



## ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

**What:** Aitkin County Board Agenda

**When:** June 10, 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: 25533 038 0603

Meeting Password: 7282

9:00 a.m.

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

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

9:00 a.m.

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

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

**A) Correspondence File-**

May 27, 2025 - June 9, 2025

**B) Approve County Board Minutes-**

May 27, 2025

**C) Approve Electronic Funds Transfers**

EFT Report thru 06.02.25

**D) Approve Auditor Vouchers-**

School Advances 05.23.25

**E) Approve Auditor Vouchers-**

Auditor Warrant - HHS 05.23.25

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

ELAN 05.08.25

**G) Approve-**

JPA with Spalding Township

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

ELAN 05.22.25

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

Manual Warrants 05.23.25

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

Manual Warrants 05.30.25

**K) Approve Auditor Vouchers-**

Auditor Warrant - HHS 05.30.25

**L) Adopt Resolution-**

LG230 Off-Site Gambling - Tamarack Sno-Flyers

**M) Approve-**

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

**N) Adopt Resolution-**

EDIAM IOwA Authorization

**O) Approve-**

Affidavit for Duplicate of Lost Warrant

**P) Adopt Resolution-**

Sentence to Serve Donation - Round Lake Cemetery Asso.

**Q) Approve Commissioner's Vouchers**

Commissioner Warrants 06.06.25

**R) Approve Auditor Vouchers-**

Auditor Warrant - R&B 06.06.25

	9:05 a.m.
3) Richard Miehle – MCIT Risk Management	
A) MCIT Report to Members - Information Only	
	9:20 a.m.
4) Dennis Thompson – Land Commissioner	
A) Approve Purchase of Bobcat attachments	
	9:25 a.m.
5) Andrew Carlstrom – Environmental Services Director	
A) Approve Discretionary EAW - Elm Island Lake RV Park	
	9:40 a.m.
6) Sarah Pratt – Health & Human Services Director	
A) Health & Human Services Annual Report - Discussion Item	
	9:50 a.m.
7) Jim Bright – Facilities Coordinator	
A) Adopt Resolution - Award contracts for HHS remodel	
B) Adopt Resolution - Reroof of Judicial Center, Jail, HHS and Land Department	
	10:15 a.m.
8) Mark Jeffers – Economic Development Coordinator	
A) Award Business Development & Recreation Grants	
	10:20 a.m.
9) Mark Jeffers	
A) County/Administration related Updates	
	10:25 a.m.
10) Board of Commissioners	
A) Commissioner Committee Reports	
	ADJOURN





**2B**

**AITKIN COUNTY BOARD OF COMMISSIONERS**

May 27, 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
	County Administrator	
April Kellerman	Administrative Assistant	Present

A moment of silence for all fallen warriors.

**1.B PLEDGE OF ALLEGIANCE**

**1.C APPROVAL OF AGENDA**

Motion to: Approve the agenda.

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

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

**2 CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

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

**A) Correspondence File-**

May 13, 2025 - May 26, 2025

**B) Approve County Board Minutes-**

May 13, 2025

**C) Approve Electronic Funds Transfers**

Total	\$1,020,847.77
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**D) Approve Auditor Vouchers-**

Auditor Warrants - HHS 05.09.25

HHS	\$43,164.42					Total	\$43,164.42
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**E) Approve Manual Warrants/Voids/Corrections-**

ELAN 05.08.25

General	\$5,339.94					Total	\$5,339.94
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**F) Approve Auditor Vouchers-**

Auditor Warrant - R&B 05.16.25

R&B	\$4,702.39					Total	\$4,702.39
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**G) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants - HHS 05.14.25

HHS	\$466.17					Total	\$466.17
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**H) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 05.15.25

General	\$1,081.21	State	\$63,997.11	Taxes	\$1,400.37	LLCC	\$306.81
Parks	\$100.00					<b>Total</b>	\$66,885.50

**I) Approve Auditor Vouchers-**

Auditor Warrants - HHS 05.16.25

HHS	\$74,286.67					<b>Total</b>	\$74,286.67
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**J) Approve-**

Approve PERA Phased Retirement Option (PRO) Agreement

**K) Adopt Resolution-**

Holzer Corrected Residential Road Easement

**L) Approve-**

LLCC LED Retrofit Loan

**M) Adopt Resolution-**

LG220 Application for Exempt Gambling - Aitkin County Pheasants Forever

**N) Approve Commissioner's Vouchers**

Commissioner Warrants 05.23.25

General	\$88,904.60	Reserves	\$47,725.26	R&B	\$152,692.91	HHS	\$1,602.86
Trust	\$7,211.89	Forest	\$5,872.92	Taxes	\$44.00	LLCC	\$25,150.80
Parks	\$1,111.14	COVID	\$9,093.86			<b>Total</b>	\$339,410.24

**O) Adopt Resolution-**

Search &amp; Rescue Donation - Seavey Township

**P) Adopt Resolution-**

Award Contract 202510

**Q) Adopt Resolution-**

Award Contract 202511

**R) Approve-**

Equipment Purchase - Public Health Audio/Video/Phone Equipment

**S) Approve-**

HOPE Opioid Funding Request

**T) Information Only**

County Administrator Recruitment Update

## Regular Agenda

3A Dennis Thompson – Land Commissioner

**Motion to:**

Adopt Resolution - Set date for public hearing on Pine Knoll public water access

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

Aitkin County Government Center Board Room on June 24, 2025 at 9:30am

4A Andrew Carlstrom – Environmental Services Director

**Motion to:**

Approve Request for New Public Hearing Date for Septic Ordinance Amendments

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

Aitkin County Government Center Board Room on June 24, 2025 at 10:00am

5A Kelli Crowther – Public Health Nurse

**Discussion Item**

Annual Aitkin County Opioid Settlement Update at 9:15am

**RESULT:** DISCUSSION ITEM**MOVER:****SECONDER:**

6A Jim Bright – Facilities Coordinator and Sarah Pratt - H&HS Director

**Discussion Item**

HHS Temporary Relocation Plan - Discussion Item

**RESULT:** DISCUSSION ITEM

**MOVER:**

**SECONDER:**

7A Sarah Pratt – Health & Human Services Director

**Motion to:**

Approve New Postage Machine Lease

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

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Michael Kearney

8A Mark Jeffers

County/Administration related Updates

Legislative editorial distributed, Reminders for District 1 Meeting on June 18th and tomorrow's Economic Development Committee, County Administrator Recruitment update is item 2T on Consent Agenda

9A Board of Commissioners

Commissioner Committee Reports

Lakes & Pines, Facilities, Planning Commission, Arrowhead Counties Association, Arrowhead Economic Opportunity Agency, Mississippi Headwaters Board, Budget Committee, Personnel Committee, Aitkin Airport

**Motion to Adjourn**

Motion made at 10:04 a.m.

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Bret Sample

**Next Meeting:** Tuesday, June 10, 2025

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

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John Welle  
County Engineer



# Board of County Commissioners Agenda Request



Requested Meeting Date: 6/10/2025

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) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Lori Grams	<b>Department:</b> County Treasurer
<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  EFT Report thru 6/2/2025	
<b>Alternatives, Options, Effects on Others/Comments:</b>	
<b>Recommended Action/Motion:</b>	
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	

## ELECTRONIC FUNDS TRANSFER

Thru June 2, 2025 Board Meeting June 10, 2025

Abstract Number	Date	Amount	Reason
22304	5/23/2025	\$161,252.85	Commissioner Abstract
22305	5/23/2025	\$3,616,501.33	Auditor Abstract
22306	5/23/2025	\$28,234.35	Auditor Abstract
22307	5/22/2025	\$5,065.89	Manual Abstract
22308	5/23/2025	\$2,785,115.93	Manual Abstract
22309	5/30/2025	\$744,663.64	Payroll Abstract
22310	5/30/2025	\$4,871.58	Auditor Abstract
22311	5/30/2025	14984.82	Manual Abstract

\$0

Voids/No ACH

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\$7,360,690.39

S:Board Report:2025 EFT Board Report Thru Date

WLB1  
5/22/25

8:47AM

# 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

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



Vendor No.	Name	Amount			
393	ISD 1 Aitkin-Treasurer	1,752,992.99	1	Transactions	
1985	ISD 182 Crosby-Treasurer	0.18	1	Transactions	
392	ISD 2 Hill City-Treasurer	672,115.02	1	Transactions	
1983	ISD 2165 Hinckley Finlayson-Treasurer	115,912.75	1	Transactions	
1979	ISD 2580 East Central-Treasurer	20,609.77	1	Transactions	
395	ISD 4 McGregor-Treasurer	849,089.82	1	Transactions	
1982	ISD 473 Isle-Treasurer	180,416.68	1	Transactions	
1981	ISD 577 Willow River-Treasurer	8,526.89	1	Transactions	
394	ISD 698 Floodwood-Treasurer	16,143.53	1	Transactions	
1984	ISD 95 Cromwell-Wright-Treasurer	693.70	1	Transactions	
12 Fund Total:		3,616,501.33	Townships/Cities/ARDC/Ambulan		10 Vendors
Final Total:		3,616,501.33	10 Vendors		10 Transactions

# Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	12	3,616,501.33	Townships/Cities/ARDC/Ambulan	
	All Funds	3,616,501.33	Total	Approved by, .....
				.....
				.....





Print List in Order By:

4

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

Explode Dist. Formulas?:

N

Paid on Behalf Of Name  
on Audit List?:

N

Type of Audit List:

S

D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?:

Y

# Aitkin County



Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 2

## Vendor Name

<u>No.</u>		<u>Amount</u>	
14590	ACKLEY/ISAAC	287.79	3 Transactions
11701	Advocates For Family Peace	680.00	1 Transactions
88284	Aitkin Co Recorder	13.00	1 Transactions
86222	Aitkin Independent Age	526.50	3 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	390.70	7 Transactions
14436	ANDERSON/CORY	649.88	8 Transactions
9483	Cahoon/Jeana	754.50	1 Transactions
14746	Control Solutions, Inc.	863.52	1 Transactions
11051	Department of Human Services	59,824.89	8 Transactions
12094	FLIER/AMANDA	278.04	1 Transactions
13830	HAMDORF/BREA	34.51	2 Transactions
13024	HEMOCUE AMERICA	312.00	1 Transactions
10529	Hennen/James	1,000.00	1 Transactions
15157	JOHNSON/SARAH	12.75	1 Transactions
10456	King/Miranda	79.27	2 Transactions
11072	Lutheran Social Service MN Guardianship	953.25	1 Transactions
14877	NEMITZ/BILINDA	340.58	3 Transactions
87101	North Homes-Standard	16,819.66	2 Transactions
3639	Northland Counseling Ctr Inc	2,090.00	1 Transactions
14744	PFF-Presbyterian Family Foundation, Inc	4,670.54	15 Transactions
10394	Resource Training & Solutions	2,000.00	8 Transactions
13876	SCHOENROCK/ADAM	744.42	6 Transactions
86177	Sheriff Aitkin County	581.78	2 Transactions
15347	St Louis County - PHHS	1,353.43	2 Transactions
10440	Young/Griffin	996.74	6 Transactions
<b>Final Total .....</b>		<b>96,257.75</b>	<b>25 Vendors</b>
			<b>87 Transactions</b>

# Aitkin County

Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES



### Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	96,257.75	Health & Human Services
All Funds	96,257.75	Total

Approved by,

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

WLB1  
5/28/25 9:27AM  
5 Health & Human Services

# Aitkin County



**2F**

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

Page 2

Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	1,037.06	5 Transactions		
5 Fund Total:		1,037.06	Health & Human Services	1 Vendors	5 Transactions
Final Total:		1,037.06	1 Vendors	5 Transactions	

WLB1  
5/28/25 9:27AM

# Aitkin County



Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	3,252.57	24 Transactions		
1 Fund Total:		3,252.57	General Fund	1 Vendors	24 Transactions

WLB1  
5/28/25 9:27AM  
10 Trust

# Aitkin County



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

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	358.56	1 Transactions		
<b>10 Fund Total:</b>		<b>358.56</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>1 Transactions</b>

WLB1  
5/28/25 9:27AM  
19 Long Lake Conservation Cen

# Aitkin County



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

Page 4

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	691.75	2 Transactions		
<b>19 Fund Total:</b>		<b>691.75</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>		<b>4,302.88</b>	<b>3 Vendors</b>	<b>27 Transactions</b>	

# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	1,037.06	Health & Human Services
All Funds	1,037.06	Total

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	3,252.57	General Fund	
	10	358.56	Trust	
	19	691.75	Long Lake Conservation Center	
	All Funds	4,302.88	Total	Approved by, .....
				.....
				.....

Total Elan pd 5.8.25 = \$5339.94



# Board of County Commissioners Agenda Request

2G

Agenda Item #

**Requested Meeting Date:** June 10, 2025

**Title of Item:** Cannabis Licensing Joint Powers Agreement with Spalding Township

<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>		<b>Department:</b>
<b>Presenter (Name and Title):</b> n/a		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b> Please see the attached Joint Powers Agreement between Aitkin County and Spalding Township.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Joint Powers Agreement between the Aitkin County and Spalding Township.		
<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>		

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY  
OF AITKIN AND [Spalding Township]  
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the [Spalding Township] for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision 1 and Minn. Stat. § 471.59.

The County of Aitkin and the [Spalding Township] agree that:

1. The County of Aitkin will act in place of the [Spalding Township] as the local government unit for the regulation and enforcement of cannabis under Minnesota Statutes Chapter 342 and any rules or regulations adopted under Minnesota Statutes Chapter 342 by the State of Minnesota or the Office of Cannabis Management.
2. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of [Spalding Township] any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium and the adoption of a limit on the number of retailer registrations issued as allowed under Minnesota Statutes Chapter 342.
3. The County of Aitkin is authorized and has the consent of the Spalding Township to review and certify to the Office of Cannabis Management if the business applying for a license in Spalding Township complies with local zoning ordinances and, if applicable, state fire and building codes. The Spalding Township shall provide the County of Aitkin, within 30 days of receipt of the license application, with any additional information it believes is relevant to the license review and the County of Aitkin shall attach such information to the certification materials submitted to the Office of Cannabis Management.
4. The County of Aitkin is authorized and has the consent of the Spalding Township to register and enforce all registration requirements, including but not limited to compliance checks and registration suspension related actions, under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Aitkin. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.
5. The County of Aitkin will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of Spalding Township. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This agreement may be amended by mutual agreement of the County of Aitkin and the Spalding Township] by resolutions of their respective boards.

This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

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Aitkin County  
Board Chair

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Date

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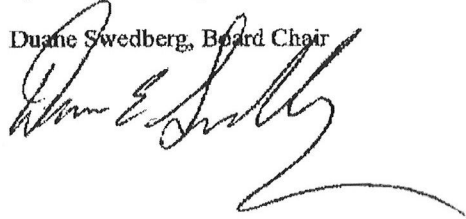
Aitkin County  
County Administration

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Date

Spalding Township

Duane Swedberg, Board Chair



Date 05/20/2025



1 General Fund

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

Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	3,952.12	28 Transactions		
1 Fund Total:		3,952.12	General Fund	1 Vendors	28 Transactions

WLB1  
5/30/25 8:19AM  
11 Forest Development

# Aitkin County



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

Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	19.16	1 Transactions		
11 Fund Total:		19.16	Forest Development	1 Vendors	1 Transactions

WLB1  
5/30/25 8:19AM  
19 Long Lake Conservation Cen

# Aitkin County



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

Page 4

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	219.90	3 Transactions		
<b>19 Fund Total:</b>		<b>219.90</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>3 Transactions</b>
<b>Final Total:</b>		<b>4,191.18</b>	<b>3 Vendors</b>	<b>32 Transactions</b>	

WLB1  
5/30/25 8:17AM  
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)	874.71	11 Transactions		
5 Fund Total:		874.71	Health & Human Services	1 Vendors	11 Transactions
Final Total:		874.71	1 Vendors	11 Transactions	



# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	3,952.12	General Fund	
11	19.16	Forest Development	
19	219.90	Long Lake Conservation Center	
All Funds	4,191.18	Total	Approved by, .....
			.....
			.....



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	874.71	Health & Human Services	
	All Funds	874.71	Total	Approved by, .....
				.....
				.....

Total Elan pd 5.22.25 = \$5065.89

WLB1  
5/30/25

10:52AM

# 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 No.	Name	Amount			
8410	Bremer Bank	953.42	3 Transactions		
1 Fund Total:		953.42	General Fund	1 Vendors	3 Transactions

WLB1  
5/30/25 10:52AM  
9 State

# Aitkin County



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

Page 3

Vendor No.	Name	Amount			
8410	Bremer Bank	2,774,447.51	2 Transactions		
9 Fund Total:		2,774,447.51	State	1 Vendors	2 Transactions



Vendor No.	Name	Amount			
8410	Bremer Bank	9,155.00	6 Transactions		
13 Fund Total:		9,155.00	Taxes & Penalties	1 Vendors	6 Transactions



Vendor No.	Name	Amount			
8410	Bremer Bank	560.00		4 Transactions	
21 Fund Total:		560.00	Parks	1 Vendors	4 Transactions
Final Total:		2,785,115.93	4 Vendors	15 Transactions	

# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	953.42	General Fund
9	2,774,447.51	State
13	9,155.00	Taxes & Penalties
21	560.00	Parks
All Funds	2,785,115.93	Total

Approved by,

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



WLB1  
5/30/25

10:53AM

# Aitkin County



**2J**

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 No.	Name	Amount			
8410	Bremer Bank	1,162.91	5 Transactions		
1 Fund Total:		1,162.91	General Fund	1 Vendors	5 Transactions

WLB1  
5/30/25 10:53AM  
10 Trust

# Aitkin County



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

Page 3

Vendor No.	Name	Amount			
8410	Bremer Bank	8,776.69	5 Transactions		
10 Fund Total:		8,776.69	Trust	1 Vendors	5 Transactions



Vendor No.	Name	Amount			
8410	Bremer Bank	4,945.22	3 Transactions		
13 Fund Total:		4,945.22	Taxes & Penalties	1 Vendors	3 Transactions

Vendor	<u>Name</u>	<u>Amount</u>			
8410	Bremer Bank	100.00		1 Transactions	
<b>19 Fund Total:</b>		<b>100.00</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		<b>14,984.82</b>	<b>4 Vendors</b>	<b>14 Transactions</b>	

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,162.91	General Fund
10	8,776.69	Trust
13	4,945.22	Taxes & Penalties
19	100.00	Long Lake Conservation Center
<b>All Funds</b>	<b>14,984.82</b>	<b>Total</b>

Approved by,

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

[illegible]

Save Report Options?: Y

# Aitkin County

Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES



<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
86222	Aitkin Independent Age	72.00	1 Transactions
10607	Anytime Fitness	75.16	1 Transactions
10651	APG Media	563.51	3 Transactions
10267	Bourassa/Makenzie	168.00	1 Transactions
246	Brothers Fire & Security	927.66	3 Transactions
175	City Of McGregor	125.00	1 Transactions
10399	Cox/Lisa	132.43	1 Transactions
13830	HAMDORF/BREA	659.71	2 Transactions
89068	Irvine/Reina	113.86	2 Transactions
10526	Jarvela/Jennifer	94.72	2 Transactions
9163	Magness/Luke	344.32	4 Transactions
9456	Meger/Shanda	496.24	3 Transactions
9692	Minnesota Energy Resources Corporation	181.42	3 Transactions
3950	Public Utilities	2,246.00	3 Transactions
13876	SCHOENROCK/ADAM	248.14	2 Transactions
10698	Stericycle, Inc	150.50	4 Transactions
10530	The Therapist PLC	585.00	3 Transactions
9567	THOMPSON/ANESSA	165.95	2 Transactions
10930	Tidholm Productions	530.00	3 Transactions
<b>Final Total .....</b>		<b>7,879.62</b>	<b>19 Vendors 44 Transactions</b>



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	30.10	General Fund	
	5	7,777.52	Health & Human Services	
	25	72.00	Opioid Remediation Settlement	
	All Funds	7,879.62	Total	Approved by, .....
				.....
				.....



# Board of County Commissioners Agenda Request

2L

Agenda Item #

Requested Meeting Date: 06/10/2025

Title of Item: LG230 Off-Site Gambling - Tamarack Sno-Flyers

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Christy M. Bishop		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b> Minnesota Lawful Gambling LG230 Application to Conduct Off-Site Gambling for Tamarack Sno-Flyers at the following location:  Shamrock Town Hall 49954 Lake Ave McGregor, MN 55760 Shamrock Township		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> See attached Proposed Resolution		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED June 10, 2025

By Commissioner: xxx

**20250610-xxx**

**LG 230 Off-Site Gambling – Tamarack Sno-Flyers**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application to Conduct Off-Site Gambling – Form LG230 – of the Tamarack Sno-Flyers at the following location – Shamrock Town Hall – 49954 Lake Ave, McGregor MN 55760, Shamrock Township

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 10<sup>th</sup> day of June 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 10<sup>th</sup> day of June 2025**

\_\_\_\_\_  
John Welle  
County Engineer



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** June 10, 2025

**Title of Item:** Separation Agreement and Release of All Claims (Highway Dept.)

<input type="checkbox"/> REGULAR AGENDA <input checked="" 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 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> N/A Consent Agenda
<b>Summary of Issue:</b>  The attached Separation Agreement and Release of All Claims requires Board ratification on June 10, 2025.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to ratify the Separation Agreement and Release of All Claims (Highway Dept.) as presented.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>  This separation agreement represents 90 days of salary/benefit costs and the full-time position is now vacant, so the cost can be covered in the 2025 Road & Bridge budget.		

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

**SEPARATION AGREEMENT  
AND  
RELEASE OF ALL CLAIMS**

THIS SEPARATION AGREEMENT AND RELEASE OF ALL CLAIMS (this "Agreement") is entered into effective May 28, 2025, (the "Effective Date") between Douglas W. Geist, Jr. ("Employee") and Aitkin County ("Employer").

**1. Meaning of Terms.**

- (a) As used in this Agreement, "Employer" shall mean Aitkin County, its past, present, and future entities, subsidiaries, and current or former related entities, and all of its past, present, and future successors and assigns.
- (b) As used in this Agreement, "Employee" shall mean Douglas W. Geist, Jr., his heirs, executors, administrators, agents, attorneys, assigns, and any one claiming through any of them.
- (c) As used in this Agreement, "Contract" shall mean the International Union of Operating Engineers, Local #49, Road & Bridge Department, Contract entered into between Employee and Employer for the period of January 1, 2025-December 31, 2027, together with any predecessor contracts amongst the parties.

**2. Consideration and Contract Termination.**

- (a) In consideration of Employee's (1) resignation effective May 28, 2025, (2) years of service with Employer, (3) the release by Employee of all claims and potential claims of Employee arising out of and related to his employment with Employer, Employer agrees to pay and perform, and Employee agrees to accept, the following severance arrangements, conditioned upon the (a) Employee's compliance with this Agreement, (b) expiration of any right to consider or right of rescission, (c) delivery of a fully signed original of this Agreement and Employee's attached resignation letter:
  - 1. The employer will pay a one-time lump sum payment of wages in the amount of \$20,021.96, subject to normal and customary payroll withholdings and taxation.
- (b) As of the Effective Date, the Contract shall be deemed terminated by mutual consent of the parties and shall be null and void as to Employee only. All services to be delivered by Employee under the Contract shall terminate as of the Resignation Date, except as otherwise provided in this Agreement. Except for the one-time lump sum payment set forth above in this Agreement, Employee shall have no claim for wages, pay, prerequisites, or other compensation from Employer,

and the rights, privileges, and benefits afforded Employee under the Contract shall terminate and be of no further force and effect as of the Resignation Date.

