	750.00	0.00
------------------------------------	---	----	--------	------

3'-0" x 7'-0" with 4'-0" side lite	0	ea	1,200.00	0.00
------------------------------------	---	----	----------	------

**Interior wood doors**

Flush	60	ea	850.00	51,000.00
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Bi-Fold Doors 5'	1	ea	800.00	800.00
------------------	---	----	--------	--------

Narrow Vision	0	ea	850.00	0.00
---------------	---	----	--------	------

Full Glass	0	ea	850.00	0.00
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**Hollow metal doors**

Flush	4	ea	650.00	2,600.00
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**Hardware package**

	63	ea	1,200.00	75,600.00
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**Division 8 Total**
**318,350.00**


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**Division 09 - Finishes**
**Qty.**
**U/M**
**Unit Cost**
**Amount**


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**Steel Stud and Gypsum Walls / Ceilings**
*Interior - Non-rated*

3-5/8" Stud / Gyp. Brd. One Side - (Assumed 10' high)	11,852	sf	12.00	142,224.00
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3-5/8" Stud / Gyp. Brd. Both Sides - (Assumed 10' high)	12,675	sf	14.00	177,450.00
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3-5/8" Sound batt insulation	24,527	sf	2.50	61,317.50
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6" Stud / Gyp. Brd. Both Sides - (Assumed 10' high)	216	sf	16.50	3,564.00
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6" Sound Batt Insulation	216	sf	3.00	648.00
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*Furring*

7/8" Hat Channel - (Assumed 10' high)	370	sf	0.00	0.00
Gypsum board soffit	0	lf	20.00	0.00
Gypsum board ceilings - Non-Secure	0	sf	10.00	0.00
Painting - Allowance	20,182	sf	3.50	70,637.00
<b>Acoustical Treatments</b>				
ACT - 24" x 24" Lay in	16,082	sf	6.00	96,492.00
<b>Flooring</b>				
Carpet (w/ 5% waste)	1,583	sy	50.00	79,150.00
Carpet 1 (w/ 5% waste) Walk off (Vestibule)	7	sy	55.00	385.00
LVT (w/ 5% waste)	1,310	sf	9.00	11,790.00
Ceramic Tile - Walls (w/ 5% waste) - 10' High - Bathrooms	3,416	sf	21.00	71,736.00
Porcelain Tile - Floor (w/ 5% waste)	966	sf	29.00	28,014.00
Transition/Schluter Strips (Allowance)	1	ls	2,500.00	2,500.00

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**Division 9 Total**
**745,907.50**


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**Division 10 - Specialties**
**Qty.**
**U/M**
**Unit Cost**
**Amount**
**Toilet Accessories - Non Detention**

Toilet Paper Holders - OPCI	11	ea	70.00	770.00
Paper Towel Dispenser - OPCI	7	ea	70.00	490.00
Soap Dispenser - OPCI	7	ea	70.00	490.00
Mirror 24" x 36" (Small Restroom Mirror)	5	ea	350.00	1,750.00
Mirror 72" x 48" (Large Restrooms / Locker Room Mirror)	2	ea	650.00	1,300.00
Grab Bars (per set) includes ambulatory	7	ea	350.00	2,450.00
Sanitary Napkin Dispenser - OPCI	9	ea	70.00	630.00
Sanitary Napkin Disposal - OPCI	9	ea	70.00	630.00
Mop Holders / Shelf - Janitor Rooms (Not shown)	3	ea	150.00	450.00
Baby Changing Station - Allowance	2	ea	450.00	900.00

**Toilet Partitions**

Cubicles	8	ea	900.00	7,200.00
Urinal Screens	0	ea	250.00	0.00

**Fire Extinguishers & Cabinets**

Fire protection w/Cabinet (Allowance)	8	ea	200.00	1,600.00
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**Signage**

Interior Signage - Allowance	1	ls	5,000.00	5,000.00
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**Misc. Specialties**

Marker Board - Allowance - Not Shown	1	ls	1,000.00	1,000.00
Tack Board - Allowance - Not Shown	1	ls	5,000.00	5,000.00
Corner guards - Estimated Quantity	106	ea	120.00	12,720.00
Access Panel - Non rated - Allowance - Not Shown	1	ls	4,500.00	4,500.00
Display Case / Tack board - Allowance - Not Shown	1	ls	2,000.00	2,000.00
Cubicles - Incl. in FF&E	65	ea	0.00	0.00
Folding Panel Walls - 1 ea. 24' x 10'	240	sf	78.00	18,720.00

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**Division 10 Total**
**67,600.00**