- (c) Employer will provide only public data, dates of employment and position title in response to potential employer inquiries made to Employer absent an authorization signed by Employee.
- (d) Employee shall be solely responsible for the payment of any income, employment, or other taxes which may be due or payable as a result of the foregoing amounts and will indemnify and hold harmless Employer from the same.

Employee acknowledges the sufficiency of the above consideration and further acknowledges that the one-time lump sum payment is in full satisfaction of any compensation or other benefits due him as a result of the early separation of his employment with Employer. The parties acknowledge that the amounts payable are fair and reasonable in light of all the circumstances, including early termination of the Contract and the amounts payable thereunder. Employee also acknowledges that, except as provided for in this Agreement, he has no right to any employment-related benefits, including salary, PTO, personal leave, insurance, retirement or deferred compensation, benefits, and prerequisites of whatever kind and that the payments made under this Agreement fully satisfy any amounts due to him, whether under the Contract or otherwise. Employee shall have no claim to any compensation or rights beyond that which is explicitly provided for in this Agreement. Employee waives his right to apply for any open employment positions with Employer in the future.

### **3. Irrevocable Resignation.**

Employee hereby voluntarily resigns his employment with Employer effective May 28, 2025, (the "Resignation Date"). Employee expressly understands and agrees that his resignation is irrevocable upon the signing of this Agreement by both parties. Employer hereby accepts Employee's resignation.

### **4. Benefit Plans.**

Employee's entitlement to any benefits afforded by any Employer benefit plans, including, without limitation, health, accident, life, and compensation insurance plans and retirement plans, are governed solely by their applicable plans and policies which are incorporated herein by this reference.

### **5. Return of Property and Cooperation.**

On or before the Resignation Date, Employee will return to Employer any and all data, documents, and property of Employer, including, but not limited to, files, records, computer software, computer access codes, desktop computers, laptop computers, cellular phones, company IDs, company credit cards, and company property keys or passkeys, together with all proprietary, confidential, and other company information of Employer, and will not retain any copies, duplicates, or excerpts thereof.

**6. Release.**

- (a) **Release of Employer by Employee:** Employee hereby waives any legal rights and releases and forever discharges Employer, its officers, employees, agents, board members, attorneys, and insurers, and all of their predecessors, successors, and assigns (all collectively referred to herein as the "Released Parties") from any and all liability, debts, sums of money, demands, claims, suits, actions, charges, damages, judgments, levies, or executions, whether known or unknown, liquidated, fixed, contingent, direct or indirect, which have been, could have been, or could be raised against the Released Parties which relate in any way to the Contract, Employee's employment by Employer, or termination of that employment, except to the extent waiver or release is specifically prohibited by law and except for his right to enforce this Agreement according to its terms. This is a full and final waiver and release of all such claims which he has or may have against the Released Parties, including, but not limited to, claims based on alleged breach of employment contract or any other tort, contract, equitable, or other common law theories, and including, but not limited to, any claims for additional compensation, back pay, or benefits of any type (except in accordance with the terms of this Agreement), and including, but not limited to, any claim for attorney fees or costs, for reinstatement to active employment or reemployment (except to the extent specifically prohibited by law), or for compensatory or punitive damages under any applicable statutes or common law theories.
- (b) Without limiting the generality of the foregoing, Employee's release of claims includes any claims he may have for any of the following:
1. wages, bonuses, penalties, welfare benefits, or separation benefits;
  2. defamation of any kind, including, but not limited to, libel, slander and self-publication defamation, invasion of privacy, negligence, emotional distress, breach of express, implied, or oral contract; estoppels, fraud, intentional or negligent misrepresentation, breach of any implied covenants, wrongful prosecution, assault or battery, negligent hiring, supervision, or retention;
  3. improper discharge (based on contract, common law, or statute, including any federal, state, or local statute or ordinance prohibiting discrimination or retaliation in employment);
  4. violation of any of the following:
    - the United States Constitution;
    - the Minnesota Constitution;
    - the Minnesota Human Rights Act, Minn. Stat. § 363A.01 et seq.;
    - any claim arising under Minn. Stat. Chapters 177 and 181;
    - Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e et seq.;
    - the Age Discrimination in Employment Act, as amended, 29 U.S.C. § 621 et seq.;

- Civil Rights Act of 1866, 42 U.S.C. § 1981;
  - Civil Rights Act of 1991, 42 U.S.C. § 1981a;
  - the Americans with Disabilities Act, as amended, 42 U.S.C. § 12101 et seq.;
  - the Employment Retirement Income Security Act of 1976, 29 U.S.C. § 1001 et seq.;
  - the Family and Medical Leave Act, 29 U.S.C. § 2601 et seq.;
  - the National Labor Relations Act, 29 U.S.C. § 151 et seq.;
  - the Fair Credit Reporting Act, 15 U.S.C. §§ 1681 et seq.;
  - the Worker Adjustment and Retraining Notification Act, 29 U.S.C. § 2101 et seq.;
  - the Sarbanes-Oxley Act, 15 U.S.C. § 7201 et seq.;
  - the Genetic Information Nondiscrimination Act of 2008, Pub. L. No. 110-233, 122 Stat. 881 (codified as amended in scattered sections of 29 U.S.C. and 42 U.S.C.); or
  - any other federal, state or local statute prohibiting discrimination in employment or granting rights to Employee arising out or related to his employment with Employer, the Contract, or the performance of services for Employer;
  - Minnesota Veteran's Preference Act, including waiver of the right to a hearing before an arbitrator or hearing officer.
5. any claim for discrimination or harassment based on sex, race, color, creed, religion, age, national origin, marital status, sexual orientation, disability, genetic information, status with regard to public assistance, or any other legally-protected status; and
  6. any claim for retaliation under Minn. Stat. Chapter 176 or any other claim for retaliation.

## 7. Acknowledgement.

Employee acknowledges that the payments made to the date of this Agreement and payments identified in this Agreement represent payment of all compensation owing to his by virtue of his employment and further includes satisfaction and payment in full of all sums payable under the Contract.

Employee agrees that, without limiting the remedies of Employer, should Employee commence, continue, join in, or in any other manner attempt to assert through litigation or proceeding the release of his claims as set forth in this Agreement (a "Release Challenge"), or in the event of a breach of this Agreement by Employee or the failure of Employee to perform his obligations under this Agreement, Employer shall not be required to make any further payments to Employee and may recover prior payments made to Employee, along with reasonable attorney's fees and cost incurred by Employer.



**8. No Claims.**

This Agreement is intended as a full, final, and complete release of all claims that Employee may or might have against the Released Parties and as full, final, and complete settlement and release of any and all claims arising from or connected with the Contract or Employee's employment with Employer. This Agreement extends to all consequences, effects, and results of any such released claims.

Nothing in this Agreement shall be construed, however, as prohibiting Employee from filing a lawsuit to test the validity under the Older Workers Benefit Protection Act of the waiver of his rights under the federal Age Discrimination in Employment Act. Moreover, nothing in this Agreement shall be construed as prohibiting Employee from filing a charge with the Equal Employment Opportunity Commission or the Minnesota Department of Human Rights or participating fully in investigations by those entities. However, Employee acknowledges that the release he executes herein waives his right to file a court action or to recover individual remedies or monetary damages in any EEOC or any state agency filed court action.

Nothing in this Agreement shall be interpreted as prohibiting Employee from filing a charge or cooperating with or disclosing information to any government entity charged with enforcing Equal Employment Opportunity Law, such as the EEOC or Minnesota Department of Human Rights.

Employee agrees and understands that, except as may be required by subpoena, court order, or other force of law, he shall not in any way assist any third party (an individual or entity which is not a party to this Agreement) in commencing or prosecuting any action or proceeding against the Released Parties, including, but not limited to, any administrative agency claims, charges, or complaints or any lawsuit against any Released Party, or their operations, or in any way participate or cooperate in any such action or proceeding, including any trial, pretrial preparation, pre-litigation fact-gathering, or administrative agency proceeding connected with any and all matters, except as may be required by law or under a subpoena or court order. Absent legal compulsion, this Agreement bars Employee and his representatives from testifying, providing documents or information, advising, providing a written statement, counseling, or providing any other form of assistance to any person or entity who wishes to make or who is making any claim against a Released Party; provided, however, this Paragraph and this Agreement do not prohibit Employee from bringing claims or commencing any action related to enforcement by Employee of this Agreement. Employee agrees to waive the right to apply for future employment with Aitkin County

**9. Compliance with Older Workers Benefit Protection Act of 1990 and Minnesota Human Rights Act.**

This Agreement is subject to the terms of the Older Workers Benefit Protection Act of 1990 ("OWBPA") and Minnesota Human Rights Act ("MHRA"). The OWBPA provides that an individual cannot waive a right or claim under the Federal Age Discrimination in Employment Act and any corresponding state law (collectively the "ADEA") unless the waiver is knowing and voluntary. The MHRA provides that no claim may be waived under the MHRA unless the waiver

is also knowing and voluntary pursuant to the terms of the OWBPA and MHRA. Employee acknowledges and agrees that he has executed this Agreement voluntarily and with full knowledge of its consequences. In addition, Employee hereby acknowledges and agrees as follows:

This Agreement has been written in a manner that is calculated to be understood, and is understood, by Employee:

- (a) The release provisions of this Agreement apply to any rights Employee may have under the ADEA and MHRA.
- (b) The release provisions of this Agreement do not apply to any rights or claims Employee may have under the ADEA that arise after the date he executes this Agreement.
- (c) Employer hereby advises Employee to consult with an attorney prior to executing this Agreement.
- (d) Employer is giving Employee a period of twenty-one (21) calendar days to consider this Agreement. Any changes made prior to Employee's signing this Agreement, whether material or immaterial, do not restart the twenty-one (21) calendar day period. Employee may accept and sign this Agreement before the expiration of the twenty-one (21) calendar day time period, but he is not required to do so by Employer. In the event this Agreement is not fully signed and returned within the twenty-one (21) calendar day period, the terms and conditions set forth in this Agreement shall be deemed automatically rescinded and this Agreement and the offers of Employer hereunder shall be null and void.
- (e) For a period of fourteen (14) calendar days following the signing of this Agreement, Employee may revoke this Agreement under the ADEA. Employee will provide written notice of any such revocation to Employer. For a period of fifteen (15) calendar days following the signing of this Agreement, Employee may revoke his acceptance under the Minnesota Human Rights Act. This Agreement shall become effective on the sixteenth (16th) calendar day after Employee signs it, if it has not been revoked during the revocation period. To be effective, Employee's rescission must be in writing and delivered to Bobbie Danielson, on behalf of Aitkin County, either by hand or by mail to:

Ms. Bobbie Danielson  
Aitkin County HR Director  
Government Center  
307 2<sup>nd</sup> Street NW, Room 312  
Aitkin, MN 56431

within the rescission period. If mailed, the notice must be sent by certified mail – return receipt requested during the rescission period.

## **10. Integration.**

The parties agree that this Agreement (together with the documents incorporated by reference) states the entire agreement of the parties and supersedes all prior and contemporaneous negotiations and agreements, oral or written. Each party expressly acknowledges that the other party did not, directly, or indirectly, make any promises, representations, or warranties whatsoever, express or implied, other than those contained in this Agreement. The parties further agree that this Agreement may be amended only by a subsequent writing signed by both of the parties.

## **11. Severability and Governing Law.**

The parties agree that any provision of this Agreement that is held to be illegal, invalid, or unenforceable under present or future laws shall be fully severable. The parties further agree that this Agreement shall be construed and enforced as if the illegal, invalid, or unenforceable provision had never been a part of this Agreement, and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Agreement. Furthermore, a provision as similar to the illegal, invalid, or unenforceable provision as is possible and legal, valid, and enforceable shall be automatically added to this Agreement in lieu of the illegal, invalid, or unenforceable provision. The parties also agree that Minnesota law shall govern the validity and enforceability of this Agreement.

## **12. No Admission.**

The parties agree that, by entering in this Agreement, neither party admits, and specifically denies, any violation of any local, state, or federal law, common or statutory. The parties recognize that this Agreement has been entered into in order to achieve an orderly separation and nothing contained herein shall be construed to be an admission of liability or a concession of any kind.

## **13. Resolution of Disputes.**

Any dispute between the parties concerning the interpretation, application, or claimed breach of this Agreement shall be submitted to binding, confidential arbitration to be conducted in the city of Aitkin, state of Minnesota. Such arbitration shall be conducted pursuant to the rules of the American Arbitration Association governing employment disputes (but need not be administered by AAA) before an arbitrator licensed to practice law in Minnesota and familiar with employment law disputes. Prior to submitting the matter to arbitration, the parties shall first attempt to resolve the matter by the claimant's notifying the other party in writing of the claim, by giving the other party the opportunity to respond in writing to the claim within ten (10) calendar days of receipt of the claim, and by giving the other party the opportunity to meet and confer. If the matter is not resolved in this manner, the dispute may then proceed to arbitration at the request of either party. Without regard to outcome, the parties shall bear equally the arbitrator's fees and expenses, as well as the administrative costs, if any, of this arbitration. Should any party institute any court action against the other with respect to any claim released by this Agreement or pursue any arbitral dispute by any method other than arbitration as provided for in this paragraph, the responding party

shall be entitled to recovery from the initiating party all damages, costs, expenses, and attorney fees incurred as a result of this action.

**14. Injunctive Relief.**

Each party understands that in the event of a breach or threatened breach of this Agreement, the other will suffer irreparable harm and will, therefore, be entitled to injunctive relief to enforce this Agreement in addition to any and all other legal or equitable remedies that may be available.

**15. Review of Agreement and Voluntary Execution.**

Employee acknowledges that this Agreement has been explained to him by his attorneys, that he has had adequate time to consider whether to sign this Agreement, that he understands the rights he is releasing and waiving by executing this Agreement, and that he has been given an opportunity to consult with his attorneys prior to executing this Agreement. Employee agrees and represents that he has been advised of and fully understands his right to discuss all aspects of this Agreement with counsel of his choice. Employee's execution of this Agreement establishes that he has had the opportunity to seek the advice of counsel by the date he signed this document. Employee agrees he has carefully read and fully understands all the provisions of this Agreement. Employee further acknowledges that he is executing this Agreement with full, knowing, and voluntary agreement as to its terms and without coercion, intimidation, or pressure of any kind.

**16. Confidential Information and Non-Disclosure.**

Employee shall not disclose to any person or entity and shall hold in confidence all proprietary, trade secret, or other confidential or non-public information, knowledge, or data relating to Employer, its business and affairs, its operations, or its personnel, including, without limitation, financial records and information, attorney-client communications, or other financial, commercial, business, personnel, or technical information (collectively, "Confidential Information"). Employee shall not disclose the Confidential Information without the prior written consent of Employer, except to the extent required by an order of a court having jurisdiction or under subpoena from an appropriate government agency, in which event Employee shall use his best efforts to consult with Employer prior to responding to any such order or subpoena.

**17. Counterparts.**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. In making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

EMPLOYEE HAS READ THE FOREGOING AND UNDERSTANDS THE EFFECT OF THIS AGREEMENT. HE ACKNOWLEDGES HE IS RELEASING HIS LEGAL RIGHTS. EMPLOYEE UNDERSTANDS THAT THIS AGREEMENT IS SUBJECT TO APPROVAL BY AITKIN COUNTY AND, UNTIL APPROVED, IS VOIDABLE BY EITHER PARTY AT ANY TIME PRIOR TO BOARD APPROVAL.

**EMPLOYEE**



Douglas W. Geist, Jr.

05 / 28 / 2025

Date Signed

**EMPLOYER**



John Welle, County Engineer and  
Interim Aitkin County Administrator

05 / 29 / 2025

Date Signed

**UNION**



Dan Revier, Area Business Representative

05 / 29 / 2025

Date Signed

**COUNTY BOARD RATIFICATION**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2025 this agreement was approved by Aitkin County Board

Minutes will be attached following Board ratification.

**ATTACHMENTS:**

- A: Resignation Letter
- B: Waiver of 21-Day Review

**Attachment A**

May 28, 2025

| Ms. Bobbie Danielson  
Aitkin County HR Director  
Government Center  
307 2<sup>nd</sup> Street NW, Room 312  
Aitkin, MN 56431

RE: Voluntary Resignation

I hereby resign my employment with Aitkin County effective May 28, 2025, end of day.



\_\_\_\_\_  
Douglas W. Geist, Jr.      05 / 28 / 2025

**Attachment B**

**WAIVER OF 21-DAY REVIEW**

I, Douglas W. Geist, Jr., understand that I may take up to twenty-one (21) calendar days from receipt of the Settlement Agreement and Release of All Claims to review the document and determine whether to accept it. I hereby knowingly and voluntarily waive the twenty-one (21)-day review provision of this Agreement. I acknowledge and understand that this Waiver is part of the Settlement Agreement and Release of All Claims between myself, Douglas W. Geist, Jr., and Aitkin County, as such includes all rights and claims arising prior to or on the effective date of the Settlement Agreement and Release, including, but not limited to, the Age Discrimination in Employment Act of 1967, Title VII of the Civil Rights Act of 1964, and any public policies of the State of Minnesota.

Prior to executing this Waiver and the Settlement Agreement and Release of All Claims, I acknowledge that I have had an opportunity to consult with an attorney, and I fully understand the terms of this Waiver and the Agreement. I have not been compelled into signing it by anyone associated with Aitkin County and have entered into the Agreement and Waiver voluntarily and of my own free will.

Dated this 05 / 28 / 2025 day of \_\_\_\_\_, 2025.



\_\_\_\_\_  
Douglas W. Geist, Jr.

Title	Separation Agreement and Release of All Claims, Douglas W....
File name	Doug_Geist__Jr_Se...se_5-28-2025.docx
Document ID	fcdb10e679ebe6c6fd9140b46003414f1abc8eda
Audit trail date format	MM / DD / YYYY
Status	 Signed

## Document History



**05 / 28 / 2025**  
18:51:31 UTC

Sent for signature to Douglas W. Geist, Jr.  
(drummer56353@gmail.com), Dan Revier, Business Agent  
(drevier@local49.org) and John Welle, County Engineer and  
Interim County Administrator (john.welle@co.aitkin.mn.us)  
from bobbie.danielson@co.aitkin.mn.us  
IP: 151.111.12.13



**05 / 28 / 2025**  
18:52:06 UTC

Viewed by Douglas W. Geist, Jr. (drummer56353@gmail.com)  
IP: 172.58.9.38



**05 / 28 / 2025**  
18:53:07 UTC

Signed by Douglas W. Geist, Jr. (drummer56353@gmail.com)  
IP: 172.58.9.38



**05 / 29 / 2025**  
18:44:27 UTC

Viewed by Dan Revier, Business Agent (drevier@local49.org)  
IP: 216.251.173.226



**05 / 29 / 2025**  
18:45:07 UTC

Signed by Dan Revier, Business Agent (drevier@local49.org)  
IP: 216.251.173.226



Title	Separation Agreement and Release of All Claims, Douglas W....
File name	Doug_Geist__Jr_Se...se_5-28-2025.docx
Document ID	fcbd10e679ebe6c6fd9140b46003414f1abc8eda
Audit trail date format	MM / DD / YYYY
Status	<span>•</span> Signed

## Document History



**05 / 29 / 2025**  
18:47:33 UTC

Viewed by John Welle, County Engineer and Interim County Administrator (john.welle@co.aitkin.mn.us)  
IP: 151.111.12.13



**05 / 29 / 2025**  
18:48:11 UTC

Signed by John Welle, County Engineer and Interim County Administrator (john.welle@co.aitkin.mn.us)  
IP: 151.111.12.13



**05 / 29 / 2025**  
18:48:11 UTC

The document has been completed.



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** June 10, 2025

**Title of Item:** EDIAM IOwA Authorization

<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> Kathleen Ryan		<b>Department:</b> Auditor
<b>Presenter (Name and Title):</b> Kathleen Ryan, Auditor		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  The Minnesota Department of Education (MDE) will be modernizing several of the County Auditor submissions through a new reporting portal called the County Auditor Reporting Data Submissions (CARDS). The CARDS project will produce a web-based automated data reporting tool that county auditors will use to deliver data to MDE for use by School Finance in a variety of reporting and calculation functions.  In order to ensure authorized users are submitting data on behalf of the Counties, each County Auditor or designated staff will have to create an account within MDE's security system: Education Identity and Access Management (EDIAM).  The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt the attached resolution and authorize Board Chair to sign the Education and Access Management Board Resolution form.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED June 10, 2025

By Commissioner: xxx

**20250610-xxx**

**Education Identity and Access Management Board Resolution**  
**Designating Identified Official with Authority (IOwA)**

**WHEREAS**, The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local agency that uses the Education Identity and Access Management (EDIAM) system, and

**WHEREAS**, The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually, and

**WHEREAS**, The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

**NOW THEREFORE, BE IT RESOLVED**, that the Aitkin County Board of Commissioners authorizes Kathleen Ryan, County Auditor to serve as the IOwA for 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, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 10<sup>th</sup> day of June 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10<sup>th</sup> day of June 2025

\_\_\_\_\_  
John Welle  
County Engineer



# Board of County Commissioners Agenda Request

**20**  
Agenda Item #

**Requested Meeting Date:** 06/10/2025

**Title of Item:** Approve Affidavit for Duplicate of Lost Warrant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sara Math		<b>Department:</b> ACHHS Accounting
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b> Approve affidavit for Duplicate of Lost Municipal Order or Warrant: Advocates for Family Peace, warrant number 114249 dated January 31, 2025, in the amount of \$160.00		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve affidavit for Duplicate of Lost Municipal Order or Warrant: Advocates for Family Peace, warrant number 114249 dated January 31, 2025, in the amount of \$160.00		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

AITKIN COUNTY

AFFIDAVIT OF FAILURE TO RECEIVE WARRANT

Made Pursuant to Minnesota Statutes, Section 16A.46



**\*\*THIS AFFIDAVIT MUST BE NOTARIZED\*\***

State of Minnesota County of Aitkin  
Name: Advocates For Family Peace  
(AFFIANTS NAME: INDIVIDUAL OR NAME OF BUSINESS)  
Officer's Name: Colleen Chapin Officer Title: Executive Director  
(IF NOT BUSINESS, LEAVE BLANK)  
Address: 1611 NW Fourth Street, Grand Rapids, MN 55744  
(CURRENT ADDRESS - THE ADDRESS THE NEW PAYMENT WILL BE MAILED TO)  
Aitkin County Warrant Number: 114249 for supervised visitation  
(INSERT INVOICE OR VOUCHER INFORMATION)  
Issued 01/31/2025, to Advocates For Family Peace  
(INSERT DATE OF WARRANT) (INSERT NAME ON THE ORIGINAL WARRANT)  
1611 NW Fourth Street, Grand Rapids, MN 55744  
(INSERT MAILING ADDRESS ON THE ORIGINAL WARRANT)

In the amount of One hundred sixty dollars (\$ 160.00 ) Dollars,



was never received by claimant



was received by claimant in the usual course of business; that \*

\* NOTE: Use space to describe in detail what you did with or what happened to the warrant, giving correct names, addresses, dates, etc., in every instance.  
If additional space is required, use the reverse side.