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<b>Division 11 - Equipment</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
NOT USED				0.00
<b>Division 11 Total</b>				<b>0.00</b>
<b>Division 12 - Furnishings</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
Window Treatments - Assumed FFE		ea	0.00	0.00
<b>Division 12 Total</b>				<b>0.00</b>
<b>Division 13 - Special Construction</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
NOT USED				0.00
<b>Division 13 Total</b>				<b>0.00</b>
<b>Division 14 - Conveying Equipment</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
NOT USED - Assume existing is in good working condition				0.00
<b>Division 14 Total</b>				<b>0.00</b>
<b>Division 21 - Fire Suppression</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
Fire Protection - System (no fire pump)	20,182	sf	4.50	90,819.00
<b>Division 21 Total</b>				<b>90,819.00</b>
<b>Division 22 - Mechanical Plumbing</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
Mechanical/Plumbing	20,182	sf	15.00	302,730.00
Sink	9	ea	1,000.00	9,000.00
Toilet	11	ea	1,800.00	19,800.00
Urinals	2	ea	1,800.00	3,600.00
Water Fountain	3	ea	4,500.00	13,500.00
<b>Division 22 Total</b>				<b>348,630.00</b>
<b>Division 23 - HVAC</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
HVAC	20,182	sf	27.48	554,601.36
<b>Division 23 Total</b>				<b>554,601.36</b>
<b>Division 24 - Test and Balancing</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
Test and Balancing				
Air Balancing	20,182	sf	0.30	6,054.60
Water Balancing	20,182	sf	0.20	4,036.40
<b>Division 24 Total</b>			<b>0.50</b>	<b>10,091.00</b>
<b>Division 25 - Temperature Controls</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
Temperature Controls	20,182	sf	6.50	131,183.00
<b>Division 25 Total</b>				<b>131,183.00</b>
<b>Division 26 - Electrical</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
Electrical	20,182	sf	28.00	565,096.00
<b>Division 26 Total</b>				<b>565,096.00</b>

<b>Division 27 - Communications</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
Voice / Data Cabling	20,182	sf	3.62	73,058.84
<b>Division 27 Total</b>				<b>73,058.84</b>
<b>Division 28 - Electronic Safety and Security</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
Card Access - Allowance (utilize 5 shown in plan)	5	ea	4,500.00	22,500.00
Security Cameras (assume extension of same software lic. County has - cost is for new cameras, shrouds, mounts).	6	ea	6,500.00	39,000.00
<b>Division 28 Total</b>				<b>61,500.00</b>
<b>Division 31 - Earthwork</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
NOT USED				0.00
<b>Division 31 Total</b>				<b>0.00</b>
<b>Division 32 - Exterior Improvements</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
<b>Exterior Improvements (Budget as scope gets refined)</b>				
Curb & Gutter		lf	26.00	0.00
6" Class 5 Base under curb & gutter		cu/yd	32.00	0.00
Parking - 6" Class 5 Granular Base		cu/yd	32.00	0.00
Bituminous Parking 2" Base Course		ton	95.00	0.00
Bituminous Parking 2" Wear Course		ton	95.00	0.00
Geotex fabric		sy	2.00	0.00
Striping Allowance		ls	15,000.00	0.00
Sidewalks - 5' Walks		sf	10.50	0.00
Sidewalks - 5' Walks		sf	10.50	0.00
6" Concrete pavement		sf	16.00	0.00
Concrete Retaining Walls - None shown, no allowance made		lf	265.00	0.00
6" Class 5 Base under site concrete slabs		cu/yd	32.00	0.00
Traffic signage - Allowance		ls	15,000.00	0.00
Landscaping / Site Furnishings Budget - Allowance		ls	98,000.00	0.00
Traffic Control		ls	25,000.00	0.00
Chain-link Perimeter Barrier Fence - 8' w/ Barbwire		lf	75.00	0.00
Access Gate		ea	4,500.00	0.00
Roller Entrance Gate		ea	20,000.00	0.00
Flagpoles		ea	7,500.00	0.00
Entrance Monument Sign Allowance		allow	40,000.00	0.00
<b>Division 32 Total</b>				<b>0.00</b>
<b>Division 33 - Utilities</b>	<b>Qty.</b>	<b>U/M</b>	<b>Unit Cost</b>	<b>Amount</b>
NOT USED				0.00
<b>Division 33 Total</b>				<b>0.00</b>



## **Project Budget**

Proposed activities must match up with legislative language and should include all costs required to complete the project. Complete Tables 1 and 2 below. **Before completing, read the instructions provided. Both contain samples for guidance.**

**Table 1**

**For the Project Activities Column:** List separately the components of the project that are eligible items: Capital costs and/or costs assigned in the legislative appropriation. Examples would be predesign, design, and construction elements. List all non-eligible items that are needed for the project as a separate line item. Add rows to the table for more costs as needed.

**For Match/Other Funds:** Provide the dollar amount for any match and/or other funds that are estimated to be needed to complete the project. Examples - If the legislation mandates a 1:1 match, the DEED funds should be equal to the Match/Other Funds column.

If the total project costs are estimated to exceed the DEED funds and the matching funds, enter the amount of funds that are needed for each line that total the amount needed for the project.

If there is no legislated match for the project, but other funds are needed to complete the estimated project costs, provide those figures in this column as well.

**Total Itemized Projected Costs:** Make sure that all costs total correctly.

**Table 1 – Budget Outline**

**Sample**

<b>Project Activities</b>	<b>DEED/SPAP Funds</b>	<b>Match/Other Funds</b>	<b>Total Itemized Projected Costs</b>
<b>Predesign</b> (only if identified in legislation)	\$9,000	\$9,000	\$18,000
<b>Design</b> (only if identified in legislation)	\$12,000	\$12,000	\$24,000
<b>Roof Replacement</b>	\$60,000	\$60,000	\$120,000
<b>Replace HVAC</b>	\$45,000	\$45,000	\$90,000
<b>Health and Safety System Improvements</b>	\$30,000	\$30,000	\$60,000
<b>ADA Compliance Items</b>	\$16,000	\$26,000	\$42,000
<b>Parking Lot</b>	\$0	\$200,00	\$200,000
<b>Engineering/</b> Architectural (construction-related, inspection, testing)	\$0	\$23,000	\$23,000
<b>Activities not eligible for grant funds</b> (Any local unit of government work, administration, non- capital costs, feasibility studies, planning, etc. )	\$0	\$65,000	\$65,000
<b>Total Costs</b>	<b>\$172,000</b>	<b>\$270,000</b>	<b>\$642,000</b>

**Table 1 – Budget Outline**

<b>Project Activities</b>	<b>DEED/SPAP Funds</b>	<b>Match/Other Funds</b>	<b>Total Itemized Projected Cost</b>
<b>Existing Conditions - Demolition</b>	81,372.00	81,372.00	162,744.00
<b>Concrete</b>	7,211.50	7,211.50	14,423.00
<b>Masonry</b>	15,800.00	15,800.00	31,600.00
<b>Metals</b>	13,500.00	13,500.00	27,000.00
<b>Woods, Plastics, Composites</b>	103,682.05	103,682.05	207,364.10
<b>Thermal &amp; Moisture Protection</b>	30,182.00	30,182.00	60,364.00
<b>Openings</b>	159,175.00	159,175.00	318,350.00
<b>Finishes</b>	372,953.75	372,953.75	745,907.50
<b>Specialties</b>	33,800.00	33,800.00	67,600.00
<b>Fire Suppression</b>	45,409.50	45,409.50	90,819.00
<b>Mech/Plumbing</b>	174,315.00	174,315.00	348,630.00
<b>Heating, Ventilation, Air Conditioning</b>	277,300.68	277,300.68	554,601.36
<b>Test &amp; Balancing</b>	5,045.50	5,045.50	10,091.00
<b>Temperature Controls</b>	65,591.50	65,591.50	131,183.00
<b>Electrical</b>	282,548.00	282,548.00	565,096.00
<b>Communication</b>	36,529.42	36,529.42	73,058.84
<b>Electronic Safety &amp; Security</b>	30,750.00	30,750.00	61,500.00
<b>General Requirements &amp; Fees</b>	264,834.10	592,664.21	857,498.31
<b>Owner Items (furnishings, signage, IT, etc.)</b>	0.00	787,799.95	787,799.95
<b>Total Costs</b>	<b>2,000,000.00</b>	<b>3,764,804.57</b>	<b>5,764,804.57</b>

## Table 2:

### Instructions

Lists all eligible activity items from Table 1 in the first column of Table 2. Eligible items are identified in the legislative language. Leave non-eligible items out of Table 2. Lists sources individually, whether those funds are committed, and the dollar amount assigned for each source in the second column. Per the sample below, outline the committed status of funds in the third column. If not yet committed, outline how they will be committed. Attach more comments to outline commitment, if necessary.

Finally, in the fourth column, assign the dollar amount of costs assigned to the source that corresponds with that row. Add rows as necessary.