If the original warrant ever comes into claimant's possession, said warrant will be promptly returned, in the same condition as when received, to AITKIN COUNTY HEALTH & HUMAN SERVICES, Attn: Accounting Department, 204 1st Street NW, Aitkin MN 56431, and that claimant will reimburse the County for any loss which may be sustained by reason of any false statement, fault, or act on claimant's part concerning the aforesaid matter; and, that this affidavit is made for the purpose of securing the issuance of a duplicate warrant in the aforesaid amount.

Notary Public:

Subscribed and sworn to before me this  
day of 5/27/25

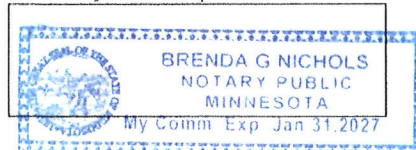
Brenda Nichols  
NOTARY PUBLIC SIGNATURE

My commission expires 01/31/27

STATE OF: Minnesota

COUNTY OF: Itasca

Notary Public Stamp in Box:



You must sign this affidavit before a Notary Public:

Colleen Chapin  
(Signature and Title of Affiant)  
Executive Director  
(Signature and Title of Affiant)

NOTE: A replacement warrant will be issued after approval from the Aitkin County Board of Commissioners.

Aitkin County Health & Human Services – Attn: Accounting Department  
204 1st Street NW, Aitkin MN 56431  
Email: [accounting@aitkincountymn.gov](mailto:accounting@aitkincountymn.gov)



## Board of County Commissioners Agenda Request

2P

Agenda Item #

Requested Meeting Date: 6/02/2025

Title of Item: Sentence to Serve Donation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sheriff Dan Guida		<b>Department:</b> Sheriff
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Round Lake Cemetery Association has made a \$150.00 donation to the Aitkin County Sentence to Serve in appreciation for their work throughout Aitkin County.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend accepting donation		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

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

ADOPTED June 10, 2025

By Commissioner: xxx

**20250610-xxx**

**Accept Donation – Round Lake Cemetery Assoc.**

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

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

Round Lake Cemetery Assoc.	\$150.00
----------------------------	----------

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

Round Lake Cemetery Assoc.	Aitkin County Sentence to Serve
----------------------------	---------------------------------

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

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

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

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 10<sup>th</sup> day of June 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10<sup>th</sup> day of June 2025

\_\_\_\_\_  
John Welle  
County Engineer

WLB1  
6/3/25

3:24PM

# Aitkin County



**2Q**

Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



# Aitkin County



Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES

Page 2

1 General Fund

Vendor No.	Name	Amount	
9562	Advanced Business Methods, Inc.	276.18	1 Transactions
89856	Aitkin Co Agricultural Society	140.00	1 Transactions
86222	Aitkin Independent Age	436.30	4 Transactions
9561	Amazon Business	1,479.24	15 Transactions
10645	Angie's Acres, LLC	720.00	2 Transactions
9604	Anoka County	11,407.00	1 Transactions
248	Association of Mn Counties	1,355.00	3 Transactions
10452	AT&T Mobility	244.60	1 Transactions
15240	AT&T Mobility (Central Serv)	439.34	5 Transactions
10265	AT&T Mobility (Community Correct)	362.71	4 Transactions
14578	AutoSmith Service Group, LLC	11,995.00	1 Transactions
9323	Avery/Jill	82.50	1 Transactions
246	Brothers Fire & Security	3,060.34	3 Transactions
783	Canon Financial Services, Inc	583.61	2 Transactions
15142	Christensen/Charles	227.10	2 Transactions
15349	CIOX HEALTH	54.83	1 Transactions
12780	CliftonLarsonAllen LLP	1,050.00	1 Transactions
2763	Countryside Sanitation, LLC	1,271.60	1 Transactions
10855	Culligan Soft Water	145.40	2 Transactions

WLB1

6/3/25

3:24PM

# Aitkin County



Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES

Page 3

1 General Fund

Vendor No.	Name	Amount	
9065	Daiker/Cassie	112.69	2 Transactions
10231	eGoldfax	203.37	1 Transactions
10629	Ergometrics & Applied Personnel Research	220.41	1 Transactions
1682	Fishers Resort	550.00	1 Transactions
1775	Galls LLC	586.72	4 Transactions
11634	Gammello & Pearson PLLC	859.50	11 Transactions
1754	Garrison Disposal Company, Inc	1,267.44	2 Transactions
10426	Grainger	359.16	1 Transactions
1976	Haberkorn & Bright Law Offices, LTD	445.00	7 Transactions
2340	Hyytinen Hardware Hank	77.00	4 Transactions
88628	Imperial Dade	1,743.95	2 Transactions
14508	Janzen/Hugh	50.00	1 Transactions
4812	JC32 Teamsters H&W Fund	37,053.00	4 Transactions
14832	Kulifaj / Stephen	233.75	2 Transactions
5767	Lamke/Dennis C.	100.00	1 Transactions
9322	LeadsOnline LLC	3,106.00	1 Transactions
11293	League Of Minnesota Cities	125.00	1 Transactions
10121	Leiviska/Travis	173.60	1 Transactions
9046	Loffler Companies, Inc.	890.38	21 Transactions
13724	Minnesota Continuing Legal Education	99.00	1 Transactions

## 1 General Fund

Vendor No.	Name	Amount	
9692	Minnesota Energy Resources Corporation	1,844.23	4 Transactions
10948	MN Dept of Labor & Industry	100.00	1 Transactions
3195	MNCCC LOCKBOX	360.00	1 Transactions
3426	Morrison County Sheriff's Office	50.00	1 Transactions
10506	Neumann/Gregory J	266.80	2 Transactions
9960	Northland Portables, Inc	215.43	1 Transactions
10677	Olsen/Gerald D	50.00	1 Transactions
10036	OSM	151.62	1 Transactions
3789	Pan-O-Gold Baking Company	189.50	1 Transactions
3810	Paulbeck's County Market	495.67	1 Transactions
13412	Pemberton, Sorlie, Rufer & Kershner PLLP	1,471.00	7 Transactions
9808	Performance Foodservice	5,843.25	3 Transactions
3950	Public Utilities	12,047.33	9 Transactions
3987	Ramsey County Medical Examiner	1,944.00	1 Transactions
8454	Ramsey County Sheriff	180.00	2 Transactions
10636	Ratwik, Roszak & Maloney, P.A.	3,400.45	1 Transactions
9489	Redwood Toxicology Laboratory, Inc	7.88	1 Transactions
10289	Roger's Two Way Radio, Inc.	350.00	1 Transactions
10396	Rono/Gabby	110.04	1 Transactions
4150	Rosallini's	214.72	1 Transactions

WLB1

6/3/25

3:24PM

# Aitkin County



Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES

Page 5

1 General Fund

Vendor No.	Name	Amount	
10648	Sherburne County Community Corrections	240.24	1 Transactions
4412	Sherburne County Sheriff's Office	80.00	1 Transactions
10879	Shred-It	120.34	1 Transactions
13403	Siggy's Small Engine Repair LLC	150.00	1 Transactions
10528	Skahl/Erik	117.00	1 Transactions
13424	Sonnee/Dennise J	201.20	2 Transactions
4681	Streichers	1,674.00	1 Transactions
11949	Swanson/Sondra	8.00	1 Transactions
10644	Teal Construction LLC	478.00	1 Transactions
86235	The Office Shop Inc	222.33	9 Transactions
13934	The Tire Barn	443.12	4 Transactions
10930	Tidholm Productions	451.55	3 Transactions
15126	Timinski/Matthew	50.00	1 Transactions
3443	Turnock/Kevin	400.00	1 Transactions
9043	Tyler Technologies, Inc	898.00	1 Transactions
5777	U.S. Bank N.A.	750.00	1 Transactions
9894	Vault Health	284.04	3 Transactions
10722	Visnovec/Nicole	77.37	3 Transactions
3518	Voyageur Press Of McGregor, Inc	770.00	2 Transactions
10647	WCMA	50.00	1 Transactions



1 General Fund

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

Vendor No.	Name	Amount			
10895	Westerlund/Laurie Ann	352.06	1	Transactions	
9933	WEX BANK - Veteran Services	117.36	1	Transactions	
11970	Wikelius/Charles	50.00	1	Transactions	
13848	WYATT'S TOWING & Recovery 24-7	395.00	1	Transactions	
1 Fund Total:		121,258.25	General Fund		83 Vendors 204 Transactions

# Aitkin County



2 Reserves Fund

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount			
9561	Amazon Business	699.00	1 Transactions		
3810	Paulbeck's County Market	38.41	1 Transactions		
2 Fund Total:		737.41	Reserves Fund	2 Vendors	2 Transactions

WLB1

6/3/25

3:24PM

3 Road &amp; Bridge

# Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 8

Vendor No.	Name	Amount	
195	Aitkin Tire Shop	550.00	1 Transactions
10365	Antoine Electric, Inc.	541.48	1 Transactions
86467	Auto Value Aitkin	64.95	1 Transactions
13725	Beartooth Hardware Inc	35.96	1 Transactions
14052	Best Oil Company	1,702.86	1 Transactions
783	Canon Financial Services, Inc	192.60	1 Transactions
163	Charter Communications Holdings (R&B)	143.13	1 Transactions
14887	Cintas Corporation	22.68	2 Transactions
10855	Culligan Soft Water	55.00	1 Transactions
1430	Dotzler Power Equipment	87.97	2 Transactions
7935	East Central Energy	163.78	2 Transactions
2089	Heartland Tire Inc	1,400.16	3 Transactions
8101	Kris Engineering Inc	7,235.08	3 Transactions
9046	Loffler Companies, Inc.	97.72	1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	2,485.91	13 Transactions
10720	Nuss Truck Group Inc	177.39	1 Transactions
8537	Powerplan OIB	1,272.56	1 Transactions
3950	Public Utilities	235.77	4 Transactions
4010	Rasley Oil Company	33.99	1 Transactions



Vendor	<u>Name</u>	<u>Amount</u>	
9362	TRUEMAN WELTERS, INC	14,593.76	1 Transactions
13622	TrueNorth Steel Inc	25,195.00	8 Transactions
8279	Winzer Franchise Company	260.13	1 Transactions
5295	Ziegler Inc	1,626.76	1 Transactions
3 Fund Total:		58,174.64	Road & Bridge 23 Vendors 52 Transactions



WLB1

6/3/25

3:24PM

5 Health & Human Services

# Aitkin County

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES



Page 10

Vendor Name  
No.

Amount

9046 Loffler Companies, Inc.

428.92

4 Transactions

5 Fund Total:

428.92

Health & Human Services

1 Vendors

4 Transactions

# Aitkin County



Vendor No.	Name	Amount			
4580	Mn Dept Of Finance	5,912.00	4 Transactions		
3375	Mn Dept Of Health	212.50	1 Transactions		
9 Fund Total:		6,124.50	State	2 Vendors	5 Transactions

WLB1  
6/3/25 3:24PM  
10 Trust

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount			
195	Aitkin Tire Shop	25.00	1 Transactions		
10452	AT&T Mobility	659.90	1 Transactions		
13725	Beartooth Hardware Inc	6.98	2 Transactions		
9728	Goble/Dustin	160.00	1 Transactions		
9046	Loffler Companies, Inc.	43.43	1 Transactions		
9692	Minnesota Energy Resources Corporation	82.64	1 Transactions		
10412	O'Reilly Auto Parts	112.57	1 Transactions		
3950	Public Utilities	263.02	1 Transactions		
11187	Regents Of The University of Minnesota	875.00	1 Transactions		
10290	Safe Restoration	150.00	1 Transactions		
5791	Sappi	4,772.12	2 Transactions		
10650	Shirts Plus	466.00	1 Transactions		
13934	The Tire Barn	1,798.00	2 Transactions		
5173	Thomson Reuters-West Publishing	3,009.83	2 Transactions		
10 Fund Total:		12,424.49	Trust	14 Vendors	18 Transactions

WLB1  
6/3/25 3:24PM  
11 Forest Development

# Aitkin County

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



Vendor No.	Name	Amount			
9046	Loffler Companies, Inc.	21.71	1 Transactions		
11 Fund Total:		21.71	Forest Development	1 Vendors	1 Transactions

WLB1

6/3/25

3:24PM

# Aitkin County



19 Long Lake Conservation Cen

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 14

Vendor No.	Name	Amount			
9561	Amazon Business	98.97	2 Transactions		
10365	Antoine Electric, Inc.	438.17	1 Transactions		
15300	MCGREGOR ACE HARDWARE	25.94	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea	4,753.60	5 Transactions		
3810	Paulbeck's County Market	82.65	2 Transactions		
10076	PFS Minnesota	1,550.29	2 Transactions		
14812	SCI Broadband/Savage Communications	653.85	1 Transactions		
10034	Sorben Honey	384.00	1 Transactions		
9287	The Teehive LLC	672.00	1 Transactions		
4968	Upper Lakes Foods, Inc	1,133.67	2 Transactions		
19 Fund Total:		9,793.14	Long Lake Conservation Center	10 Vendors	18 Transactions

Vendor No.	Name	Amount			
13725	Beartooth Hardware Inc	16.98	1 Transactions		
10618	Erik's Lawn Service	2,128.00	6 Transactions		
3024	Kingsley/Russell Lee	4,550.00	1 Transactions		
9109	Nelson Sanitation & Rental, Inc.	84.00	1 Transactions		
3950	Public Utilities	368.45	2 Transactions		
9617	Timber Lakes Septic Service, Inc.	600.00	3 Transactions		
21 Fund Total:		7,747.43	Parks	6 Vendors	14 Transactions



Vendor	<u>Name</u>	<u>Amount</u>			
9085	Climate Makers Inc	9,102.50	2 Transactions		
22 Fund Total:		9,102.50	Coronavirus Relief Fund	1 Vendors	2 Transactions
Final Total:		225,812.99	143 Vendors	320 Transactions	

# Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	121,258.25	General Fund
2	737.41	Reserves Fund
3	58,174.64	Road & Bridge
5	428.92	Health & Human Services
9	6,124.50	State
10	12,424.49	Trust
11	21.71	Forest Development
19	9,793.14	Long Lake Conservation Center
21	7,747.43	Parks
22	9,102.50	Coronavirus Relief Fund
All Funds	225,812.99	Total

Approved by,

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



WLB1  
6/4/25

10:17AM

# 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  
6/4/25 10:17AM

3 Road & Bridge

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor No.	Name	Amount			
10516	TNT Construction Group, LLC	110,832.73	2 Transactions		
3 Fund Total:		110,832.73	Road & Bridge	1 Vendors	2 Transactions
Final Total:		110,832.73	1 Vendors	2 Transactions	

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	110,832.73	Road & Bridge
All Funds	110,832.73	Total

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



# Board of County Commissioners Agenda Request

3A

Agenda Item #

Requested Meeting Date: June 10, 2025

Title of Item: MCIT Report to Members

<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> Kathleen Ryan, County Auditor		<b>Department:</b> Auditor
<b>Presenter (Name and Title):</b> Richard Miehe, MCIT Risk Management		<b>Estimated Time Needed:</b> 15 Minutes
<b>Summary of Issue:</b> Annual report from MCIT regarding our Member Benefits.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <span>Please Explain:</span>		





## AITKIN COUNTY'S PARTNER IN MANAGING RISKS

TAILORED COVERAGE | VALUABLE SERVICE | MEMBER FOCUSED

**THE MCIT MISSION:** Providing Minnesota counties and associated members cost-effective coverage with comprehensive and quality risk management services.

### MEMBERS BENEFIT FROM RISK SHARING POOL

Members enjoy benefits of participating in the MCIT program that are not offered by commercial insurance carriers:

- MCIT strives to provide coverage that meets the evolving risk exposures of county governments.
- Contribution is priced to provide enough funds to cover expected member claims while not overcollecting.
- The MCIT member-elected board of directors consists of county member representatives. They understand how their decisions affect member entities because their counties feel the impact, too.
- Beyond paying claims, MCIT provides consultation, training and resources to assist members in developing robust risk management and loss prevention strategies. Many of these are offered as part of membership.

### COMMISSIONERS CAN MAKE A DIFFERENCE

Commissioners can influence and encourage risk management in county operations:

- Learn how coverage applies before making final decisions
- Have contracts reviewed for risk management before signing or approving them, either by legal counsel or a risk management consultant
- Stay alert for data- and cybersecurity threats and practice good email hygiene
- Support safety and risk management initiatives (e.g., data- and cybersecurity measures, the safety committee and a program to return injured employees to work)
- Support and encourage training and education for all employees
- Attend risk management training
- Promote safety at all levels
- Engage MCIT

### MEMBERS DO THEIR PART

The success of MCIT depends on each member entity doing its part to:

- Support loss prevention and risk management efforts within the county's operations
- Take reasonable steps to mitigate claims
- Collaborate with MCIT when losses occur
- Fulfill the county's financial obligations to MCIT



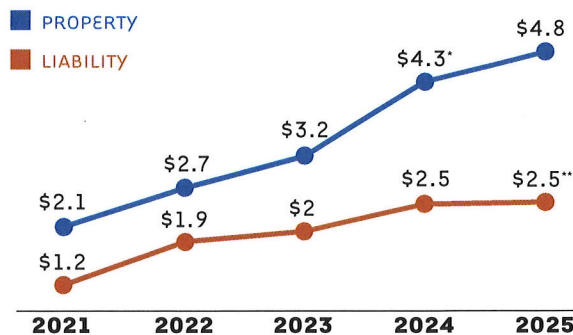


## PROGRAM CHANGES MODERATE REINSURANCE COSTS

The cost of reinsurance premiums for 2025 moderated from recent years of large increases. The board adopted program changes to ensure the best coverage at an acceptable expense. Reinsurance is purchased to protect MCIT from the financial impact of catastrophic losses.

- Property reinsurance total premium increased 10 percent from 2024, mostly due to a 13 percent rise in the total insured value for members' covered property.
- By choosing to increase the per claim retention for liability reinsurance from \$850,000 to \$1 million, MCIT held the 2025 premium increase to just 1 percent. Remaining at the \$850,000 level would have resulted in a 21.5 percent jump in premium.
- Looking to save where it could without jeopardizing the financial stability of the program, MCIT moved the workers' compensation reinsurance plan for 2025 to a \$1 million per claim retention from \$500,000. This resulted in \$470,000 in premium savings.

**Total Property and Liability Reinsurance Premium Paid**  
(in millions of dollars)

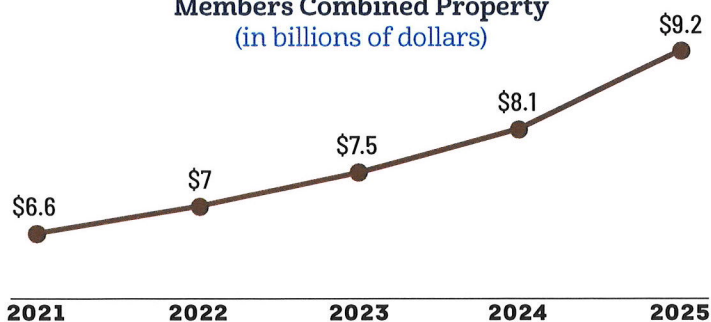


\*For 2024, MCIT increased its per claim retention for property claims from \$1 million to \$1.5 million and increased the liability per claim retention from \$750,000 to \$850,000.

\*\*For 2025, MCIT increased its per claim retention for liability claims to \$1 million from \$500,000.

## TOTAL INSURED VALUES CONTINUES TO CLIMB

**Total Insured Value of Members Combined Property**  
(in billions of dollars)



In just five years, the total insured value of member-covered property has risen 39 percent (or by \$2.6 billion).

- The rise in labor and material costs directly contributes to the valuation of members' buildings.
- The increase in property values contributed upward pressure on the cost of reinsurance for the MCIT program and property coverage rates for members.

## COVERAGE ENHANCED IN 2025

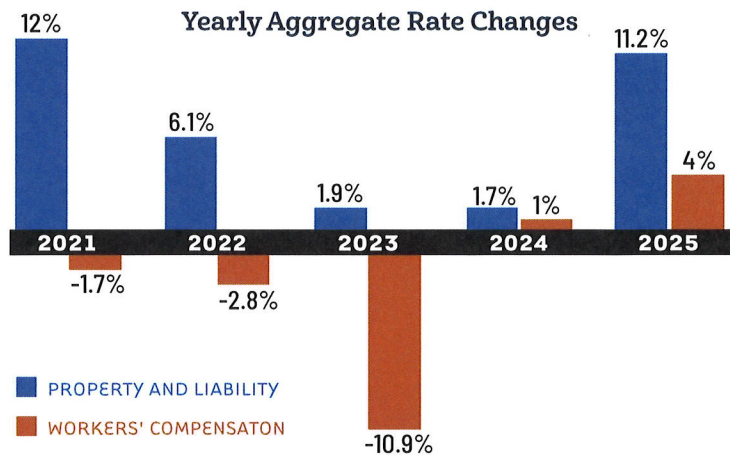
Coverage for equipment breakdown was expanded for 2025:

- Coverage for loss caused by electronic circuitry impairment resulting in the equipment's breakdown
- Subcoverages were added for the purchase of additional protective equipment to prevent a future loss, costs associated with maintaining green designation when involving damaged equipment, and funds for off-premises equipment breakdown of covered property





## RATES ANTICIPATE EXPENSES



The historical cost of MCIT member claims and expenses associated with MCIT operations, including reinsurance, are used to project the amount of contribution necessary for the next year. MCIT aims to collect only what is necessary to cover these costs. For 2025:

- Property and liability aggregate rate\* increased 11.2 percent from 2024.
- Workers' compensation aggregate rate\*\* increased 4 percent compared to 2024.

\*The combined rate changes for all lines of coverage offered through the property/casualty program

\*\* The combined rate changes for all job classification codes

## DIVIDEND REFLECTS ACTUAL EXPERIENCE

Dividends reflect the past claims experience of all members and the performance of MCIT's investments. MCIT only issues a dividend when it is actuarially sound and fiscally prudent.