### Table 2 Sample

Eligible Activity from Table 1	Source of Funds from Table 1 above	Funds Committed? Yes or No	Dollars assigned to source
Predesign	DEED/SPAP	Yes – Legislative Appropriation	\$9,000
Predesign	City General Fund	Yes- In current approved city budget	\$9,000
Design	DEED/SPAP	Yes – Legislative Appropriation	\$12,000
Design	City General Fund	Yes- In current approved city budget	\$12,000
Roof Replacement	DEED/SPAP	Yes – Legislative Appropriation	\$60,000
Roof Replacement	City General Fund	No – Pending Adopted Budget in December	\$60,000
Replace HVAC System	DEED/SPAP	Yes – Legislative Appropriation	\$45,000
ADA Compliance Infrastructure	Happy City United Way	Yes – Award Letter received	\$10,000
Parking Lot	City Street Funds Account	No – Pending Adopted Budget in December	\$200,000
Project – Related Engineering	City Street Funds Account	Pending Adopted Budget	\$23,000
<b>TOTAL</b>			<b>\$577,000</b>

**Table 2**

<b>Eligible Activity from Table 1</b>	<b>Source of Funds from Table 1 above</b>	<b>Funds Committed? Yes or No</b>	<b>Dollars assigned to source</b>
<b>Existing Conditions - Demolition</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	162,744.00
<b>Concrete</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	14,423.00
<b>Masonry</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	31,600.00
<b>Metals</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	27,000.00
<b>Woods, Plastics, Composites</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	207,364.10
<b>Thermal &amp; Moisture Protection</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	60,364.00
<b>Openings</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	318,350.00
<b>Finishes</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	745,907.50
<b>Specialties</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	67,600.00
<b>Fire Suppression</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	90,819.00
<b>Mech/Plumbing</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	348,630.00
<b>Heating, Ventilation, Air Conditioning</b>	SPAP/Aitkin County	Yes – Legislative Appropriation &	554,601.36

		Current County Capital Plan	
<b>Test &amp; Balancing</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	10,091.00
<b>Temperature Controls</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	131,183.00
<b>Electrical</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	565,096.00
<b>Communication</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	73,058.84
<b>Electronic Safety &amp; Security</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	61,500.00
<b>General Requirements &amp; Fees</b>	SPAP/Aitkin County	Yes – Legislative Appropriation & Current County Capital Plan	857,498.31
<b>Owner Items (furnishings,signage,IT,etc.)</b>	Aitkin County	Yes – Current County Capital Plan	787,799.95
<b>Totals</b>			<b>5,764,804.57</b>

## Project Timeline

Activity	Finish mm/yy
Site control (if necessary)	N/A
All funding (non-DEED funds) for project secured and in place	01/25
Declaration Recorded or Waiver from MMB secured	04/25
All permits in place	09/25
Project out for public bid	04/25
Bid accepted	05/25
Project started	09/25
Project complete	07/26
Project inspected and operational	08/26



(Check the appropriate box for the Real Property and, if applicable, for the Facility.)

Ownership Interest in the Real Property.

- ☒ Fee simple ownership of the Real Property.
- ☐ A Real Property/Facility Lease for the Real Property that complies with the requirements contained in Section 2.06.  
(If the term of the Real Property/Facility Lease is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: \_\_\_\_\_.)
- ☐ An easement for the Real Property that complies with the requirements contained in Section 2.06.  
(If the term of the easement is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: \_\_\_\_\_.)

Ownership Interest in, if applicable, the Facility.

- ☒ Fee simple ownership of the Facility.
- ☐ A Real Property/Facility Lease for the Facility that complies with all of the requirements contained in Section 2.06.  
(If the term of the Real Property/Facility Lease is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: \_\_\_\_\_.)
- ☐ Not applicable because there is no Facility.

## **Attachment 2 to Application: Legal Description**

**Provide the legal description only for the public land footprint on which the property or facility is located.**



**A435794**

Office of the County Recorder  
Aitkin County, Minnesota

I HEREBY CERTIFY THE WITHIN INSTRUMENT WAS  
FILED, AND/OR RECORDED ON 9/26/2016 9:00 AM

PACKAGE: 52189

REC FEE: \$0.00

Michael T. Moriarty, Aitkin County Recorder

# Certified Copy of Resolution Vacating a Street Upon Petition

CITY OF AITKIN  
COUNTY OF AITKIN  
STATE OF MINNESOTA

RESOLUTION NO. 09-06-16

## A RESOLUTION VACATING A (PORTION OF) STREET UPON A PETITION OF A MAJORITY OF ABUTTING LANDOWNERS

THE CITY COUNCIL OF THE CITY OF AITKIN, MINNESOTA DOES HEREBY  
RESOLVE AS FOLLOWS:

**WHEREAS**, a petition signed by the majority of property owners abutting each side of 3<sup>rd</sup> Avenue NW (a portion of) street in the boundary of the city was received by the City Clerk on the 9th day of August, 2016; and

**WHEREAS**, the petition requested that the City Council pursuant to Minnesota Statute §412.851 vacate 3<sup>rd</sup> Avenue NW (a portion of) street between 2<sup>nd</sup> Avenue NW and 4<sup>th</sup> Avenue NW legally described as:

**LEGAL DESCRIPTION – Vacating a portion of First Street in the PLAN OF AITKIN, as platted and recorded, Aitkin County, Minnesota**

→ That part of FIRST STREET (now known as 3<sup>rd</sup> Avenue NW), as platted and recorded in PLAN OF AITKIN, as platted and recorded, Aitkin County, Minnesota which lies northerly of the westerly extension of the south line of Block 16 of said plat of PLAN OF AITKIN, and which lies southerly of a line beginning at the northwest corner of said Block 16 and ending at the northeast corner of Block 1 of WHITE'S ADDITION to the Village of Aitkin, also as platted and recorded, Aitkin County, Minnesota.



**WHEREAS**, the City Clerk reviewed and examined the signatures on said petition and determined that such signatures constituted a majority of the landowners abutting upon the (portion of) street to be vacated; and

**WHEREAS**, a public hearing to consider the vacation of such street was held on the 6th day of September, 2016, before the City Council in the Aitkin Library Community Room located at 110 First Avenue NW at 7:00 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 24<sup>th</sup> and 31st days of August, 2016 and all interested and affected persons were given an opportunity to voice their concerns and be heard;<sup>1</sup> and

**WHEREAS**, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

**WHEREAS**, the Council in its discretion has determined that the vacation will benefit the public interest because:

Safety for pedestrians and the county building has multiple levels which hinders mobility for senior citizens. Aitkin County Board petitioned to vacate street due to a consideration of a building project to secure the court facilities by adding on to the current facilities for controlled access with screening capabilities. Aitkin County seeks to improve internal operations by placing departments near each other to improve service and efficiency.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AITKIN, COUNTY OF AITKIN MINNESOTA** that such petition for vacation is hereby granted and the (portion of) street described as follows is hereby vacated:

*3<sup>rd</sup> Avenue NW (as highlighted in Map above)<sup>2</sup>*

**BE IT FURTHER RESOLVED**, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Adopted by the Council this 6th day of September, 2016.

EFFECTIVE DATE: September 6<sup>th</sup>, 2016

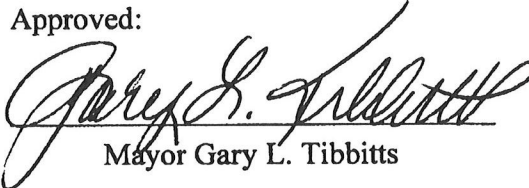
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<sup>1</sup> If the property to be vacated abuts upon, terminates at or is adjacent to public waters, a statement that notice was provided to the commissioner of Natural Resources should be added to this paragraph.

<sup>2</sup> The description of the street to be vacated should be complete enough to prevent any possible uncertainty or ambiguity. In some cases, particularly where only a portion of a public street or grounds will be vacated, a legal description may be necessary.

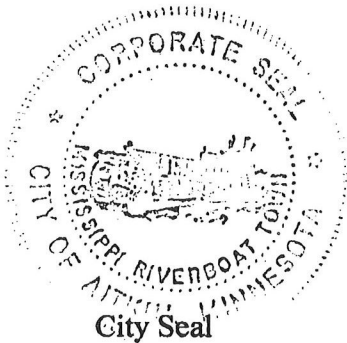
	AYES	NAYS
_____ Mayor Gary L Tibbitts	<u>X</u>	_____
_____ Council member Keith Nentl	<u>X</u>	_____
_____ Council member Amanda MacDonald	<u>X</u>	_____
_____ Council member Cori Welshons	<u>X</u>	_____
_____ Council Julie Miller	<u>X</u>	_____

Approved:

  
Mayor Gary L. Tibbitts

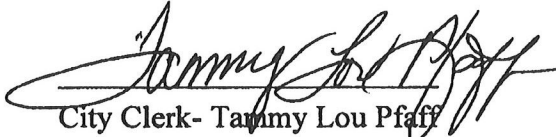
Attested by:

  
City Clerk Tammy Lou Pfaff



I, Tammy Lou Pfaff Clerk of the City of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on September 6<sup>th</sup>, 2016 and that the same is true and correct copy of the whole thereof.