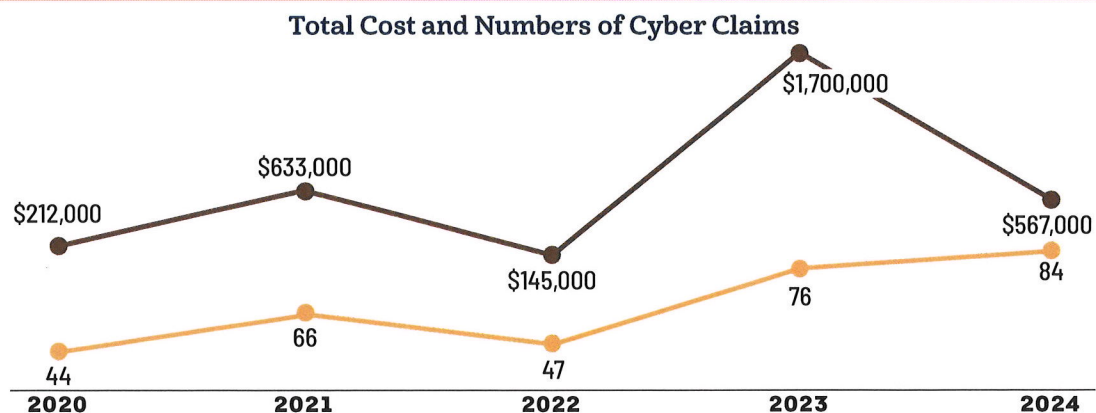
Although not guaranteed, the MCIT Board of Directors is committed to returning funds to members when appropriate.

- 2024 MCIT total dividend: \$3.5 million (workers' compensation division only)

- 2024 Aitkin County dividend: \$33,207



## NUMBER OF CYBER CLAIMS INCREASES 2 YEARS IN A ROW



With the restructuring of the MCIT cyber program in 2023, MCIT covers a larger percentage of these claim costs, contributing to an outsized jump in claim severity for 2023. The number of claims for 2024 continued an upward trajectory, but the total cost of claims dropped significantly, as there were no ransomware claims reported for the year.

Unlike powerful, unpredictable natural disasters that can wipe out a building and damage vehicles, many cyber claims are entirely preventable. The combination of technical tools (e.g., multifactor authentication and firewalls) and employee vigilance can nearly eliminate the success of cyberattacks.



## WORKERS' COMPENSATION CLAIMS AFFECT COUNTY'S CONTRIBUTION

### AITKIN COUNTY'S MOD RATE AND COST DIFFERENCE

- The county's factor for 2025 is 0.998
- The county's difference from the base cost of coverage is -\$403

*Recent mod factors: 2024, 0.827; 2023, 0.961; 2022, 0.869; and 2021, 0.899*

The county's unique experience modification factor is part of the formula used to determine a member's annual workers' compensation contribution. That factor takes into account the county's:

- Number and cost of workers' compensation claims
- Amount of payroll in each employee classification code and the rate for each

A mod of 1.0 reflects expected claim development. A factor greater than 1.0 can increase the contribution. A factor less than 1.0 can decrease it.

## CLAIMS: 2020-2024

### WORKERS' COMPENSATION: ANNUAL AVERAGES

DEPARTMENT	CLAIMS PER YEAR	AMOUNT PAID PER CLAIM
Sheriff & Jail	661	\$5,560
Highway	149	\$6,247
Hospital & Nursing Home	135	\$4,955
Social Service	82	\$4,102
Facilities	44	\$5,115
Corrections/Probation	42	\$2,018
All Others	236	\$4,517

### PROPERTY/LIABILITY: ANNUAL AVERAGES

LINE OF COVERAGE	CLAIMS PER YEAR	AMOUNT PAID PER CLAIM
Auto	1,025	\$4,995
Property	283	\$14,707
General Liability	218	\$2,635
Public Employee Liability	106	\$16,977
Law Enforcement Liability	70	\$41,850
Cyber	63	\$10,775

# VALUABLE ADVICE, RESOURCES, PROGRAMS

## KNOWLEDGEABLE CONSULTATION

Risk management and loss control consultants work directly with members to develop strategies to eliminate or reduce risk.

## RESOURCE-RICH WEBSITE

**MCIT.org** is the hub for accessing information about MCIT, the programs provided as part of membership and a wealth of resources to assist members in preventing claims and reducing risks.

## PROGRAMS AND SERVICES

MCIT membership includes services provided through partners:

- **Employee Assistance Program** to help with challenges that may affect individuals' personal lives or performance at work
- **Benchmark Analytics** works with sheriffs' offices to provide best practices to mitigate risks
- **Workplace Injury Hotline** provides access to immediate medical recommendations from a nurse for work-related injuries
- **Minnesota Safety Council** offers additional information and programs to support workplace safety
- **HSB boiler and pressure vessel inspections** are part of coverage and meet state certification renewal requirements

## RELEVANT TRAINING

MCIT offers no- or low-cost training addressing the challenges facing local governments. Services include:

- Seminars and webinars
- Speakers for on-site training
- PATROL (Peace Officer Accredited Training Online)
- Defensive driving training





# Board of County Commissioners Agenda Request

# 4A

Agenda Item #

**Requested Meeting Date:** June 10, 2025

**Title of Item:** Purchase of Bobcat attachments



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:**

Dennis (DJ) Thompson

**Department:**

Land

**Presenter (Name and Title):**

Dennis (DJ) Thompson, Land Commissioner

**Estimated Time Needed:**

5 Minutes

**Summary of Issue:**

The Land Department would like to purchase two attachments for our Bobcat, a soil conditioner and dozer blade. The purchase will be made through the Government Bid Contract, which is processed and delivered by Timmer Implement in Aitkin. The soil conditioner is a replacement of an old one. The dozer blade will be used to grade and shape forest roads in areas where our current road grader cannot get to.

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

**Recommended Action/Motion:**

Motion to approve the purchase of a soil conditioner and dozer blade from Timmer Equipment in Aitkin for \$17,218.38

**Financial Impact:**

Is there a cost associated with this request?



Yes



No

What is the total cost, with tax and shipping? \$ 17,218.38

Is this budgeted?



Yes



No

Please Explain:

Revenue from the selling of unused equipment (old soil conditioner, tractor, 4 wheeler, and truck) will cover the entire cost of the new attachments.



Product Quotation

Quotation Number: **ND1208821**

Quote Sent Date: **May 22, 2025**

Expiration Date: **Jun 21, 2025**

Your Bobcat Contact

**Nate Dwelle**

Phone: +17012052517

Email: [nate.dwelle@doosan.com](mailto:nate.dwelle@doosan.com)

Your Customer Contact

Deliver to

**AITKIN COUNTY G4090**

502 MINNESOTA AVE N

AITKIN, MN, 56431-1418

Bobcat Dealer

**Timmer Implement, Inc., Aitkin, MN**

1001 2ND STREET NW

AITKIN, MN, 56431

Bill to

**NEW GOVERNMENT CUSTOMER**

**2391333**

250 E Beaton Dr

West Fargo, ND, 58078-2656

Item Name	Item Number	Quantity	Price Each	Total
<b>Soil Conditioner, 84-in Hydraulic Angle and Depth</b>	7135946	1	10,383.88	10,383.88
Total for Soil Conditioner, 84-in Hydraulic Angle and Depth				10,383.88
<b>90" Dozer Blade, 6-Way</b>	6905811	1	6,118.00	6,118.00
Total for 90" Dozer Blade, 6-Way				6,118.00
Quote Total - USD				16,501.88
Dealer P.D.I.				100.00
Tariff Surcharge				0.00
Destination Charges				554.00
Dealer Assembly Charges				62.50
<b>Quote Total - USD</b>				<b>17,218.38</b>

**Comment:**

\*Plus applicable taxes. IF Tax Exempt, please include Tax Exempt Certificate with the order.

\*Prices per the Sourcewell Contract #020223-CEC

\*Sourcewell Member Number (if applicable): \_\_\_\_\_

\*All orders should include 1) Accounts Payable Contact and email address, 2) W9 with correct legal entity name, and 3) Bill to Address.

\*Orders may be placed with the contract holder or authorized dealer as allowed by the terms and conditions of the contract. \*A Copy of all orders must be provided to [Heather.Messmer@Doosan.com](mailto:Heather.Messmer@Doosan.com).

\*Contact Holder Information: Doosan Bobcat North America, Inc. Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078. TID# 38-0425350.

\*Payment Terms: Net 60 Days. Credit cards accepted.

\*Remittance address: Doosan Bobcat North America, Inc. P. O. Box 74007382, Chicago, IL 60674-7382

**Customer acceptance:**

Quotation Number:: ND1208821

Purchase Order: \_\_\_\_\_

**Authorized Signature:**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

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

**Addresses**

Delivery Address \_\_\_\_\_

Billing Address (if different from ship to): \_\_\_\_\_

**Tax Exempt:** Y ☐ / N ☐

Exempt in the State of: \_\_\_\_\_

**Tax Exempt ID:**

Federal: \_\_\_\_\_

State: \_\_\_\_\_

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



# Board of County Commissioners Agenda Request

**5A**  
Agenda Item #

**Requested Meeting Date:** June 10, 2025

**Title of Item:** Discretionary EAW - Elm Island Lake RV Park

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Andrew Carlstrom	<b>Department:</b> Planning & Zoning
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director	<b>Estimated Time Needed:</b> 15 minutes
<b>Summary of Issue:</b> <p>On April 30, 2025, the Minnesota Environmental Quality Board (EQB) received a Citizen's Petition requesting an Environmental Assessment Worksheet (EAW) for the proposed Elm Island Lake RV Park. When a petition is filed, MN Rules 4410.1100 Subp. 5 directs EQB to designate a Responsible Governmental Unit (RGU) pursuant to MN Rules 4410.0500. EQB determined Aitkin County is the appropriate responsible governmental unit to decide the need for an EAW.</p> <p>The EAW Committee (which is an internal working group with no authority to decide or take action) met on May 5, 2025 and June 2, 2025. The Committee reviewed the correspondence from concerned citizens opposed to the proposal, correspondence from the proposer, the proposed RV Park site plans, as well as reviewing and discussing the EAW Citizen Petition. On May 19, 2025, the Aitkin County Planning Commission received public comments and tabled the proposal for further information and for a final decision from the County Board of whether to require a discretionary EAW or not. On June 2, 2025, the EAW Review Committee reviewed the most recent information and plans from the proposer, discussed MN Rules 4410.1700 criteria of this project and whether it has the potential for "significant environmental effects", and finally determined recommending an EAW be ordered for the proposed Elm Island Lake RV Park. Please see the two proposed resolutions and the proposed site plan of Elm Island Lake RV Park.</p>	
<b>Alternatives, Options, Effects on Others/Comments:</b>  1. Board could approve request for EAW. 2. Board could deny request for EAW.	
<b>Recommended Action/Motion:</b> Motion for Board to Approve or Deny request for EAW at its discretion.	
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> As noted above.	

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

By Commissioner: xxx

**20250610-xxx**

**RESOLUTION TO APPROVE A CITIZEN'S PETITION REQUESTING AN EAW FOR THE PROPOSED ELM ISLAND LAKE RV PARK**

**WHEREAS**, a citizens petition requesting the preparation for an Environmental Assessment Worksheet (EAW) for the proposed planned unit development of "Elm Island Lake RV Park" was submitted by Tyler Stevens on April 30, 2025 with 179 signatures. The petition was verified by the Minnesota Environmental Quality Board (EQB) and assigned to Aitkin County as the Responsible Governmental Unit (RGU) to decide the need for an EAW on April 30, 2025; and

**WHEREAS**, no governmental approvals may be given to the project named in the petition, nor construction initiated, until the need for an EAW has been determined. Construction includes any activities which directly affect the environment, including the preparation of land. If the decision is to prepare an EAW, approval must be withheld until either a Negative Declaration of the need for an Environmental Impact Statement (EIS) is issued or an EIS is completed (per MN Rules 4410.3100); and

**WHEREAS**, the proposed Elm Island Lake RV Park includes 11.13 total acres, of which 5.81 are useable acres. The proposal includes 465.29 feet of shoreline on Elm Island Lake, which is classified as a Recreation Development Lake located Nordland Township, Aitkin County. The proposed project would be developed on a portion of Lot 1, Block Five of Kellar's Addition on Oriole Avenue (PIO 24-1-123102, 103, 104). The developer, Russell Sampson, is proposing to create a 16 lot recreational vehicle park of individually owned lots and a common interest community (CIC); and

**WHEREAS**, the project, as currently proposed, does not meet the mandatory threshold for an EAW according to MN Rules 4410.4300, and therefore the decision on the need for an EAW is subject to the discretion of the Responsible Government Unit (RGU) as per MN Rules 4410.1000 subpart 3, Item B.

**Significant Environmental Impact Findings of the Aitkin County EAW Committee:**

Findings for a Discretionary EAW:

1. The Committee agrees that the proposal will increase storm water run-off and a more-detailed stormwater pollution prevention plan needs to be in place.
2. The Committee agrees that the proposal will effect erosion and soil stabilization and a more-detailed erosion control plan needs to be in place.
3. The Committee has safety and usage concerns of this riparian development.

**Increased run-off and threat to fish population.** Although a storm water pollution prevention plan (SWPPP) has been initiated to include water infiltration basins with rainfall event routing diagrams, filtration berms are currently presented on the site plan drawings, and do not include rainfall event calculations. The Committee questions the capacity of the filtration berm to retard and/or properly divert heavy storm water run-off, with a berm size of 12 inches high, a base width of 24 inches, and constructed of 70% sand & 30% organic top soil make-up. Questions about where the storm water will proceed beyond the filtration berm along the lakeshore side, and who will provide for the long-term maintenance of this filtration berm. The length of the filtration berm in vicinity of Wetland D is in question as to if it will capture storm water to the southeast. The Committee questions the storm water run-off capacity from the road surface that is in close proximity to Wetland C and Wetland D and also questions whether a guttering system will be needed to handle the anticipated rain events. The Committee is requesting SWPPP best management practices material quantities, more detail on SWPPP maintenance, more detail of SWPP notes, and more detail on the SWPPP narrative. The Committee questioned the site plan proposal that includes temporary erosion control and filtration berm(s) located within wetlands, which should be avoided and minimized according to the

Wetland Conservation Act (WCA). The Committee believes the above mentioned concerns could have potential for significant environmental impacts. In referencing the creation of the RV Park threatening the fish population on Elm Island Lake, Aitkin County acknowledges the potential threats to the fish population, however this determination would fall under the jurisdiction of the Minnesota **DNR** Division of Fisheries.

**Erosion.** At the time of the EAW Review Committee meeting on June 2, 2025, Aitkin County had not yet received soil excavation quantities that would include cubic yards volume estimates or soil analysis that would identify soil makeup. These are requirements of the Shoreland Management Ordinance Section 5.32, and which are part of the erosion and sedimentation control plan. The Committee questions the effectiveness and sufficiency of the proposed erosion control plan to stabilize sediment from entering drainageways, which eventually discharge to the surface waters or wetland areas. The lack of detailed plans and further erosion concerns that grubbing of roots be kept to a minimum, ditch grades that exceed 5% require rock check dams, culvert inlet/outlet protection, as well as winter stabilization of the site are all erosion concerns that will require more information. The Committee believes the above mentioned erosion concerns could have potential for significant environmental impacts.

**DNR status as a restoration lake and outstanding lake of biological significance.** The DNR lake health designation given to Elm Island Lake is similar to other lakes in Aitkin County and the Committee acknowledges these concerns, however would rely on the expertise of Minnesota DNR Division of Ecological and Water Resources.

**Excessive riparian development.** The Committee has concerns of how proposer will be protecting the required 50% "Open Space" in accordance with Section 7.82G of the Shoreland Management Ordinance, and that the site plan has no graphical representation of its boundaries. Currently there are 118 parcels on Elm Island Lake with building values over zero. Adding 16 seasonal RV park sites would bring potential users to 134, and to an overall increase of 14%. The Committee believes the proposed road turn-around in the vicinity of sites of 11 through 16 and located in Tier 1, may pose a challenge to larger recreational vehicles which have significant turning radius. Finally, concerns of road weight-bearing capabilities, questions of insufficient turn-around radius for fire, first responder, and septic pumping vehicles could lead to driving off the road surface and have the potential for significant environmental impacts.

**Disruption to trumpeter swans.** The Committee acknowledges the concerns related to the trumpeter swans, however would rely on the expertise Minnesota DNR Nongame Wildlife Division.

**NOW, THEREFORE BE IT RESOLVED,** based on information submitted in the project application, on the written submissions, and given all of the above findings, the project may have the potential for significant environmental effects. Any effects to the environment will be mitigated through an EAW and the normal public hearing and permitting process. Therefore Aitkin County, as the responsible government unit, approves the citizen's petition for an EAW for the proposed planned unit development of "Elm Island Lake RV Park."

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

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 10<sup>th</sup> day of June 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10<sup>th</sup> day of June 2025

---

John Welle  
County Engineer



By Commissioner: xxx

20250610-xxx

**RESOLUTION TO DENY A CITIZEN'S PETITION REQUESTING AN EAW FOR THE PROPOSED ELM ISLAND LAKE RV PARK**

**WHEREAS**, a citizens petition requesting the preparation for an Environmental Assessment Worksheet (EAW) for the proposed planned unit development of "Elm Island Lake RV Park" was submitted by Tyler Stevens on April 30, 2025 with 179 signatures. The petition was verified by the Minnesota Environmental Quality Board (EQB) and assigned to Aitkin County as the Responsible Governmental Unit (RGU) to decide the need for an EAW on April 30, 2025; and

**WHEREAS**, no governmental approvals may be given to the project named in the petition, nor construction initiated, until the need for an EAW has been determined. Construction includes any activities which directly affect the environment, including the preparation of land. If the decision is to prepare an EAW, approval must be withheld until either a Negative Declaration of the need for an Environmental Impact Statement (EIS) is issued or an EIS is completed (per MN Rules 4410.3100); and

**WHEREAS**, the proposed Elm Island Lake RV Park includes 11.13 total acres, of which 5.81 are useable acres. The proposal includes 465.29 feet of shoreline on Elm Island Lake, which is classified as a Recreation Development Lake within Nordland Township, Aitkin County. The proposed project would be developed on a portion of Lot 1, Block Five of Kellar's Addition on Oriole Avenue (PIO 24-1-123102, 103, 104). The developer, Russell Sampson, is proposing to create a 16 lot recreational vehicle park of individually owned lots and a common interest community (CIC); and

**WHEREAS**, the project, as currently proposed, does not meet the mandatory threshold for an EAW according to MN Rules 4410.4300, and therefore the decision on the need for an EAW is subject to the discretion of the Responsible Government Unit (RGU) as per MN Rules 4410.1000 subpart 3, Item B.

Findings against a Discretionary EAW:

1. The Committee agrees that the proposal does not have a potential for significant environmental effects.

**Increased run-off and threat to fish population.** Upon the EAW Review Committee receiving a completed grading plan from the proposers of the Elm Island Lake RV Park that has sufficiently addressed the storm water run-off concerns and proper mitigation, the Committee would support this proposal. In referencing the creation of the park threatening the fish population on Elm Island Lake, the Minnesota DNR would have previously addressed and expressed their concerns of this proposal.

**Erosion.** Upon the receipt of a thorough and completed erosion control plan that sufficiently addresses the requirements of the Shoreland Management Ordinance Section 5.32, the Committee could support this proposal. A bluff analysis completed by a Minnesota licensed surveyor, as well as the data collected from a contour analysis completed from an on the-ground survey on September 23, 2024, have determined there is no grade greater than 30%, therefore no bluff is present.

**DNR status as a restoration lake and outstanding lake of biological significance.** The DNR lake health designation given to Elm Island Lake is similar to other lakes in Aitkin County and the Committee acknowledges these concerns, however would rely on the expertise of Minnesota DNR Division of Ecological and Water Resources. However, all site plan proposed construction is non-aquatic, above the

ordinary high water level (OHW), in compliance with the Aitkin County Shoreland Management Ordinance, and designed so as not to impact Elm Island Lake.

**Excessive riparian development.** Currently there are 118 parcels on Elm Island Lake with building values over zero. Adding 16 seasonal RV park sites would bring potential users to 134, and to an overall increase of 14%. There will likely be no significant boat traffic increase as the proposed plan meets our Shoreland Management Ordinance requirements of a maximum of 1 permanent mooring space for each allowable dwelling unit in the first tier.

**Disruption to trumpeter swans.** The Committee acknowledges the concerns related to the trumpeter swans, however would rely on the expertise Minnesota DNR Nongame Wildlife Division.

**NOW, THEREFORE BE IT RESOLVED,** based on information submitted in the project application, on the written submissions, and given all of the above findings, the project will not have the potential for significant environmental effects. Therefore Aitkin County, as the responsible government unit, denies the citizen's petition for an EAW for the proposed planned unit development of "Elm Island Lake RV Park."

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

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 10<sup>th</sup> day of June 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10<sup>th</sup> day of June 2025

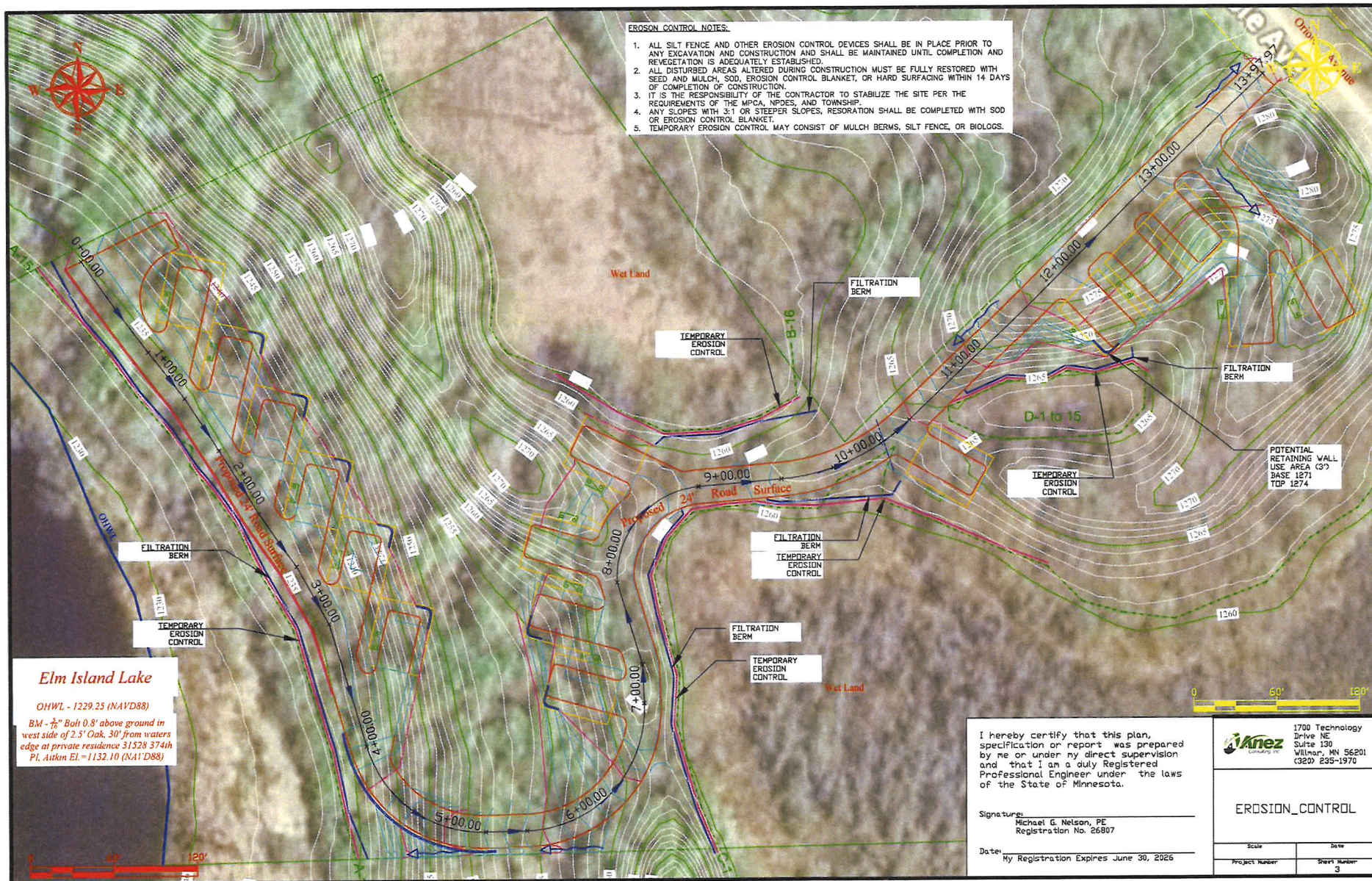
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John Welle  
County Engineer

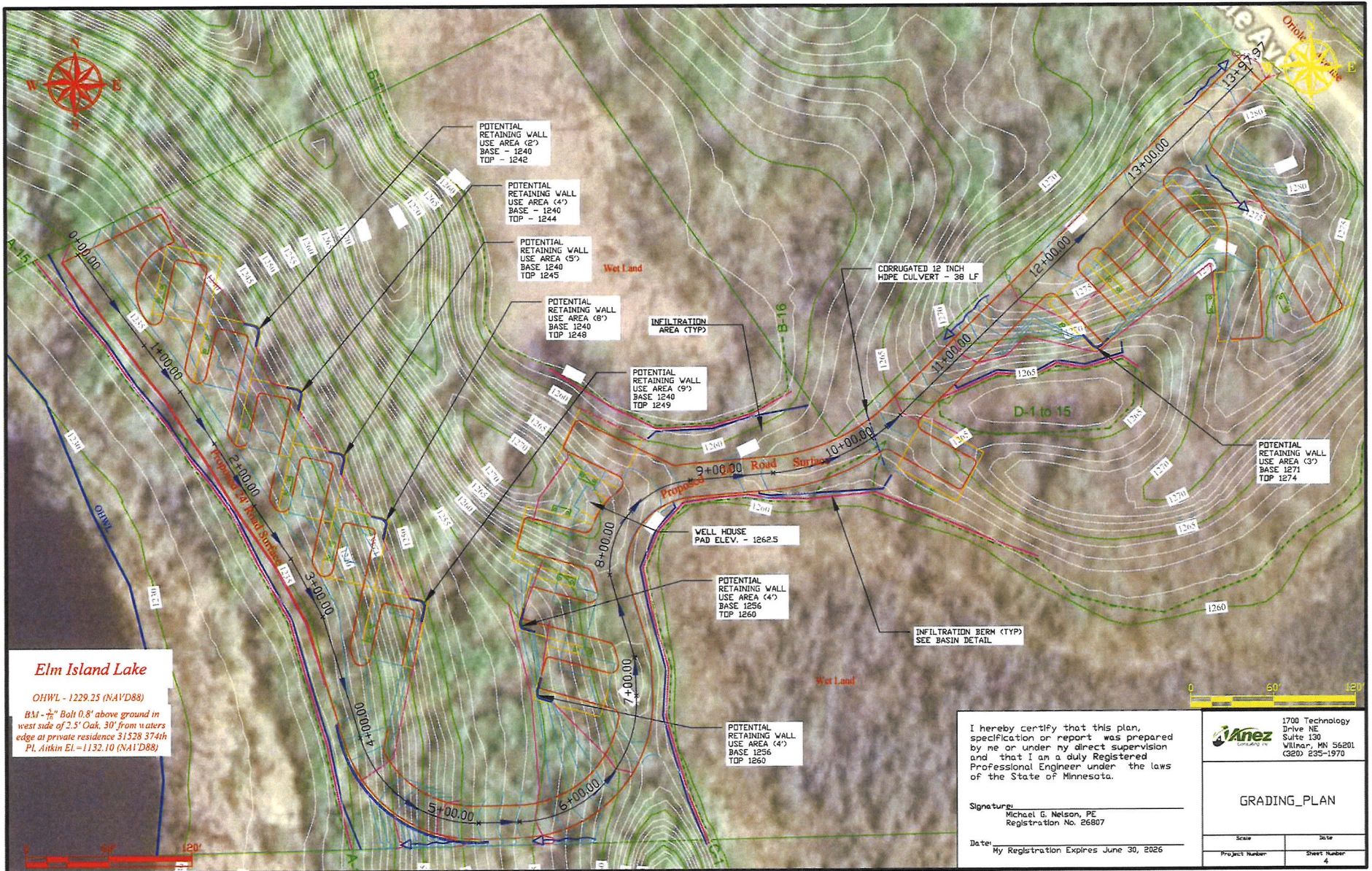




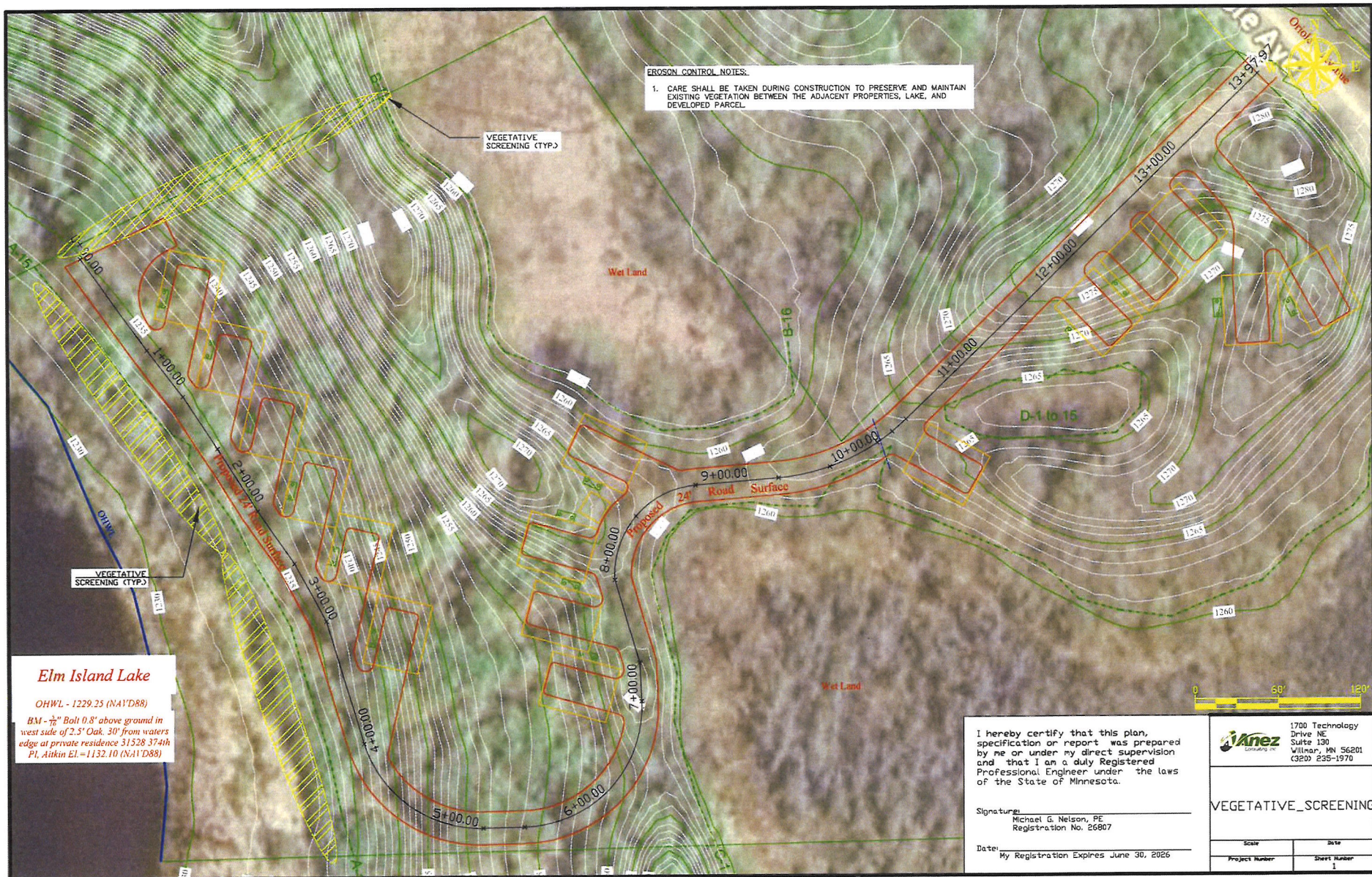




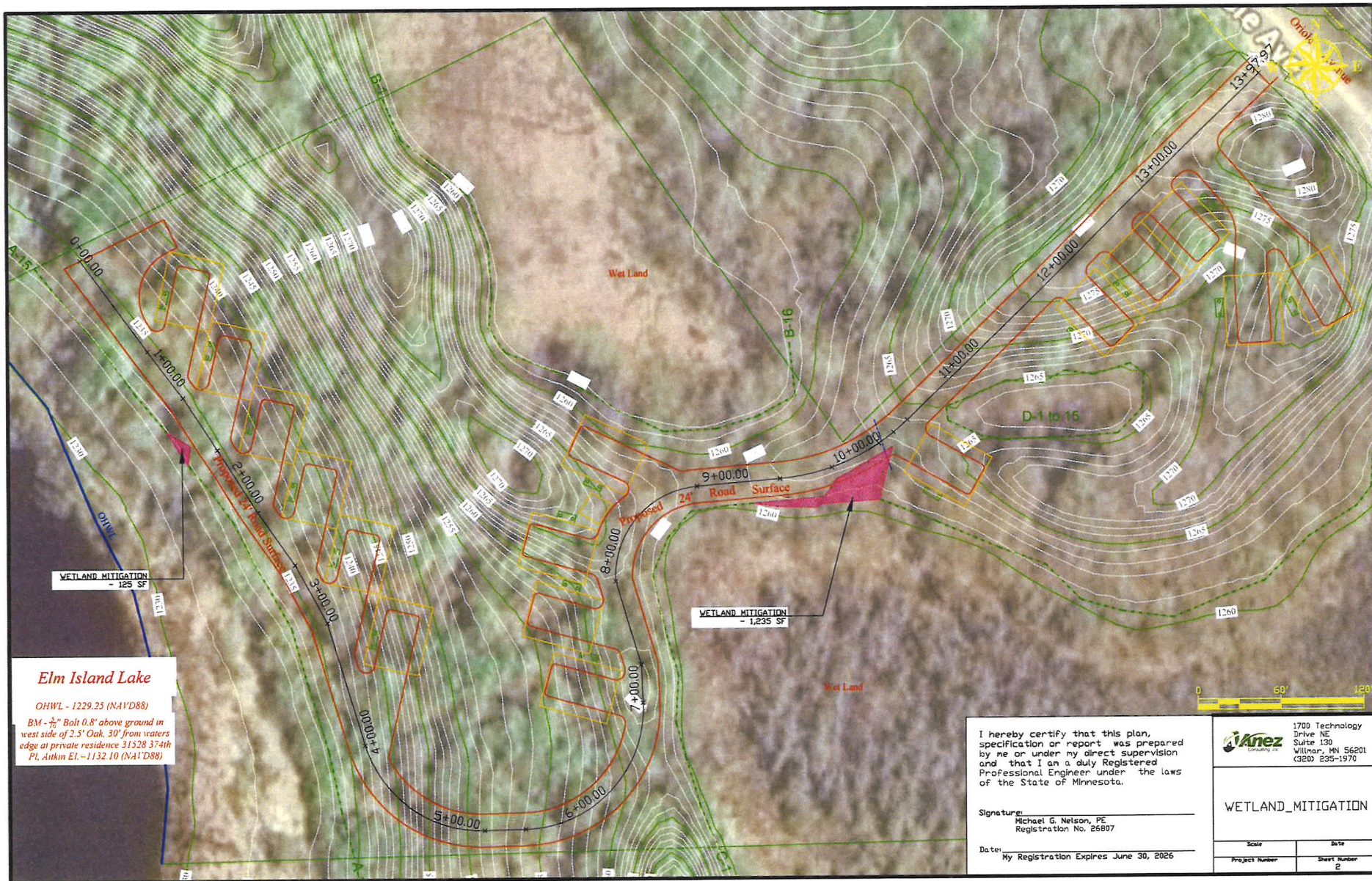














#### PROJECT INFORMATION

This Project includes development of an existing lake property. These improvements include installing and maintaining all associated components in this plan, including infiltration areas, gravel access roads, and gravel turnaround areas.

This Storm Water Pollution Prevention Plan (SWPPP) complies with the provisions of the Minnesota Pollution Control Agency (MPCA) General Permit No. MN R100001 Authorization to Discharge Stormwater Associated with Construction Activity Under the National Pollutant Discharge Elimination System (NPDES). A Notice of Intent (NOI) for coverage under the General Permit (GP) will be submitted.

#### RESPONSIBLE PARTIES

The Site Erosion Control Supervisor is a person knowledgeable and experienced in the application of erosion prevention and sediment control BMPs who is responsible for the Implementation of the SWPPP, and the installation, inspection and maintenance of the erosion prevention and sediment control BMPs before and during construction.

The contractor shall notify all appropriate engineering departments and utility companies 72 hours prior to construction, all necessary precautions shall be taken to avoid damage to any existing utility.

#### Training:

The Contractor shall ensure that individuals performing installations and inspections have been trained in accordance with the General Permit. The Contractor shall ensure the training is recorded with the SWPPP before the start of construction or as soon as the personnel for the project have been determined. Documentation shall include:

1. Names of the personnel that are required to be trained.
2. Dates of training, name of instructor, and entity providing training.
3. Content of training course, including the number of hours of training.

#### Inspections:

A trained person designated by the SWPPP Coordinator must complete all inspections. Inspection and maintenance activities shall be documented in writing and records shall be retained on-site. Inspections shall be conducted at least once every fourteen (14) calendar days and within 24 hours of each precipitation event of at least 0.5 inches in a 24 hour period. Inspection frequency can be reduced to once per calendar month in areas where:

1. Temporary stabilization has been completed but where construction continues,
2. Runoff is unlikely due to winter conditions (e.g., site is covered with snow, ice or the ground is frozen),
3. Construction is occurring during seasonal and periods in arid or semi-arid areas.

#### Recordkeeping:

All records, including but not limited to inspections and SWPPP reviews and changes, General Application, document submissions, etc. must be maintained on-site (field office or on-site vehicle) until coverage under the permit has been terminated. The Contractor shall provide appropriate agencies with access and copies of these records upon request. Original documentation may be attached to or filed with the on-site SWPPP copy. According to the General Permit, the information noted below shall be included as part of recordkeeping, at a minimum:

1. Name of person(s) conducting the inspections or maintenance;
2. When inspections or maintenance are conducted;
3. The findings of the inspections or maintenance;
4. Any corrective actions taken (including dates, times, and the responsible part for completing maintenance);
5. Date and amount of rainfall events greater than 0.5 inches in 24 hours; and
6. Document changes to this SWPPP as required by regulation.

#### Permanent Stormwater Management:

The project design will provide treatment for stormwater prior to discharge to surface waters. Treatment will be provided through a combination of, proposed infiltration basins and existing grassed water ways.

5-year/1-hour storm rainfall amount: 1.82 inches

25-year/24-hour storm rainfall amount: 5.68 inches

#### CONSTRUCTION ACTIVITY

Construction activities are anticipated to commence after pre construction meeting. The Project will generally take place in the following sequence:

1. INSTALL Preliminary erosion control Best Management Practices (BMPs)
2. Topsoil stripping, clearing, and stockpiling
3. Rough grading and temporary stabilization
4. Installation of subsurface drains and culverts
5. Finish grading, topsoiling, and final stabilization

#### Erosion Prevention

All erosion prevention BMPs shall be installed to minimize erosion from disturbed surfaces and to capture sediment onsite. All erosion control measure shall be in place prior to the commencement of any ground-disturbing activities and must be maintained until final stabilization is achieved.

Use phased construction whenever practical and establish turf as soon as possible to minimize sediment transport.

Sediment must be stabilized to prevent it from being washed back into the basin, conveyances, or drainageways discharging off-site or to surface waters.

Temporary or permanent seeding and mulching of all exposed soils not being actively worked shall take place within 24 hours for locations in existing ditches or waterways, at all pipe ends and within 200 feet of surface water; within 14 days for all other locations. See erosion control plans for details.

Temporary mulching shall be at a rate of 2.0 ton/acre

Seed mix and application shall comply with the appropriate County Soil and Water Conservation Service specifications.

#### Sediment Control

- Perimeter sediment control devices must be established on all down-gradient perimeters prior to the commencement of any ground-disturbing activities.
- The contractor shall adjust the perimeter silt fencing to accommodate the installation of ditch check dams as necessary.
- Tracked soil onto existing public roads shall be removed within 24 hours.
- Perimeter silt fence shall be installed downstream of all topsoil stockpiles. All stockpiles shall be temporarily covered if left more than 7 days.
- Stockpiles cannot be placed in surface waters or in water conveyances, such as ditches.
- A rock construction entrance must be constructed at all planned entrances/exits from the site. Rock construction entrance must be a minimum of 24 feet wide and 50 feet long with a minimum of 6" of 2-4" clean rock.
- Rock log or silt fence inlet protection shall be installed and maintained until turf has been established.
- Redundant sediment controls shall be used near all surface waters.

#### Dewatering

The Contractor must discharge turbid or sediment-laden waters related to dewatering or basin draining (e.g., pumped discharges, trench/ditch cuts for drainage) to a temporary or permanent sedimentation basin on the project site unless infeasible.

Discharge points must be adequately protected from erosion and scour. The discharge must be dispersed over natural rock riprap, sand bags, plastic sheeting, or other accepted energy dissipation measures.

The Contractor may discharge from the temporary or permanent sedimentation basins to surface waters if the basin water has been visually checked to ensure

adequate treatment has been obtained in the basin. The discharge must not result in floating solids, visible oil film, excessive suspended solids, discoloration, obnoxious odors or other harmful effects to receiving waters.

If the water cannot be discharged to a sedimentation basin prior to entering the surface water, it must be treated with the appropriate BMPs, such that the discharge does not adversely affect the receiving water or downstream properties.

If the Permittee(s) must discharge water that contains oil or grease, the Permittee(s) must use an oil-water separator or suitable filtration device (e.g. cartridge filters, absorbents pads) prior to discharging the water.

#### Pollution Prevention

The Contractor will comply with the requirements regarding pollution prevention management during construction, including:

- a. Concrete washout areas for use by all subcontractors. The location of washout areas must be identified by signage and must be at least 200' from environmentally sensitive areas. The washout must be a leak-proof containment or impermeable liner that prevents runoff onto adjacent soils. An engineered system can also be used. The washout pit and dried contents shall be removed upon completion of construction and properly disposed of.
- b. Solid waste collection and removal.
- c. Secondary Containment.
- d. Secured hazardous waste storage containers.
- e. Chemical spill kits.
- f. Portable restroom facilities that are anchored and located so that spills will not flow to environmentally sensitive areas.

Burning/burying of any material is not allowed within the project boundary.

#### Final Stabilization and Termination

A Notice of Termination (NOT) must be submitted within 30 days after the site has undergone final stabilization. Final Stabilization requires that all soil disturbing activities at the site have been completed and all soils have been stabilized by a uniform perennial vegetative cover. All temporary synthetic and structural erosion prevention and sediment control BMPs (such as silt fence) must be removed. BMPs designed to decompose on site (such as some compost logs) may be left in place. For construction projects on land used for agricultural purposes (e.g., pipelines across crop or range land) Final Stabilization may be accomplished by returning the disturbed land to its preconstruction agricultural use.

#### SPECIFICATIONS FOR SEEDING AND STABILIZATION

##### TEMPORARY SEEDING:

FALL SEED MIX	: 21-112
APPLICATION RATE	: 100 LBS/ACRE
SEEDING PERIOD	: 8/1 TO 10/1
FERTILIZER TYPE	: PER MANUFACTURES RECOMMENDATION
FERTILIZER APPLICATION RATE	: PER MANUFACTURES RECOMMENDATION
MULCH TYPE	: HAY OR STRAW
MULCH RATE	: 2 TONS/ACRE

##### SPRING/SUMMER SEED MIX

SEED MIX	: 21-111
APPLICATION RATE	: 50 LBS/ACRE
SEEDING PERIOD	: 5/1 TO 8/1
FERTILIZER TYPE	: PER MANUFACTURES RECOMMENDATION
FERTILIZER APPLICATION RATE	: PER MANUFACTURES RECOMMENDATION
MULCH TYPE	: HAY OR STRAW
MULCH RATE	: 2 TONS/ACRE

##### PERMANENT SEEDING: SEED MIX 36-211

APPLICATION RATE	: 34.5 LBS/ACRE
SEEDING PERIOD	: 4/15 TO 7/30, 9/20 TO 10/20
FERTILIZER TYPE	: PER MANUFACTURES RECOMMENDATION
FERTILIZER APPLICATION RATE	: PER MANUFACTURES RECOMMENDATION
MULCH TYPE	: HYDROSEED

##### NON-VEGETATIVE SURFACE STABILIZATION: MULCH

TEMPORARY MULCH TYPE	: HAY OR STRAW
APPLICATION RATE	: 3 TONS/ACRE
ANCHOR MATERIAL	: WOOD CELLULOSE/HYDROSEED
APPLICATION RATE	: 800 LBS/ACRE

#### NOTES:

1. THE MULCH APPLICATION RATE FOR CHANNELS AND 3:1 SLOPES SHALL BE 3 TONS PER ACRE AS INDICATED ON THE PLAN.
2. STRAW AND HAY MULCH SHALL BE DIS ANCHORED IMMEDIATELY AFTER APPLICATION TO PREVENT BEING WINDBLOWN.
3. SEED MIXES AND APPLICATION SHALL COMPLY WITH THE MIN DOT SEEDING MANUAL 2014 EDITION.

#### CERTIFICATIONS/QUALIFICATIONS

Position	Name	Qualifications
Construction Site Manager		
Construction Installer		
SWPPP Designer	Mike Nelson, Anez Consulting, Inc.	Professional Engineer

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

Signature: Michael G. Nelson, PE  
Registration No. 26807

Date: My Registration Expires June 30, 2026



SWPPP

Scale	Site
Project Number:	Sheet Number: 3



# Board of County Commissioners Agenda Request

6A

Agenda Item #

**Requested Meeting Date:** June 10, 2025

**Title of Item:** Health & Human Services Annual Report

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Paula Arimborgo		<b>Department:</b> HHS Administration
<b>Presenter (Name and Title):</b> Sarah Pratt, Director HHS		<b>Estimated Time Needed:</b> 5-10 minutes
<b>Summary of Issue:</b> Sarah Pratt will be sharing a snap shot of the Health & Human Services work conducted in 2024.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



TO PROVIDE OUTSTANDING  
SERVICE IN A FISCALLY  
RESPONSIBLE MANNER  
THROUGH INNOVATION AND  
COLLABORATION WITH  
RESPECT FOR ALL.