WITNESS MY HAND AND OF OFFICE at Aitkin, Minnesota, this 7<sup>th</sup> day of September, 2016.

  
City Clerk- Tammy Lou Pfaff

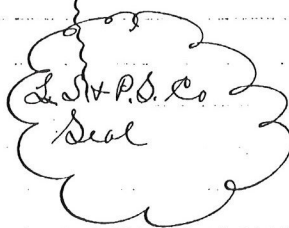


This Indenture made this Twenty first day of May in the year of our Lord One Thousand Eight hundred and Eighty seven between the Lake Superior and Puget Sound Company, by R. L. Belknap, The President of said Company, party of the first part, and The County of Aitkin in the State of Minnesota party of the second part, Witnesseth, That the said party of the first part, in consideration of the sum of Five Hundred Dollars to said Company, in hand paid by said party of the second part, the receipt whereof is hereby acknowledged, has granted Bargained and sold and conveyed, and does by these presents Grant, Bargain, and Sell and Convey, to said party of the second part and its assigns forever, all those tracts pieces or parcels of land lying and being in the County of Aitkin and State of Minnesota, described as follows, to wit:

1  
 Lots numbered from One (1) to Twelve (12) inclusive of Block Number Fifteen (15) in the Town of Aitkin according to the Recorded Plat thereof on file in the Registry of Deeds for the County of Aitkin in the State of Minnesota - To Have and to Hold the same, together with all the hereditaments and appurtenances therunto belonging, or in any wise appertaining, to the said party of the second part and its assigns forever. And the said Lake Superior and Puget Sound Company, party of the first part its successors and assigns, does covenant with the said party of the second part and assigns, as follows: First, that said Company is lawfully seized of said premises; Second that said Company has good right to convey the same; Third, that the same are free from all incumbrances, and Fourth that the said party of the second part, and assigns, shall quietly enjoy and possess the same; and that the said party of the first part will warrant and defend the title to the same against all lawful claims - In testimony whereof, the said party of the first part has hereunto set the name and corporate seal of said Corporation, the day and year first above written

Signed, sealed and delivered  
 in Presence of  
 George Hollett  
 L. R. Kiddle

The Lake Superior & Puget Sound Co.  
 By R. L. Belknap - President SEAL



State of New York }  
County of New York } ss

On this twenty fifth day of May  
A.D. 1887 before the undersigned personally came R. L. Becknap  
to me known to be the President of the Lake Superior and Puget  
Sound Company, described in and who executed the foregoing  
Deeds, and acknowledged that he executed the same as the  
act and deed of said Company

L. R. Kidder  
Commissioner for  
Minnesota in  
New York  
Deed

L. R. Kidder  
Commissioner of Deeds in New York  
for State of Minnesota.

56-1-008100

2024

Press Submit/Enter to continue or enter new parcel/tax year.

Parcel	Account	Asmt year	Tax year	Type
56-1-008100	42729	2023	2024	RE
Primary owner		Hold tax statement	Escrow	Notes
1 AITKIN COUNTY				
Taxpayer		FALCO	Undeliverable tax address	Lease type
1 AITKIN COUNTY		1 F.O.	N	
Ref. parcel	Dept	Commissioner dist	Emergency#	Surveyed
		1		
Lake #/Name	+	TIF district	MH court number	UDI
				100.00%
Physical address		TIF knock down date	User defined	Billing
209 2ND ST NW				P
AITKIN MN 56431				

UTA-Township/City	AMBU	****	****	****	Unit
56 AITKIN CITY	00	00	00	00	
School district	State UTA code				
1 ISD 0001 - Aitkin	100	1	00		

Description	version	2			
ALL OF BLK 16 INCLUDING VACATED STREET IN	Acres	Lot	Block	Plat - Description	
DOC 435794	.00			1 PLAN OF AITKIN	
	Sect/Twp/Range			2nd Sect/Twp/Range	
	26 47.0	27			

**Attachment 3 to Application: Conflict of Interest Disclosure**  
(To be completed by Mayor, Board Chair, or Equivalent)



## Conflict of Interest Disclosure

State of Minnesota  
Request for Proposals

**Instructions:** Please return your completed form as part of the Response submittal.

### Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making \(August 2020 Effective Date 1/1/21\)](#) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict-of-interest disclosure form.