WE STRIVE TO BE A COUNTY OF  
SAFE, VIBRANT COMMUNITIES  
THAT PLACE VALUE ON GOOD  
STEWARDSHIP OF LOCAL  
RESOURCES.



WE ACHIEVE OUTSTANDING  
CUSTOMER SERVICE THROUGH  
THESE CORE VALUES:  
COLLABORATION, INNOVATION,  
INTEGRITY, PEOPLE-FOCUSED, AND  
PROFESSIONALISM.



Health and Human Services  
204 1st Street NW  
Aitkin, MN 56431 218.927.7200  
<https://co.aitkin.mn.us/departments/hhs>



## AITKIN COUNTY HEALTH & HUMAN SERVICES

Report

# 2024

THIS DATA IS A SNAPSHOT OF THE WORK  
CONDUCTED IN 2024



# ENHANCING LIVES

# ADVANCING INCLUSION

# CELEBRATING PROGRESS



## ENHANCING LIVES

## ADVANCING INCLUSION

## CELEBRATING PROGRESS

### MENTAL HEALTH



15

Civil  
Commitments

3290

Hours Allocated to  
Adult Mental Health  
Case Management

35 Active  
Adult MH  
Cases

26 Children served by  
CMH  
case management  
services

### COMPREHENSIVE RE-ENTRY

313 Meetings with Inmates

106 Inmates Connected with Services  
207 not requesting services

Referrals:

15 Mental Health  
70 Chemical Dependency  
20 Other

### CHEMICAL DEPENDENCY

116

Hours Spent in  
Treatment  
Coordination

### FINANCIAL RECOVERY

\$20,799 Collected Public Assistance  
Program Overpayments

Collected in Agency Claims \$23,138

\$272,744 Total Collected in Medical  
Assistance Estate Recovery

Incentive Achieved for Aitkin County \$67,190

#### Start of Life

#### Growing Older

#### Prenatal, Young Children and Prevention Programs

- 221 - Average monthly participants in Women Infants and Children (WIC) program: \$97,673 WIC dollars redeemed in Aitkin County
- 249 - Aitkin County appointments served through Children's Dental Services Clinics
- 143 - Home visits by Public Health Nurses for Maternal & Child Health
- 139 - Children served through Follow Along
- 1,163 - Children served through Child and Teen Checkups program
- 34 - Safety seats distributed

#### Childcare

- 18 - Childcare Providers
- 38 - Monthly average of children accessing childcare with assistance



#### Child Protection

- 294 - Reports involving children
- 10 - Children entered foster care
- 12 - Exited foster care to reunify with a parent or other permanent option
- 38 - Children in out of home placement throughout the year

#### Adult Protection



- 115 - Reports
- 20 - Emergency Protection Services
- 45 - Cases opened for investigation

#### People with Disabilities, Chronic Illness, Brain Injuries & Developmental Disabilities

- 224 - Voluntary Adult Intake Requests
- 299 - MnCHOICES Assessments
- 4505 - Hours spent completing MnCHOICES Assessments
- 224 - People served by a disability waiver for the year
- 42 - Adult Community Residential Services beds
- 2 - Child Community Residential Setting beds
- 23 - Adult Family Foster Care beds
- 8895.25 - Hours documented in all Disability Waiver Case Management

#### Aging and the Elderly

- 6281.25 - Hours documented in Elderly Waiver Service Coordination
- 69 - MnCHOICES Assessments
- 36 - Individuals served through family residential & customized Living settings
- 229 - Individuals served through the Elderly Waiver and Alternative Care to help people stay in their homes
- 29 - Individuals served through care coordination whom reside in community skilled nursing facilities

\$44,912,917 Estimated annual amount spent for ALL Medical Assistance Program Services paid out for Aitkin County Residents

#### Financial Assistance

- 3768 - Monthly average of individuals receiving Medical Assistance
- 116 - Monthly average of individuals receiving General Assistance or MN Supplemental Assistance
- 11 - Households in total received Emergency Assistance in 2024
- 29 - Adults, 65 Children and 48 Households receiving Minnesota Family Investment Program and Diversionary Work Program benefits per month
- 1196 Individuals and 691 Households, on average per month, received Supplemental Nutrition Assistance Program
- 58 - Monthly average number of persons receiving housing supports
- 2875 - Average number of cases per month for all program types

#### Child Support

- 489 - Cases
- 1.4 Million - Support collected for families



- 68 - Market Boxes of food distributed
- 1156 - Riverwood Food RX Boxes
- 300 - Aitkin Farm Fresh Boxes
- \$12,157 - Food Hub Net

#### Food Hub



#### Commercial Tobacco Free/Tobacco Prevention

- Number of Completed Compliance Checks:
- 28 - Congratulate & Educate;
- 9 sold to underage buyers
- 20 - Compliance Checks;
- 4 sold to underage buyers



Quit smoking

- Number of Presentations:
- 1 - County Board
- 1 - HHS Advisory Committee
- 1 - Aitkin School



#### Disease Prevention Control

- 29 Clinics at 15 different locations
- 431 - People vaccinated
- 381 - Influenza vaccines administered; 304 Adults & 77 Children
- 22 - Other vaccinations (not flu, not COVID)
- 248 - COVID-19 vaccines administered
- 100 - test kits given to community members



Initiatives Include: Suicide Prevention..... Substance Misuse Awareness..... Making a Change..... Statewide Health Improvement Partnership..... Families First Act..... Local Mental Health and Wellbeing Interventions





# Board of County Commissioners Agenda Request



**Requested Meeting Date:** June 10, 2025

**Title of Item:** Award contracts for HHS remodel

<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> Jim Bright		<b>Department:</b> Maintenance
<b>Presenter (Name and Title):</b> Jim Bright Facilities Coordinator		<b>Estimated Time Needed:</b> 15 Min
<b>Summary of Issue:</b> Sealed bids were opened on May 22, 2025 at 2:00 PM for the remodel of the existing HHS project. We received 60 bids for the 17 categories we were requesting bids for.  The attached bid tabulation sheet shows all bidders including low bidders on this project		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Award contracts to low bidders		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 3,808,570.75 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: HHS has \$2,000,000 in reserves, Aitkin County received \$2,000,000 in state bonding dollars and there will be \$2,000,000 of fund balance used for the project		

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

ADOPTED June 10, 2025

By Commissioner: xxx

**20250610-xxx**

**Award Contracts for Aitkin County Health and Human Services (HHS) Remodel Project**

**WHEREAS**, the HHS Remodel Project is comprised of seventeen Construction Contracts for the various categories of work on the Project, and

**WHEREAS**, bids were solicited from selected vendors for Categories 1 and 15 of this project, and

**WHEREAS**, sealed bids were opened for Categories 2-14 and Categories 16-17 of this project at 2:00 p.m. on Thursday, May 22, 2025 with a total of sixty bids received for the fifteen Categories, and

**WHEREAS**, a bid submitted for Category 6 by Stack Bros Mechanical, Superior, WI was requested by letter dated 6-5-25 to be withdrawn due to a gross error in the bid amount, and

**WHEREAS**, the following listed Contractors have been determined to be the lowest responsible bidders for the seventeen Construction Categories:

<u>Category</u>	<u>Contractor</u>	<u>City/State</u>	<u>Bid Amount</u>
1	Midwest Lock and Door	Alexandria, MN	\$ 17,945.75
2	Ebert, Inc. Ebert Companies	Corcoran, MN	\$1,137,000.00
3	Sentra Sota Sheet Metal, Inc.	Waite Park, MN	\$ 33,400.00
4	St. Germain's Glass, Inc.	Duluth, MN	\$ 254,997.00
5	Arnquist Flooring	Alexandria, MN	\$ 197,764.00
6	Sorlie Acoustics, Inc.	Duluth, MN	\$ 123,796.00
7	Colorful Concepts Painting	Sartell, MN	\$ 48,019.00
8	IPGS Enterprises dba Tri-State Specialties	Fargo, ND	\$ 25,428.00
9	CE LLC dba CE Contract	Eden Prairie, MN	\$ 36,400.00
10	Minnesota Elevator, Inc.	Duluth, MN	\$ 165,000.00
11	Northern Fire Suppression, Inc.	Solway, MN	\$ 88,895.00
12	JK Mechanical & Electrical Contractors, Inc.	Nashwauk, MN	\$ 163,050.00
13	Thelen Heating and Roofing	Brainerd, MN	\$ 826,300.00
14	Design Control, Inc.	Fargo, ND	\$ 11,545.00
15	Climate Makers	Brooklyn Center, MN	\$ 138,649.00
16	Holden Electric Company, Inc.	Baxter, MN	\$ 435,425.00
17	Mid Central Door	Waite Park, MN	\$ 104,957.00

**NOW THEREFORE, BE IT RESOLVED**, that the low-bid Contractors listed above be awarded construction contracts in each of the 17 categories.

**BE IT FURTHER RESOLVED**, that the bid from Stack Bros. Mechanical is considered withdrawn with no penalty assessed therefore.

**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 bidders 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, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28<sup>th</sup> day of January 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 10th day of June 2025**

---

John Welle  
County Engineer

Plans Dated: 11-13-24

RAFT Concept Estimate: 7-22-24.v1 Update: 11-22-24.v5

RAFT Starting Budget: BID DATE 5-22-25

DIVISIONS OF WORK		Trade Contractor	CONCEPT TOTALS 7-22-24 (Approximate Value)	CONCEPT TOTALS UPDATE: 11-22-24 v5 (Approximate Value)	BID TOTAL	Cost / S (20,18:
1	Owner Items - Door Install	Midwest Lock and Door	0.00	0.00	17,945.75	0.0
2	Carpentry - No Canopy / Entry Walk / Landscaping Originally Planned	Ebert Construction	917,578.60	965,058.10	1,137,000.00	47.8
3	Metal Wall Panels & Roofing - No Canopy Work Originally Planned	Sentra-Sota Sheet Metal	20,000.00	20,000.00	33,400.00	0.9
4	Aluminum Frame & Glazing	St. Germain Glass	156,350.00	180,550.00	254,997.00	8.9
5	Flooring / Tile	Amquist Flooring	193,575.00	193,575.00	197,764.00	9.9
6	Acoustical Treatments	Sorlie Acoustics, Inc.	96,492.00	96,492.00	123,796.00	4.7
7	Painting	Colorful Concepts	70,637.00	70,637.00	48,019.00	3.9
8	Folding Panel Partitions	IGPS dba Tri-State Specialties	18,720.00	18,720.00	25,428.00	0.9
9	Window Treatments - Originally Carried in FF&E	CE Contract	0.00	0.00	36,400.00	0.0
10	Elevator	MN Elevator, Inc.	0.00	130,000.00	165,000.00	6.4
11	Fire Suppression	Northern Fire Suppression, Inc.	90,819.00	90,819.00	88,895.00	4.9
12	Plumbing	JK Mechancial	348,630.00	351,830.00	163,050.00	17.4
13	HVAC	Thelen Heating & Roofing	554,601.36	561,101.36	826,300.00	27.8
14	Testing / Adjusting & Balancing	Design Control	10,091.00	10,091.00	11,545.00	0.9
15	Controls - By Owner	Climate Makers	131,183.00	179,949.00	138,649.00	8.9
16	Electrical / communications / Electronic Safety & Security	Holden Electric	699,654.84	740,154.84	435,425.00	36.8
17	Doors / Frames / Hardware	Mid-Central Door	162,000.00	162,000.00	104,957.00	8.0
N/A	Security Systems (CR and Camera Work) - Owner Item Direct	Archkey / Parsons Elect.	0.00	0.00	TBD	0.0
<b>Sub Total Construction</b>			<b>3,470,331.80</b>	<b>3,770,977.30</b>	<b>3,808,570.75</b>	<b>186.8</b>
** General Requirements (Allowance of 8% Carried) - Revised to Fixed Amount			277,626.54	250,000.00	250,000.00	
Grant Funding - Cost Adjustment Modifier - Allowance - Reduced Value			260,274.89	200,000.00	0.00	
Building Permitting / Plan Review			38,500.00	38,500.00	38,500.00	
WAC / SAC (Water and Sewer Access Fees) - Existing to Remain			n/a	n/a	n/a	
Design / Bid / Construction Contingency (Concept Allowance of 7.5% Carried)			281,096.88	301,573.30	301,573.30	
<b>Construction Cost</b>			<b>4,327,830.10</b>	<b>4,561,050.60</b>	<b>4,398,644.05</b>	
Professional Fees (Arch / Eng / Cx Agent / CM - Allowance Adjusted to 12% Carried)			649,174.52	547,326.07	0.00	
Architect / Engineering Fee		Widseth	n/a	n/a	346,195.00	
Construction Management Fee		Contegrity Group	n/a	n/a	118,500.00	
Commissioning Agent Allowance		Cx Agent - TBD	n/a	n/a	30,000.00	
B3 Tracking / Planning		Widseth	n/a	n/a	40,000.00	
B3 Tracking / Planning - Estimated Allowance		Contegrity Group	n/a	n/a	10,000.00	
<b>Sub Total</b>			<b>4,977,004.62</b>	<b>5,108,376.67</b>	<b>4,943,339.05</b>	
<b>Owner Items</b>						
Inflation / Escalation Factor - Midpoint of Const. (Allowance Consideration)			TBD	TBD	TBD	
Hazardous Materials - Report / Remediation (Anything Identified)			TBD	TBD	TBD	
Property Relocation Costs - Moving Expenses (Allowance)			50,000.00	50,000.00	80,000.00	
FF&E - Office Furnishings - Budget to be Confirmed (Allowance) - Fixed Value Set			662,799.95	675,000.00	675,000.00	
FF&E Design Work - Widseth			TBD	TBD	29,750.00	
FF&E - Signage (Allowance)			15,000.00	15,000.00	15,000.00	
FF&E - Window Treatments - Moved Up to Contractor No.			20,000.00	20,000.00	0.00	
Residential Appliances (Refr / Range / Etc...) Allowance			15,000.00	15,000.00	15,000.00	
White Noise System - Allowance - Value Carried in Contract No.			25,000.00	50,000.00	0.00	
Integrated Headphones - Allowance - Value Moved to Tech			TBD	TBD	0.00	
Technology / A/V / Projectors / Etc ... - Improvements necessary			TBD	50,000.00	175,000.00	
Camera / Recording System - Interview Rooms (Relocate existing - Allowance carried)			TBD	3,400.00	3,400.00	
Medical / Fitness Equipment (Not used, can be stricken on future estimates)			TBD	0.00	0.00	
Financing / Bond Costs / Interest Earnings			TBD	TBD	TBD	
<b>TOTAL PROJECT COST*</b>			<b>5,764,804.57</b>	<b>5,986,776.67</b>	<b>5,936,489.05</b>	
<b>Other Items</b>						
Alternate Pricing			TBD	TBD	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 REQUIREMENTS (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 HEALTH AND HUMAN SERVICES RENOVATION - BID TAB**  
**MAY 22, 2025 2:00 pm**

Contractors denoted as follows: **\*Trade Contractor** and highlighted in Yellow are the Qualified Apparent Low Bidder

	Bid Sec	Add	BASE BID
<b>CATEGORY 2 - CARPENTRY</b>			
<b>*Ebert, Inc. Ebert Companies</b>	x	1,2	\$1,137,000.00
Hy-Tec Construction of Brainerd, Inc.	x	1,2	\$1,214,000.00
BCI Construction, Inc.	x	1,2	\$1,290,000.00
Nor-Son Construction LLC	x	1,2	\$1,567,849.00
<b>CATEGORY 3 - METAL WALL PANELS &amp; ROOFING</b>			
<b>*Sentra Sota Sheet Metal, Inc.</b>	x	1,2	\$33,400.00
Nelson Roofing, Inc.	x	1,2	\$59,750.00
<b>CATEGORY 4 - ALUMINUM FRAME &amp; GLAZING</b>			
<b>*St. Germain's Glass, Inc.</b>	x	1,2	\$254,997.00
Anderson Glass Co., Inc.	x	1,2	\$258,100.00
Heartland Glass Co.	x	1,2	\$259,700.00
United Glass, Inc.	x	1,2	\$340,697.00
Murphy Window and Door	x	1,2	\$358,324.00
<b>CATEGORY 5 - FLOORING/TILE</b>			
<b>*Arnquist Flooring</b>	x	1,2	\$197,764.00
Dorholt Tile and Home Center	x	1,2	\$207,474.00
CFS Interiors and Flooring	x	1,2	\$223,150.00
North Floors	x	1,2	\$271,050.00
Great Plains Flooring	x	1,2	\$289,773.00
Grazzini Brothers & Company	x		\$310,795.00
<b>CATEGORY 6 - ACOUSTICAL TREATMENTS</b>			
Stack Bros. Mechanical	x	1,2	\$86,594.00
<b>*Sorlie Acoustics, Inc.</b>	x	1,2	\$123,796.00
St. Cloud Acoustics	x	1,2	\$129,600.00
Wood Acoustics, Inc.	x	1,2	\$132,000.00
Twin City Acoustics	x	1,2	\$136,900.00
Architectural Sales of MN	x	1,2	\$168,500.00



# AITKIN COUNTY HEALTH AND HUMAN SERVICES RENOVATION - BID TAB

MAY 22, 2025 2:00 pm

Contractors denoted as follows: **\*Trade Contractor** and highlighted in Yellow are the Qualified Apparent Low Bidder

	Bid Sec	Add	BASE BID
<b>CATEGORY 7 - PAINTING</b>			
<b>*Colorful Concepts Painting</b>	x	1,2	\$48,019.00
Fransen Decorating, inc.	x	1,2	\$61,504.00
Steinbrecher Painting Company	x	1,2	\$72,200.00
<b>CATEGORY 8 - FOLDING PANEL PARTITION</b>			
<b>*IPGS Enterprises dba Tri-State Specialties</b>	x	1,2	\$25,428.00
W.L. Hall Company	x	1,2	\$38,189.00
<b>CATEGORY 9 - WINDOW TREATMENTS</b>			
<b>*CE LLC dba CE Contract</b>	CC	1	\$36,400.00
<b>CATEGORY 10 - ELEVATOR</b>			
<b>*Minnesota Elevator, Inc</b>	x	1,2	\$165,000.00
TK Elevator Corporation	x	1,2	\$173,825.00
<b>CATEGORY 11 - FIRE SUPPRESSION</b>			
<b>*Northern Fire Suppression, Inc.</b>	CC	1,2	\$88,895.00
Breth-Zenzen Fire Protection		1,2	\$123,000.00
<b>CATEGORY 12 - PLUMBING</b>			
<b>*J K Mechanical and Electrical Contractors, Inc.</b>	x	1,2	\$163,050.00
Kraft Mechanical LLC	x	1,2	\$167,000.00
A.G. O'Brien Plumbing & Heating	x	1,2	\$187,600.00
RJ Mechanical	x	1,2	\$194,700.00
Weidner Plumbing & Heating Co.	x	1,2	\$200,000.00
Lundberg Plumbing & Heating	x	1,2	\$205,500.00
Master's Plumbing Heating & Cooling LLC	x	1,2	\$215,000.00



**AITKIN COUNTY HEALTH AND HUMAN SERVICES RENOVATION - BID TAB**  
**MAY 22, 2025 2:00 pm**

Contractors denoted as follows: **\*Trade Contractor** and highlighted in Yellow are the Qualified Apparent Low Bidder

	Bid Sec	Add	BASE BID
<b>CATEGORY 13 - HVAC</b>			
<b>*Thelen Heating &amp; Roofing</b>	x	1,2	\$826,300.00
Master's Plumbing Heating & Cooling LLC	x	1,2	\$905,500.00
RJ Mechanical	x	1,2	\$914,000.00
Weidner Plumbing & Heating Co.	x	1,2	\$928,000.00
McDowall Company	x	1,2	\$936,500.00
Sentra Sota Sheet Metal, Inc.	x	1,2	\$938,000.00
Kraft Mechanical LLC	x	1,2	\$1,040,000.00
A.G. O'Brien Plumbing & Heating	x	1,2	\$1,040,500.00
<b>CATEGORY 14 - TESTING/ADJUSTING &amp; BALANCING</b>			
<b>*Design Control, Inc.</b>	x	1,2	\$11,545.00
Systems Management and Balancing of MN	x	1,2	\$16,800.00
<b>CATEGORY 16 - ELEC./COMM./ELECTRONIC SAFETY AND SECURITY</b>			
<b>*Holden Electric Company, Inc.</b>	x	1,2	\$435,425.00
Dutch's Electric, Inc.	x	1,2	\$565,700.00
Radtke Service LLC	x	1,2	\$625,000.00
Precision Electrical LLC	CC	1,2	\$644,260.00
<b>CATEGORY 17 - STANDARD DOORS/FRAMES/HARDWARE - MATERIAL ONLY - TAX EXEMPT</b>			
<b>*Mid Central Door</b>	x	1,2	\$104,957.00
Sell Hardware	x	1,2	\$110,740.00
<b>CATEGORY- Combined Bids</b>			
El Jay Plumbing & Heating, Inc. (Cat. 12 & 13)	x	1,2	\$1,072,800.00
Peterson Sheet Metal (Cat. 12 & 13)	x	1,2	\$1,163,000.00
Climate Makers (Cat. 12 & 13)	x	1,2	\$1,182,291.00
A.G. O'Brien Plumbing & Heating (Cat. 12 & 13)	x	1,2	\$1,226,100.00





# Board of County Commissioners Agenda Request

**7B**  
Agenda Item #

**Requested Meeting Date:** June 10, 2025

**Title of Item:** Reroof of Judicial Center, Jail, HHS and Land Department

<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> Jim Bright		<b>Department:</b> Maintenance
<b>Presenter (Name and Title):</b> Jim Bright Facilities Coordinator		<b>Estimated Time Needed:</b> 10 Min
<b>Summary of Issue:</b> Sealed bids were opened on May 15, 2025 at 1:00 PM for the roofing project that includes Judicial Center, Jail, HHS, and Land department roofs.  As shown on the attached bid tabulation sheet, 5 bids were recieved with Asset Protection & Restoration Inc. - Hutchinson, MN - submitting the low bid in the amount of \$468,393.00. The estimated cost of this project was \$640,000		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Award the contract to Asset Protection & Restoration Inc.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 468,393.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: This is in the 2025 capital improvment plan with a planned use of \$640,000 from fund balance.		

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

ADOPTED June 10, 2025

By Commissioner: xxx

**20250610-xxx**

**Award Contract – Roof Replacement**

**WHEREAS**, This contract is for the replacement of the following county owned buildings (Judicial Center, Jail, HHS and Land Department), and

**WHEREAS**, sealed bids were opened for these contracts at 1:00 p.m. on Thursday, May 15, 2025 with a total of five (5) bids received, and

**WHEREAS**, Asset Protection & Restoration Inc. was the lowest bidder and has been deemed the responsible bidder,

**NOW THEREFORE, BE IT RESOLVED**, that Asset Protection & Restoration Inc. be awarded the contract in the amount of \$468,393.00.

**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, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 10<sup>th</sup> day of June 2025, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 10<sup>th</sup> day of June 2025**

\_\_\_\_\_  
John Welle  
County Engineer

May 19<sup>th</sup>, 2025

Mark Wedel, Board Chair  
Aitkin County  
307 2<sup>nd</sup> St NW, Room 310  
Aitkin, MN 56431

**Project Name: Aitkin County Roof Replacements**  
**Project # 2025-10286**

Dear Mark,

Bids for the above-mentioned project were received by 1:00 PM CT on May 15<sup>th</sup>, 2025, and opened/read aloud at that time during a public bid opening. There was a total of 5 bids received. Upon review of the submitted bids, Asset Protection & Restoration Inc. is the apparent low bidder.

After speaking with Asset Protection & Restoration Inc., we were able to confirm the following:

Asset Protection & Restoration Inc. has agreed to honor the Base Bid Amount of \$346,207.00 in addition to moving forward with both Alternates #1 and #2.

Alternate #1 – Area “C” & “D” Roof Plan  
\$27,422.00

Alternate #2 – Land Department Roof Plan  
\$94,764.00

Total Bid Award: \$468,393.00

Asset Protection & Restoration Inc. has confirmed that they will be able to meet the project schedule. All items reviewed indicate that they are a competent contractor with relevant experience and are capable of completing the project scope successfully. It would be our recommendation to award the Aitkin County Roof Replacements project to Asset Protection & Restoration Inc.

Please feel free to contact us if you have any questions regarding this recommendation.

Respectfully submitted,

WIDSETH SMITH NOLTING & ASSOCIATES, INC.



Katie Hildenbrand  
Interior Designer, VP

## BID TABULATION

# WIDSETH

## Aitkin County Roof Replacements

Project # 2025-10286

May 15, 2025 at 1:00 PM CT

[illegible]**WIDSETH**

704 East Howard St | Hibbing, MN 55746

Tel: 218 263 6868

www.widseth.com

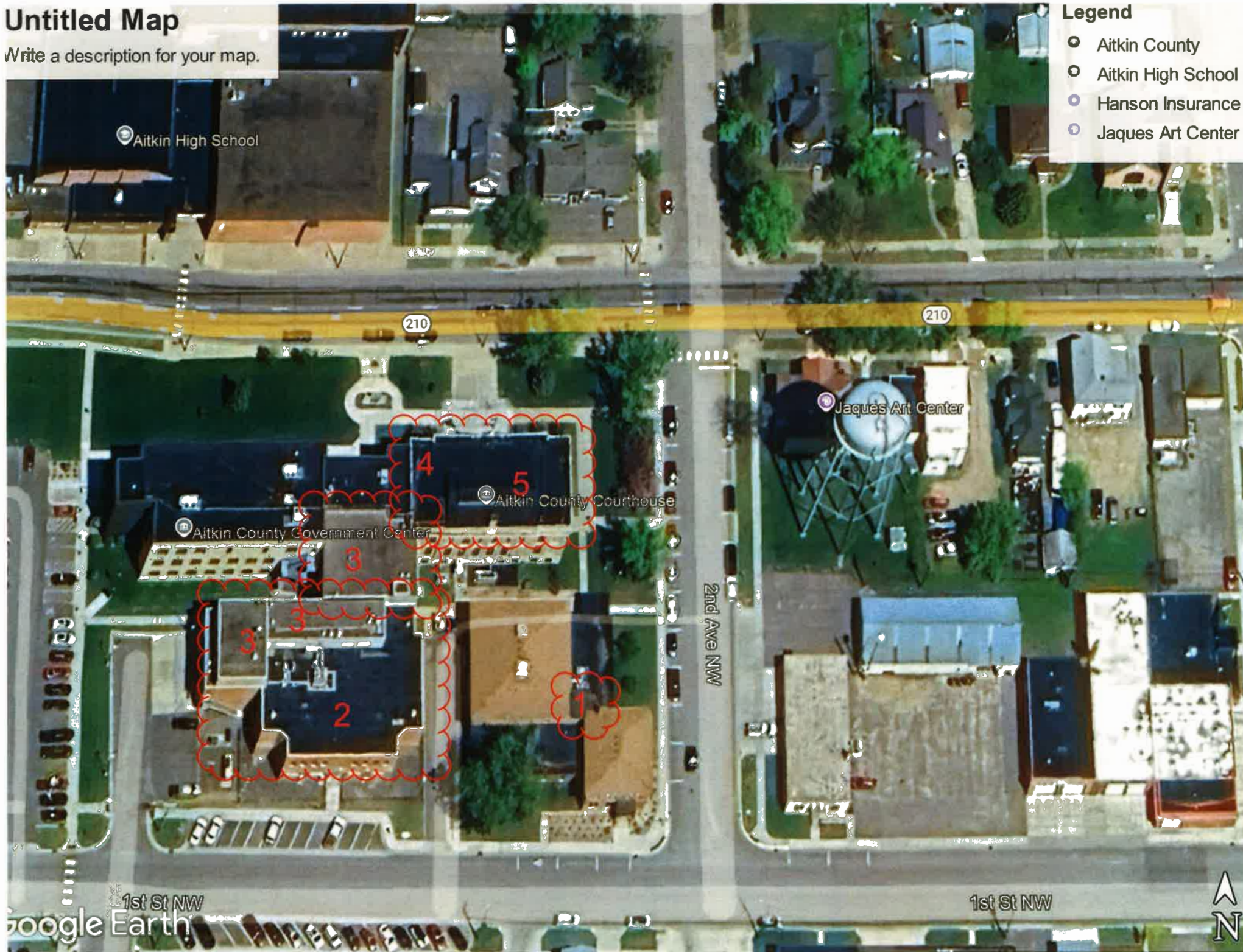


# Untitled Map

Write a description for your map.

## Legend

- Aitkin County
- Aitkin High School
- Hanson Insurance
- Jaques Art Center









# Board of County Commissioners Agenda Request



**Requested Meeting Date:** June 10, 2025

**Title of Item:** Award Business Development & Recreation Grants

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <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> 5 min								
<b>Summary of Issue:</b> <p>The Aitkin County Economic Development Committee has received and reviewed grant funding requests for the Business Development &amp; Recreation Grant Program. Grant applications and grant award summary are included.</p> <p>The Committee was unanimous on the recommendation. The Committee recommends and requests approval to award the following grants at this time:</p> <table style="width: 100%;"><tr><td>Palisade Events Committee</td><td style="text-align: right;">\$490</td></tr><tr><td>Jaques Art Center</td><td style="text-align: right;">\$1,961</td></tr><tr><td>Tamarack Activities Club</td><td style="text-align: right;">\$812</td></tr><tr><td>Hill City Events Committee</td><td style="text-align: right;">\$2,000</td></tr></table> <p>The purpose of this grant fund is to leverage county funds, private funds, and volunteer efforts to enhance small business development activities in Aitkin County, with a focus on increasing sustained tourism and recreational events. Organizations may apply individually or submit a joint application. To demonstrate their commitment to the grant request, organizations must provide a 1 :1 match of funds in good faith. The Aitkin County Board of Commissioners has approved this funding to be used directly for the benefit of the Aitkin County community through the Aitkin County Business Development &amp; Recreation Grant.</p>			Palisade Events Committee	\$490	Jaques Art Center	\$1,961	Tamarack Activities Club	\$812	Hill City Events Committee	\$2,000
Palisade Events Committee	\$490									
Jaques Art Center	\$1,961									
Tamarack Activities Club	\$812									
Hill City Events Committee	\$2,000									
<b>Alternatives, Options, Effects on Others/Comments:</b>   										
<b>Recommended Action/Motion:</b> Economic Development requests approval of a motion to award the recommended grants.										
<b>Financial Impact:</b> <p><i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"><i>Please Explain:</i></span></p>										

**Business Development and Recreation Grant**

#	Facility Name	Project Name	Contact Name	Email	City	Phone	\$ requested	\$ Awarded
1	Growth Innovations	multi-tenant signage	Tami Jacobs	<a href="mailto:tjacobs@growthiv.org">tjacobs@growthiv.org</a>	Aitkin	218.927.2172	\$ 1,025	\$ -
2	Clear Lake Gardens	Aitkin Farm Trail	Kelley Rajala	<a href="mailto:clearlakegardens@gmail.com">clearlakegardens@gmail.com</a>	Aitkin	707.331.6850	\$ 2,000	\$ 2,000
3	Long Lake Foundation	Nature Rocks	Bob Marcum, Dave McMillan	<a href="mailto:rmarcum@lcfoundation.org">rmarcum@lcfoundation.org</a>	Aitkin	218.768.4653	\$ 2,000	\$ 2,000
4	Food as Medicine Festival	Riverwood/Clear Lake Gardens	Kelley Rajala	<a href="mailto:clearlakegardens@gmail.com">clearlakegardens@gmail.com</a>	Aitkin	707.331.6850	\$ 500	\$ 500
5	Aitkin Area Chamber of Commerce	Riverboat Heritage Days	Stephanie Mollet	<a href="mailto:upnorth@aitkin.com">upnorth@aitkin.com</a>	Aitkin	218.394.2202	\$ 2,000	\$ 2,000
6	Aitkin Area Chamber of Commerce	Paddle Your Glass Off	Stephanie Mollet	<a href="mailto:upnorth@aitkin.com">upnorth@aitkin.com</a>	Aitkin	218.394.2202	\$ 2,000	\$ 2,000
7	Union Woodland Cemetery	cemetery beautification	Ramona Hooper	<a href="mailto:ro33760@frontnet.net">ro33760@frontnet.net</a>	McGregor	218.426.3344	\$ 2,000	\$ -
8	Shamrock Township	Shamrock Shindig	Candace Kral	<a href="mailto:townofshamrock@shamrocktwp.org">townofshamrock@shamrocktwp.org</a>	McGregor	218.426.3736	\$ 1,225	\$ -
9	Palisade Events Committee	2nd Annual ATV Ride	Dawn Quade	<a href="mailto:quadedawn@gmail.com">quadedawn@gmail.com</a>	Palisade	320.232.5776	\$ 490	\$ 490
10	Green Owl Yarn & Gifts	Community Craft Fairs	Skye Fiedler	<a href="mailto:greenowlgifs@gmail.com">greenowlgifs@gmail.com</a>	Aitkin	612.735.4222	\$ 2,000	\$ -
11	Jaques Art Center	Art for fun- fun for all	Pam Andell	<a href="mailto:info@jaquesart.com">info@jaquesart.com</a>	Aitkin	218.927.2363	\$ 1,961	\$ 1,961
12	Petals of Peace	Awning Project	Arlene Selander	<a href="mailto:selandercoachingandconsulting@gmail.com">selandercoachingandconsulting@gmail.com</a>	Aitkin	218.820.2813	\$ 2,000	\$ -
13	Tamarack Activities Club	Tamarack Pollinator Garden	Debra Drexler	<a href="mailto:ddrexler37@gmail.com">ddrexler37@gmail.com</a>	Tamarack	612.743.4329	\$ 812	\$ 812
14	Hill City Events Committee	Hill City 4th of July	Sue Kaslow	<a href="mailto:suekaslow@yahoo.com">suekaslow@yahoo.com</a>	Hill City	218.244.3422	\$ 2,000	\$ 2,000
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
							\$ 22,013	\$ 13,763



Mark Jeffers

2025 Business Devel... · Open message

2025 Business Development & Recreation Gra...

File 2 of 3



## Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2025 - December 31, 2025

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

### APPLICANT INFORMATION

#### PROGRAM INFORMATION

Project/Event Name: Cemetery Beautification  
Date(s) of Project/Event: April thru October 2025  
Location of Project/Event: Union Woodland Cemetery McGregor Minn  
Organization/Community Name: Union Woodland Cemetery  
Person in Charge of Project: Ramona Hooper  
Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):  
Ramona Hooper 44628 200th Avenue  
McGregor, mn 55760 secretary  
Contact Person's Phone #: 218 426 3344  
Contact Person's Email: rh55760@frontiernet.net  
Description/focus/purpose of your organization:  
maintain and care of cemetery

\$2000 Ask -



## ***AITKIN COUNTY BUSINESS DEVELOPMENT & RECREATION GRANT PROGRAM GUIDELINES***

The purpose of this grant fund is to leverage county funds, private funds, and volunteer efforts to enhance small business development activities in Aitkin County, with a focus on increasing sustained tourism and recreational events. Organizations may apply individually or submit a joint application. To demonstrate their commitment to the grant request, organizations must provide a 1:1 match of funds in good faith. The Aitkin County Board of Commissioners has approved this funding to be used directly for the benefit of the Aitkin County community through the Aitkin County Business Development & Recreation Grant.

**Grant Guidelines:** Guidelines for application and awarding of Aitkin County Business Development & Recreation Grants are as follows:

1. **Funding Limits:** Minimum of \$100 and a maximum of \$2,000 per grant application. The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.
2. **Matching Funds:** The Aitkin County Business Development & Recreation Grant Program is designed to leverage locally funded promotions, not replace them. A 1:1 match to the requested funds is required (e.g., the applicant must commit \$2,000 to request a \$2,000 award). Significant consideration will be given to the amount and quality of matching funds and in-kind contributions when grant applications are evaluated by the Economic Development Committee and County Board.
3. **Countywide Distribution:** The intent of this program is to provide assistance throughout Aitkin County. Consideration shall be given to amounts awarded and number of grants approved per year for any particular region of the county to ensure that an equitable level of funding is available throughout the county.
4. Organizations that receive a grant award are not eligible to receive BD&R Grant Awards in the following year. Grants may be awarded to the same organization only once every other year..
5. Grant funds shall not be used to pay the salaries of part or full time staff associated with a particular event/business development activity or organization associated with an event/business development activity. Funds shall not be used for any type of prizes or other material items that may be offered, awarded, sold or given away. Funds are not intended to be an annual budget supplement. Funds are intended for incremental business development and recreation.
6. Aitkin County Business Development and Recreation Grant funds may not be used to reimburse expenses occurred prior to grant approval by Aitkin County.



7. Grant funds are intended to support tourism and business attraction events that drive visitors to Aitkin County, ultimately creating a positive economic impact.
8. Eligible Event Examples:
  - Annual events promoting tourism & recreation
  - Events that provide incremental tourism growth
  - Grant Funds shall be used to market business development activities that create sustainable tourism or recreation growth or activities/businesses that will enhance the Aitkin County economy.
9. Eligible organizations:
  - Businesses located in Aitkin County.
  - Non-Profit organizations that serve Aitkin County
  - Special consideration will be given to applications that will enhance the Northwood's ATV Trail or River Trails through signage, promotion, activities or trail amenities.
  -

**Application Procedure:** Guidelines for applications are as follows:

1. Grant requests should be submitted by EMAIL to:  
[mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us), subject line: BD&R2025  
or by mail to:  
Mark Jeffers  
Aitkin County Government Center,  
307 2<sup>nd</sup> Street NW, Room 316,  
Aitkin, MN 56431.
2. Funding recommendations will be considered at the regularly scheduled monthly meeting of the Aitkin County Economic Development Committee. Application deadline is **May 31, 2025**.
3. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

#### **Reporting Requirements**

1. Applicants that are awarded a Business Development & Recreation grant are required to submit proof of fund use prior to the end of the one-year grant period (January 1 - December 31). Reporting information documents and deadlines will be included in the award letter.



## Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2025 - December 31, 2025

1. Grant requests should be submitted by EMAIL to:  
[mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us), subject line: BD&R2025 or  
by mail to:  
Mark Jeffers  
Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 316  
Aitkin, MN 56431
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### APPLICANT INFORMATION

#### PROGRAM INFORMATION

Project/Event Name: **Shamrock Shindig**

Date(s) of Project/Event: **August 16, 2025**

Location of Project/Event: **Shamrock Town Hall**

Organization/Community Name: **Shamrock Township**

Person in Charge of Project: **Candace Kral, Clerk**

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

**49954 Lake Ave  
McGregor, MN 55760**

Contact Person's Phone #: **218-426-3736 or 218-429-2205**

Contact Person's Email: **townofshamrock@shamrocktp.org**

Description/focus/purpose of your organization:

Shamrock Township is a local unit of government located in Aitkin County, Minnesota. As a township, our primary focus is to maintain and improve local infrastructure—most notably township roads—while also supporting initiatives that promote community well-being, tourism, and quality of life. Shamrock Township encourages healthy living and community engagement by supporting recreational opportunities, outdoor events, and public spaces that benefit both residents and visitors.

**FUNDING:**

Amount requested from Aitkin County \$1,225  
(Minimum \$100.00, maximum request is 2,000.00). The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.

Amount of your organization's match \$1,225

Total projected budget \$2,450

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

The Shamrock Shindig is an annual community celebration hosted by Shamrock Township, created to foster community pride, support local businesses, and draw visitors to the area. First launched in 2023 with the dedication of the Veterans Memorial and the Grand Opening of Shamrock Township Park, the event has since evolved into a highly anticipated gathering for residents, cabin owners, campers, and tourists alike.

This family-friendly event offers a full day of activities for all ages, including children's games and educational programming sponsored by organizations such as Savanna Portage State Park and the Minnesota DNR, live music performances, a local craft and vendor fair, and a variety of food options. Set in a township that serves as a hub for seasonal tourism—with nearby resorts, campgrounds, and natural attractions like Savanna Portage State Park—the Shamrock Shindig plays a key role in attracting visitors, supporting small businesses, and strengthening the social fabric of the community.

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

The goal of the Shamrock Shindig is to continue building on the success of previous years by creating an inclusive, engaging event that draws visitors to Shamrock Township, supports local businesses, and strengthens community connections. This year, we aim to enhance the event's offerings to appeal to a broader audience and increase tourism traffic to the area.

Grant funds will be used to provide quality live entertainment, which is a major draw for attendees. Funds will also support the purchase of materials and supplies needed to construct new family-friendly games and activities, helping us expand our offerings for children and families, as well as essential items required for the overall operation of the event—such as tables, a ticket barrel, signage, and other logistical needs. Funds will also support the purchase of materials and supplies needed to construct new family-friendly games and activities, helping us expand our offerings and provide engaging, interactive experiences for children and families. Additionally, grant funding will assist with rentals—including a large tent, bouncy house, and dunk tank—which are essential to both the enjoyment and accessibility of the event. Finally, a portion of the funds will go toward advertising to ensure we reach a wider regional audience and attract new visitors to the township.

By investing in these elements, we hope to continue growing the Shamrock Shindig as a key tourism event that benefits both residents and the local economy.

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

The Shamrock Shindig brings both short-term and long-term economic benefits to Aitkin County by attracting visitors who support local businesses and increasing awareness of the area as a tourism destination. The event draws attendees from surrounding communities, seasonal residents, cabin owners, and tourists staying at nearby resorts, campgrounds, and Savanna Portage State Park. These visitors contribute directly to the local economy by patronizing area gas stations, restaurants, shops, and lodging facilities.

In 2024, the event drew several hundred attendees, with over 1,600 kids' game tickets sold and more than 140 adult





prize tickets distributed—demonstrating high engagement and enthusiasm across all age groups. These numbers reflect the event’s growing popularity and its ability to bring people into the area for the day and encourage return visits.

By offering quality entertainment, family-friendly activities, and opportunities for local vendors, the Shamrock Shindig not only boosts local spending during the event but helps build a positive reputation for Shamrock Township and Aitkin County as a vibrant, welcoming destination. This contributes to sustainable economic activity through increased tourism, community pride, and ongoing support of small businesses and local organizations.

**List target audience:**

- Local residents of Shamrock Township and surrounding communities
- Seasonal cabin owners and their guests
- Campers and visitors to nearby campgrounds and Savanna Portage State Park
- Families with children
- Adults and seniors
- Local vendors, crafters, and small business owners

**How many people usually attend this project/event?** Last year was approximately 300 attendees

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

If awarded, we hope to attract an additional 150–250 visitors to the Shamrock Shindig. With expanded advertising, improved entertainment, and new activities made possible through grant funding, we anticipate increased interest from both returning attendees and first-time visitors from throughout Aitkin County and neighboring regions.

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

Category	Grant Funds	Applicant Funds	Total
Tent Rental	175.00	175.00	350.00
Bouncy House Rental	100.00	100.00	200.00
Dunk Tank Rental	62.50	62.50	125.00
Materials & Supplies	362.50	362.50	725.00
Advertising	300.00	300.00	600.00
Entertainment	225.00	225.00	450.00
<b>TOTALS</b>	<b>\$1,225.00</b>	<b>\$1,225.00</b>	<b>\$2,450.00</b>

Contact Signature:

Name Candace Kral

Date: April 24, 2025



#9

## Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2025 - December 31, 2025

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

### APPLICANT INFORMATION

#### PROGRAM INFORMATION

Project/Event Name: Second Annual ATV Ride the Soo Line

Date(s) of Project/Event: OCTOBER 4, 2025

Location of Project/Event: STARTS & ENDS at RUSTIC TRAIL, PALISADE

Organization/Community Name: Palisade Events Committee

Person in Charge of Project: DAWN QUADE

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

P.O. Box 154  
Palisade MN 56469

Contact Person's Phone #: 320.232.5776

Contact Person's Email: quadedawn@gmail.com

sec'y/Treasurer Nancy Havila  
nlwarnen@gmail.com

Description/focus/purpose of your organization:

Our non-profit organization's mission is to create, connect, and celebrate small town events for the Palisade area.

**FUNDING:**

Amount requested from Aitkin County

\$ 490

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

Amount of your organization's match

\$ 490

Total projected budget

\$ 980

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

There are big numbers locally who use the 500 Line ATV trail in & out of Palisade. This ride gives all a chance to join together for a fun, safe event. Proceeds will benefit our Swanson Park rehab project (our local City park). See attached flyer from 1<sup>st</sup> annual OCTOBER 2024.

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

Grow the numbers coming to Palisade and support our local businesses, as well as Swatara & Hill City.  
Increase the visibility of our events with signage, logo enhanced apparel & wide-ranging marketing.

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

ATV ridership is growing rapidly throughout the County. This event includes our neighboring Hill City and Swatara. Our new planned signage will direct riders - both ATV and snowmobiles - to our amenities.

List target audience: ATV Riders, local ATV clubs, all ages. Travel to the stops by car is another option to meet up.

How many people usually attend this project/event?

80-100

\$20.00 Fee for riders

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

120-130



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

Category	Grant Funds	Applicant Funds	Total
SEE	ATTACHED SPREADSHEET		
	FOR DETAILS		
TOTALS	490.00	490.00	980.00

Contact Signature: Palisade Events Committee

Name Nancy Harila Date: 5/8/2025  
secretary/treasurer



## Business Development & Recreation Grant Program Expense Budget

Project	2nd Annual Palisade ATV Ride
Date of Event	10/4/2025
Contact	Nancy Havila 612.345.1075
Grant Amount Requested	<b>\$ 490.00</b>

Projected Expenses		Grant Funds
* Pop up tent canopy for headquarters registration (also other Main Str events)	\$ 155.00	\$ 77.50
* Signage: "Event in Progress" for safety purposes at the crossroads (future events as well)	\$ 115.00	\$ 57.50
* Signage: Aitkin County Land has given us permission to post signs on the Soo Line trail right of way "Welcome to Palisade". Includes the metal stakes. X2	\$ 130.00	\$ 65.00
* Signage: the Soo Line trail parking area sign needs updating. Goal is to feature local businesses while riders are in town	\$ 150.00	\$ 75.00
T-shirts for sale: design would include our new Palisade logo featuring side by side fun. Estimate 50	\$ 250.00	\$ 125.00
Giveaways to the riders 60 x \$3. We have an updated Palisade logo on file + we would include <i>Aitkin County Naturally Better</i> .	\$ 180.00	\$ 90.00
Disbursement total	<b>\$ 980.00</b>	<b>\$ 490.00</b>

\* Note: these items can be used for all of the other various events that we host.