☒ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. (Please describe below):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: Jessica Seibert

Signature: 

Organization or Local Unit of Government Name: Aitkin County

Date:



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** March 25, 2025

**Title of Item:** Adopt Resolution - Support to Equalize PILT Funding

<input checked="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 checked="checked" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> 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>  Please see attached resolution received from the Arrowhead Counties Association asking for Board support of SF2108 and HF1780.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt attached resolution supporting PILT legislation.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



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

ADOPTED March 25, 2025

By Commissioner: xxx

**20250325-xxx**

**Support to Equalize PILT Funding**

**WHEREAS**, Minnesota contains over 12,000 lakes; and

**WHEREAS**, over half of these lakes and lakeshore are contained in just ten counties in northern Minnesota; and

**WHEREAS**, unlike other parts of the state, northern Minnesota counties only receive three dollars per acre in PILT funding for this much higher value lakeshore; and

**WHEREAS**, the 2025 Department of Revenue Lakeshore Valuation Report clearly indicates that if PILT payments were paid on the actual lakeshore value in northern Minnesota, counties would be receiving from three to ten times more reimbursement;

**NOW THEREFORE BE IT RESOLVED**, that the Aitkin County Board of Commissioners, as members of the Arrowhead Counties Association, hereby supports and asks for legislative approval of SF2108 and HF 1780 which will equalize unfair PILT payments and support northern Minnesota Counties' tax base.

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, 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 25<sup>th</sup> day of March 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 25<sup>th</sup> day of March 2025**

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





# Board of County Commissioners Agenda Request

3E

Agenda Item #

**Requested Meeting Date:** March 25, 2025

**Title of Item:** Administrator Updates

- ☒ REGULAR AGENDA  
☐ CONSENT AGENDA  
☐ INFORMATION ONLY

**Action Requested:**

- ☐ Approve/Deny Motion  
☐ Adopt Resolution (attach draft)

- ☐ Direction Requested  
☒ Discussion Item  
☐ Hold Public Hearing\*  
*\*provide copy of hearing notice that was published*

**Submitted by:**

Jessica Seibert

**Department:**

Administration

**Presenter (Name and Title):**

Jessica Seibert, County Administrator

**Estimated Time Needed:**

5 minutes

**Summary of Issue:**

Administrator Updates.

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

**Recommended Action/Motion:**

Discussion only.

**Financial Impact:**

*Is there a cost associated with this request?*

☐ Yes

☒ No

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

*Is this budgeted?* ☐ Yes ☐ No

*Please Explain:*



# Board of County Commissioners Agenda Request

4A

Agenda Item #

**Requested Meeting Date:** March 25, 2025

**Title of Item:** County Administrator Recruitment Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Information Only
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> HR Dept.
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> HR Director will be present to provide an update on the County Administrator recruitment process, including discussion about a conditional job offer for the County Administrator position.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Informational 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 <span>Please Explain:</span>		



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** March 25, 2025

**Title of Item:** Interim Administrator Appointment

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> Human Resources
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> 3-5 minutes
<b>Summary of Issue:</b> We are recommending a team approach for the Interim County Administrator appointment as follows, effective April 4, 2025 until the position is refilled.  John Welle - supervision and direction to department heads  John Welle - official interim designation for signatures (resolutions and contracts) and 3rd step grievance designation (this signature designation requires Board action)  Kathleen Ryan - facilitate department head meetings and sign department head timesheets  Kathleen Ryan - management of county finances/budget  Bobbie Danielson - supervision of the Administrative Assistant, union negotiations (labor negotiations is already included in the HR Director's job description, so no action is needed on this item)  Mark Jeffers - communications (e.g. public complaints, legislators, etc.) and manage central service functions (board agenda review, Commissioner and newspaper point of contact), lead revitalization team efforts		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to approve the Interim County Administrator team approach as proposed.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> There is no budget impact, as staff are willing to perform these additional duties without added compensation.		



# Board of County Commissioners Agenda Request

# 4C

Agenda Item #

**Requested Meeting Date:** March 25, 2025

**Title of Item:** Interim Administrator Duties Assignment



REGULAR AGENDA



CONSENT AGENDA

**Action Requested:**



Approve/Deny Motion



Adopt Resolution (attach draft)



Hold Public Hearing *\*provide copy of hearing notice that was published*



Direction Requested



Discussion Item



Information Only

**Submitted by:**

Bobbie Danielson

**Department:**

Human Resources

**Presenter (Name and Title):**

Bobbie Danielson, Human Resources Director

**Estimated Time Needed:**

3-5 min.

**Summary of Issue:**

County Engineer, John Welle, has agreed to serve as the official signing authority until a new County Administrator begins employment with Aitkin County.

The County Attorney has reviewed the resolution.

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

**Recommended Action/Motion:**

Adopt Resolution appointing County Engineer John Welle to serve as the signing authority for all contracts, resolutions, and other official documents requiring the signature of the County Administrator until the new County Administrator begins employment with Aitkin County.

**Financial Impact:**

*Is there a cost associated with this request?*



Yes



No

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

*Is this budgeted?*



Yes



No

*Please Explain:*

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

ADOPTED March 25, 2025

By Commissioner: xxx

**20250325-xxx**

**INTERIM ADMINISTRATOR DUTIES ASSIGNMENT**

**WHEREAS**, current County Administrator Jessica Seibert has given notice of her resignation effective April 3, 2025 and;

**WHEREAS**, a new County Administrator will begin sometime after April 3, 2025, necessitating the need for interim duties to be assigned and;

**WHEREAS**, the County Administrator's signature is required on contracts, resolutions, and other official documents and;

**WHEREAS**, County Engineer, John Welle, has agreed to serve as the official signing authority until a new County Administrator begins employment with Aitkin County;

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners hereby appoints County Engineer John Welle to serve as the signing authority for all contracts, resolutions, and other official documents requiring the signature of the County Administrator until the new County Administrator begins employment with Aitkin County.

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, 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 25<sup>th</sup> day of March 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 25<sup>th</sup> day of March 2025**

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



## Aitkin County Board of Commissioners Committee Reports Forms

5A

Agenda Item #

Committee	Freq	Scheduled	Representative
<b>Association of MN Counties (AMC)</b>			
Environment & Natural Resources Policy			Environmental Services Director
General Government			Commissioner Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Westerlund
Public Safety Committee			Commissioner Westerlund
Transportation Policy			Commissioner Kearney
Age-Friendly Changemakers			Kearney
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Sample
Aitkin County CARE Board	Monthly	3rd Thursday	Westerlund
Aitkin County Community Corrections	Quarterly	Varies	Wedel and Westerlund
Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and	Westerlund
Aitkin County Opioid Settlement Sub-committee	TBD	TBD	Sample
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Kearney, Alt. Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	Kearney, ALT. Leiviska
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	Kearney, ALT. Leiviska
ATV Committee	Monthly		Leiviska and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Sample Alt. Kearney
Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel
Budget Committee	Monthly	1st Tuesday	Leiviska and Wedel
East Central Regional Library Board	Monthly	2nd Monday	Leiviska Alt. Sample
Economic Development	Monthly	4th Wednesday	Wedel and Sample
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Kearney and Sample
Extension	4x year	Monday	Kearney Alt. Westerlund
Facilities	As needed		Wedel and Sample
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	Monthly	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	Sample
Mille Lacs Fisheries Input Group	8-10x yr		Westerlund
Mille Lacs Watershed	10x year	3rd Monday	Leiviska, Alt. Westerlund
Mississippi Grand Rapids 1W1P			Kearney
Mississippi Headwaters Board	Monthly	4th Friday	Kearney Alt. Sample
MN Rural Counties	8x year	Varies	Westerlund, Alt. Leiviska
Natural Resources Advisory Committee	8-10x yr	2nd Monday	Kearney and Sample
JET (NE MN Office Job Training)	As called		Leiviska
Northeast MN ATP	Quarterly	2nd Wednesday	Kearney (Leiviska, Alt.) and
Northeast MN Emergency Communications Board (ECB)	5-6x yr	4th Thursday	Leiviska (Sheriff Guida Alt.)
Northeast Waste Advisory Council	Quarterly	2nd Monday	Westerlund Alt. Sample
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund Alt. Kearney
Ordinance	As needed		Leiviska and Sample
Personnel/Insurance	As needed	2nd Tuesday	Kearney and Wedel
Planning Commission	Monthly	3rd Monday	Kearney Alt. Westerlund
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt. Leiviska
Snake River 1W1P Policy			Leiviska Alt. Sample
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel
Solid Waste Advisory	As needed		Wedel and Sample
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel
Tri-County Community Health Services	Bi-Monthly	2nd Thursday	Westerlund





# Board of County Commissioners Agenda Request

**6A**  
Agenda Item #

**Requested Meeting Date:** 25 March 2025

**Title of Item:** IT Security Briefing - Closed Meeting

<input checked="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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="checked" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Chris Sutch		<b>Department:</b> IT
<b>Presenter (Name and Title):</b> Chris Sutch, IT Manager		<b>Estimated Time Needed:</b> 10 Minutes
<b>Summary of Issue:</b> The meeting will be closed as permitted by section 13D.05, subdivision 3 (D), to receive a security briefing from the IT Manager, Chris Sutch		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="checked" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		