**SAVE THE DATE**  
**2<sup>ND</sup> ANNUAL SXS RIDE**  
**SATURDAY OCTOBER 4TH**  
**RUSTIC TRAIL**

**Raffles and  
Drawings!**

**\$20** RIDER  
FEE

**PROCEEDS GO TO S.P.A.R.K.  
FOR SWANSON PARK**

**Registration begins at 9:30.  
Rides leaves at 10:30.**

ALPINE SNOWMOBILE  
TRAIL  
PARKING AREA







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

Grant requests should be submitted by EMAIL to:  
[mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us), subject line: BD&R2025 or  
by mail to:

Mark Jeffers  
Aitkin County Government Center  
307 2nd Street NW, Room 316  
Aitkin, MN 56431

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4. The purpose of this grant fund is to leverage county funds, private funds, and volunteer efforts to enhance small business development activities in Aitkin County, with a focus on increasing sustained tourism and recreational events. Organizations may apply individually or submit a joint application. To demonstrate their commitment to the grant request, organizations must provide a 1:1 match of funds in good faith. The Aitkin County Board of Commissioners has approved this funding to be used directly for the benefit of the Aitkin County community through the Aitkin County Business Development & Recreation Grant.

### APPLICANT INFORMATION

#### PROGRAM INFORMATION

**Project/Event Name:** Green Owl Yarn & Gifts Business Development and Community Engagement

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

**Location of Project/Event:** **Organization/Community Name:** Green Owl Yarn and Gifts – Aitkin, MN

**Person in Charge of Project:**

Skye Fiedler

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

Mailing Address: 315 1<sup>st</sup> Ave SE, Aitkin, MN 56431 Physical Address: 220 ½ Minnesota Ave N, Aitkin, MN 56431

**Contact Person's Phone #:** 612-735-4222

**Contact Person's Email:** [greenowlgallery@gmail.com](mailto:greenowlgallery@gmail.com)

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

Green Owl Yarn & Gifts is a new, locally owned business set to open Memorial Day Weekend 2025 in downtown Aitkin. We specialize in quality yarn, craft kits for kids, and gifts, filling a regional gap in crafting supply retail. The business is founded by Skye Fiedler, a longtime Aitkin resident with a background in local retail and community engagement. After a health-related hiatus, Skye is returning to business with a renewed commitment to building inclusive, creative spaces in Aitkin.

Our mission is to foster community through creativity — supporting hobbyists, promoting local makers, and



attracting visitors to Aitkin's growing arts and culture scene.

**FUNDING:**

Amount requested from Aitkin County \$ 2000.00

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

Amount of your organization's match \$ 2000.00 +

Total projected budget \$ 4,000.00 +

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

Green Owl Yarn & Gifts will use this funding to:

1. Launch targeted marketing efforts to establish the store as a destination for crafters across Aitkin County and nearby regions.
2. Organize two community craft fairs currently planned for Summer of 2025 and Spring of 2026, held in the vacant lot next to the store to draw tourist traffic and create a safe space for local artisans.
3. Foster downtown foot traffic, support local makers, and create inclusive community events.

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

Primary Goals:

1. Build awareness for Green Owl Yarn & Gifts as a regional crafting resource.
2. Increase tourism-related foot traffic to downtown Aitkin.
3. Create sustainable community engagement through inclusive public events.

How It Will Be Achieved:

- Execute a phased advertising campaign (local papers, fliers, Facebook (social media), chamber newsletters).
- Host two professionally organized craft fairs featuring 8–12 local vendors each.
- Offer promotional partnerships with other downtown businesses leading up to the craft fairs so that they can be more proactive in attracting additional foot traffic.

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

- The Green Owl fills a regional market gap as the only dedicated yarn/crafting supply store between Brainerd and Grand Rapids.
- The proposed craft fairs are expected to bring **300+ visitors per event**, based on a 2024 trial that attracted over 200 attendees in a smaller venue.



- We expect **30–50 visitors daily** during peak summer weekends, generating spillover business for nearby shops and restaurants.
- The store will also serve as a creative anchor, promoting year-round engagement with seasonal displays, workshops, and artisan spotlights.

**List target audience:**

- Year-round Aitkin residents
- Tourists and seasonal cabin owners
- Regional crafters and makers from surrounding towns
- Families with children (through craft kits and youth-focused activities)

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

When a trial craft fair was held in a very small venue around 100 people came/time so it is projected that a minimum of 300 people will attend.

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

30-50 per day in the peak season

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

Category	Grant Funds	Applicant Funds	Total
Advertising & Promotion	\$1000	\$1000	\$2000
Branded Materials (signage, flyers, banners, bags, etc)	\$400	\$400	\$800
Craft Fair Supplies (tables, chairs, signage, storage bins, etc)	\$200	\$200	\$400
Community Engagement Materials (kids crafts, candy, etc)	\$200	\$200	\$200
Hospitality supplies (water, cleaning supplies, etc)	\$200	\$200	\$400
<b>TOTALS</b>	<b>\$2000</b>	<b>\$2000</b>	<b>\$4000</b>





Contact Signature: \_\_\_\_\_ Name Date: \_\_\_\_\_



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## Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2025 - December 31, 2025

1. Grant requests should be submitted by EMAIL to:  
[mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us), subject line: BD&R2025 or  
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Mark Jeffers  
Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 316  
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### APPLICANT INFORMATION

#### PROGRAM INFORMATION

Project/Event Name: *'Art For Fun - Fun For All'*  
Date(s) of Project/Event: *June / July / August 2025*  
Location of Project/Event: *Golden Horizons Aitkin, Aitkin Co. Fair, Jaques Art Center*  
Organization/Community Name: *The Jaques Art Center*  
Person in Charge of Project: *Pamela Ardell, Executive Director*  
Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):  
*121 2nd ST NW*  
*Aitkin, MN 56431*  
Contact Person's Phone #: *218-927-2363*  
Contact Person's Email: *info@jaquesart.com*  
Description/focus/purpose of your organization:

*Presenting art to community*  
*Providing classes + workshops*  
*Promoting Francis Lee Jaques Art*

**FUNDING:**

Amount requested from Aitkin County

\$ 1960.92

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

Amount of your organization's match

\$ 500.00

Total projected budget

\$ 2460.92

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

Our focus is for the summer of 2025 - Our theme is 'Art For Fun - Fun For All' from our focus on Seniors to our youngest artists. We will have 4 hour mini classes at the fair including - face painting, scratchboard, acrylic design, twinkle lights and more.

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

We want to instill a love of creativity! Our artists have years of experience and share with enthusiasm. In August we will provide these mini sessions at the art center after the FAIR. FUNDS WILL BE USED FOR NEEDED SUPPLIES.

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

Visitors are looking for exciting & FUN experiences.

**List target audience:**

From 2 - 102 years of age - Families, Seniors, Adolescence, Teens -

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

100 OR MORE WE HOPE

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

200+



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

Category	Grant Funds	Applicant Funds	Total
ART SUPPLIES	459.21		459.21
TAKE HOME	314.00		314.00
DISPLAY UNIT	262.71		262.71
ADVERTISING	425.00		425.00
5 ARTISTS PREP TIME	500.00	500.00	1000.00
<b>TOTALS</b>	1960.92	500.00	2460.92

Contact Signature:

Name Parrella Andell Date: 5/19/25



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## Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2025 - December 31, 2025

1. Grant requests should be submitted by EMAIL to:  
[mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us), subject line: BD&R2025 or  
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### APPLICANT INFORMATION

#### PROGRAM INFORMATION

**Project/Event Name:** Awning for Petals of Peace

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

**Location of Project/Event:** Petals of Peace, 209 Minnesota Ave N, Aitkin, MN 56431

**Organization/Community Name:** Petals of Peace

**Person in Charge of Project:** Arlene K. Selander

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

200 4th Ave SE, Aitkin, MN 56431

**Contact Person's Phone #:** 218-820-2813

**Contact Person's Email:** [selandercoachingandconsulting@gmail.com](mailto:selandercoachingandconsulting@gmail.com)

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

Petals of Peace by Selander Coaching and Consulting is a community resource and drop-in center. Our center is a space where every individual, regardless of their background or circumstances, can find the support and resources they need to thrive. Petals of Peace is a hub for various services, including educational programs, vocational assistance, health and wellness initiatives, and much more. We partner with local organizations and agencies to offer a wide range of programs that cater to the diverse needs of our community.





**FUNDING:**

Amount requested from Aitkin County

\$ 2000.00

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

Amount of your organization's match

\$ 2661.00

Total projected budget

\$ 4661.00

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

Please see attached sheet #1

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

Please see attached sheet #1

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

Please see attached sheet #2

**List target audience:** The community of the City of Aitkin, and communities within Aitkin County

**How many people usually attend this project/event?** Currently we serve approximately 75-100 individuals per month and with improved signage community members and visitors will be able to identify and find Petals of Peace more readily

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

With updated signage we hope to attract 50% more (138-150) individuals



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

Category	Grant Funds	Applicant Funds	Total
Awning	\$2000	\$2661	\$4661
TOTALS	\$2000	\$2661	\$4661

Contact Signature: Arlene K. Selander

Name Arlene K. Selander Date: May 19, 2025

The primary objective of this project is to install a durable, aesthetically pleasing awning over the main entrance of Petals of Peace Community Resource Center. This awning will provide shelter from inclement weather, reduce direct sunlight exposure, and create a more welcoming entry point for our visitors. The installation of a new awning will have several positive impacts on the Petals of Peace and its visitors:

- Enhanced Accessibility: The awning will provide shelter from rain and snow, making the entrance more accessible during inclement weather.

- Improved Comfort: By reducing direct sunlight exposure, the awning will create a cooler, more comfortable environment for visitors and staff.

- Increased Aesthetic Appeal: A well-designed awning will enhance the visual appeal of the center, making it a more inviting space.

- Encouragement of Utilization: A more comfortable and accessible entrance will encourage greater use of the center's services and programs.

Petals of Peace Community Resource Center is an essential part of our neighborhood, providing valuable services and a place for residents to gather and connect. The installation of a new awning will significantly enhance the accessibility, comfort, and aesthetic appeal of our facility, benefiting all who visit. We respectfully request a grant of \$2000 to fund this important project and continue improving our community space. Thank you for being so considerate.

We hope to accomplish several key objectives with the installation of a new awning at Petals of Peace. Firstly, we aim to enhance the accessibility of our facility, ensuring that visitors can enter and exit the center comfortably regardless of the weather conditions. By providing shelter from rain and snow, we will remove barriers that may prevent individuals from utilizing our services, particularly during harsh weather.

Secondly, we seek to improve the overall comfort of our center. The awning will reduce direct sunlight exposure, creating a cooler environment for both visitors and staff. This improvement in comfort will contribute to a more pleasant and inviting atmosphere, which we believe will encourage greater use of our programs and services.

Thirdly, we aim to increase the aesthetic appeal of the Community Resource Center. A well-designed awning will enhance the visual attractiveness of our building, making it a more welcoming and appealing space for residents. This enhancement will not only improve the experience for current visitors but also attract new individuals to the center.

To achieve these goals, we will hire a professional contractor to design and install the awning. The funds will be used to cover the costs associated with this project, including materials, labor, and any necessary permits. Specifically, the \$2000 grant will be allocated as follows:

- Materials: \$1200 for the purchase of durable, high-quality materials to construct the awning.
- Labor: \$600 for professional installation by a licensed contractor.
- Permits and miscellaneous expenses: \$200 for any required permits and unforeseen costs that may arise during the project.
- The remaining amount of the installation and related costs will be paid for by Petals of Peace

By carefully allocating the grant funds, we aim to ensure the successful completion of the awning installation, thereby enhancing Petals of Peace for the benefit of all who visit.

The installation of a new awning on the Petals of Peace building will have a positive and sustainable economic impact on Aitkin County. By enhancing the accessibility, comfort, and aesthetic appeal of our center, we will attract more visitors to the facility, including those who might not have previously considered using our services due to weather-related barriers. A more inviting and comfortable environment will encourage individuals to spend more time at the center, participating in various programs and activities.

This increased foot traffic will, in turn, benefit local businesses as visitors may take advantage of nearby shops and services before or after their visit to Petals of Peace. Additionally, the project will create job opportunities for local contractors and suppliers, contributing to the local economy. By choosing to invest in high-quality materials and professional installation, we are supporting skilled labor in the area, promoting sustainable economic growth.

Ultimately, the improved Petals of Peace Community Resource Center will become a focal point for social, cultural, and recreational activities, fostering a stronger sense of community and drawing more people to Aitkin County. The long-term benefits of this project will be felt by residents and visitors alike, as the enhanced facility continues to serve as a vital resource for all.



STYLE: AWNING RECOVER  
 QUANTITY: 1  
 MATERIAL: SUNBRELLA LINEN  
 VALANCE: 8" STRAIGHT  
 GRAPHICS: 3-COLOR PAINTED

This drawing is the property of:

**Advanced Design**  
 Awnings & Signs

ADVANCED DESIGN AWNINGS & SIGNS, INC.  
 1600 29TH STREET  
 CLOQUET, MN 55720  
 PH: 218.879.9712 / 800.566.8368  
 FX: 218-879-2936  
 www.advancedawning.com

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SALES: EA  
 DESIGN: FM  
 DATE: 02.03.25  
 REVISION: 0 / 00.00.2025

## PETALS OF PEACE

209 Minnesota Ave.  
 Aitkin, MN

PROJECT TYPE:  
 Awning recover

APPROVAL \_\_\_\_\_

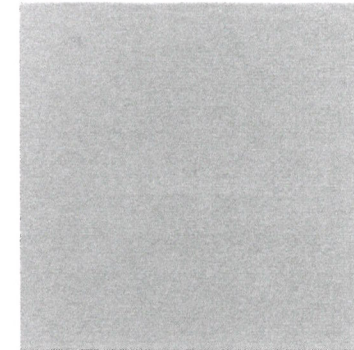
## PRODUCTION-READY

REF: City of Aitkin

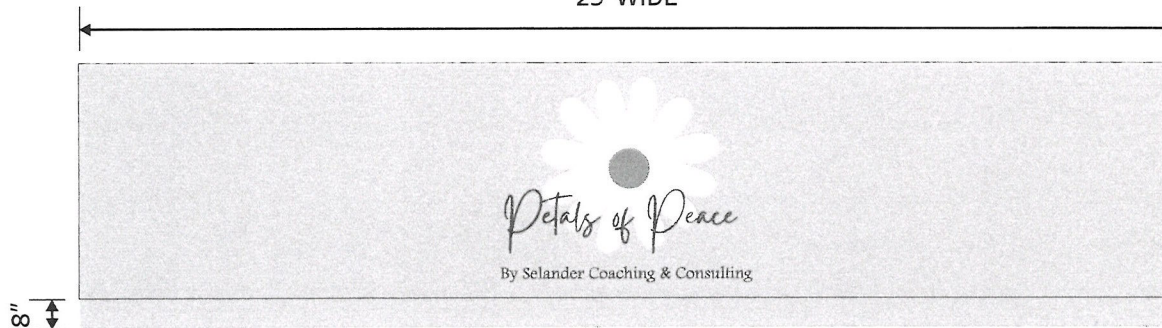
PAGE: 1

Note: Colors in this printout are meant to be representative only and not exact. Manufacturer's color samples to be used to verify colors.

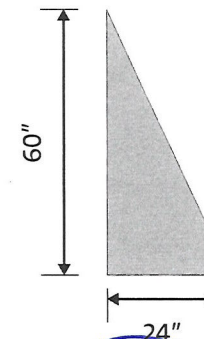
Note: Upon customer signature, production may begin and engineering charges may be applied, if customer requests additional changes



25' WIDE



Vectorized art needed



EA  
 to  
 send

Aitkin  
 EA





*Leaders in design, fabrication & installation of customized illuminated signs, awnings and canopies since 1994.*

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Manufacturing Facility: 1600 29<sup>th</sup> St., Cloquet, MN 55720   Cloquet: 218.879.9712.   Minneapolis: 612.870.7634

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**Proposed by:** Eric Anderson | **E:** eric@advanceddesign.biz | **C:** 218.393.1109

**BILL TO:**

**PETALS OF PEACE**  
209 MINNESOTA AVE.  
AITKIN, MN 56431

**SHIP TO:**

**PETALS OF PEACE**  
209 MINNESOTA AVE.  
AITKIN, MN 56431

**CONTACT:** Arlene Selander

**EMAIL:** selandercoachingandconsulting.com

**CELL:** 218.820.2813

**PROJECT REF:** Petals of Peace

**PROPOSAL DATE:** 2.3.2025

**EXPIRES:** IN 15 DAYS

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**EXTERIOR AWNING REWRAP/RECOVER**

<b>QTY.</b>	1
<b>STYLE/SHAPE:</b>	MANSARD W/VALANCE
<b>LENGTH:</b>	25' WIDE
<b>HEIGHT:</b>	5'
<b>PROJECTION</b>	2'
<b>FACE:</b>	8"
<b>POLES:</b>	NONE
<b>GRAPHICS:</b>	STENCIL PAINTED "PETALS OF PEACE" LOGO
<b>VALANCE:</b>	8" SOLD/STRAIGHT
<b>LIGHTS:</b>	NONE
<b>EGGRATING:</b>	NONE
<b>FABRIC</b>	REWRAP W/SUNBRELLA'S LINEN
<b>FRAME:</b>	EXISTING, 1" AL. TUBE FRAMING
<b>INSTALLATION:</b>	REMOVE EXISTING, RE-INSTALL NEWLY REWRAPPED AWNING
<b>PROJECT TOTAL</b>	<b>\$4,361.00+Tax</b>

Advanced Design Awnings & Signs Authorized Signature \_\_\_\_\_ Dated: 1/31/2025  
Eric Anderson

I understand the above credit and collection terms.

Customer's Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_

Name (Please Print) \_\_\_\_\_ Title (Please Print) \_\_\_\_\_

Deposit Check # \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_



## Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2025 - December 31, 2025

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

### APPLICANT INFORMATION

#### PROGRAM INFORMATION

**Project/Event Name:** Tamarack City Park Pollinator Garden

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

**Location of Project/Event:** Tamarack, MN

**Organization/Community Name:** Tamarack Activities Club

**Person in Charge of Project:** Debra Drexler

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

Cheryl Meld, President of TAC  
 42555 110th Ave  
 Tamarack, MN 55787

**Contact Person's Phone #:** 612/743-4329

**Contact Person's Email:** ddrexler57@gmail.com

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

See attachment



**FUNDING:**

Amount requested from Aitkin County

\$ 812

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

Amount of your organization's match

\$ 813

Total projected budget

\$ 1625

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

See attachment

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

See attachment

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

See attachment

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**List target audience:**

See attachment

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

See attachment

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

See attachment



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

Category	Grant Funds	Applicant Funds	Total
<b>TOTALS</b>			

Contact Signature:

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



## Aitkin County Business Development & Recreation Grant Program

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

The Tamarack Activities Club is a group of local residents who plan and carry out a variety of events to help maintain and build the feeling of community and pride in our small Aitkin County town.

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

The Tamarack Activities Club plans to construct a 10-foot by 30-foot fenced pollinator friendly flower garden. TAC will plan, purchase, and plant native flowering plant species in a new garden patch at the north end of Tamarack City Park. We will rototill the area using a volunteer with a garden tiller, take a soil sample, perform a soil test (processed by the University of Minnesota Soil Testing Laboratory), and amend the soil with black dirt, compost and peat as necessary. We will install a welded wire fence, completely surrounding the garden to discourage deer, dogs, and humans from disturbing the plants. (An access gate will also be included). Small signs identifying the species of plant and the expected pollinators will be staked in the garden. Deb Drexler has committed to coordinate maintenance of the garden plot for the next three years (2025-2027). Volunteers performing maintenance are expected to be recruited from the TAC.

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

We hope to grow fifteen species of flowering plants that are known to attract bees, butterflies, and birds. Residents and visitors will learn about the value of pollinator habitat development and conservation as they enjoy the flowering plants and observe pollinators in a natural environment. Volunteer labor from TAC and the community of Tamarack will prepare the site, install the plants, and build the fence. We will use the grant funds to purchase soil, seedling plant plugs, wire fencing and metal fence poles.

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

As interest in gardening and helping pollinators survive has increased in the last few years, people are traveling to visit established pollinator garden sites. Our park is already a favorite

rest area for travelers along Highway 210. Adding a well-kept pollinator garden with interpretive signs listing the names of the plant and the pollinators expected to visit it will entice people to visit Tamarack.

Throughout the spring, summer, and fall months, people come to Tamarack City Park from the surrounding area including Jacobson, Brainerd, Lawler, and the lakes area north of Tamarack. Children can be seen playing on the playground equipment, shooting hoops on the basketball court, throwing Frisbees, playing baseball, playing tetherball, and using the clean restrooms. The park is the site of many family and community events that utilize the newly constructed picnic shelter near our proposed garden area.

**List target audience:**

We welcome everyone visiting Aitkin County who wants to enjoy the beauty of a pollinator garden and those in search of ideas for starting or adding to their own flower gardens: visitors and residents of all ages.

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

Although we do not have data on the number of people who play in the park or stop to use the restrooms, we estimate that our 4<sup>th</sup> of July picnic (including the pie sale and fireworks display) attracts 400 people, the Hey Day Celebration on the first Saturday in August attracts 2,500 people, and approximately 500 people attend ceremonies and family gatherings in the Park Pavilion throughout the year.

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

We hope to attract 500 incremental visitors throughout the year. Through various media announcements we will invite the public to come see the progress we have achieved and show visitors how they might start their own pollinator garden!



## Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2025 - December 31, 2025

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### APPLICANT INFORMATION

#### PROGRAM INFORMATION

**Project/Event Name:** 4th of July Festival

**Date(s) of Project/Event:** July 4th, 2025

**Location of Project/Event:** within the city of Hill City, MN

**Organization/Community Name:** Hill City Events Committee

**Person in Charge of Project:** Sue Kaslow

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

125 Lake Avenue

PO Box 160

Hill City, MN 55748

**Contact Person's Phone #:** 218-244-3422

**Contact Person's Email:** suekaslow@yahoo.com

**Description/focus/purpose of your organization:** To provide events that bring residents and visitors to the area. Ensuring each event is planned, organized, and executed effectively while fostering a sense of belonging within each event.



**FUNDING:**

Amount requested from Aitkin County

\$2,000.00

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

Amount of your organization's match

\$15,500.00

Total projected budget

\$17,500.00

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

See Attached

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

See Attached

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

See Attached

**List target audience:**

The target audience for the 4th of July festival is families.

**How many people usually attend this project/event?** 4-5,000 people

**If awarded, how many incremental visitors do you hope to attract?** 3,000



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

*Free?*

Category	Grant Funds	Applicant Funds	Total
Entertainment- Hudson Magic, bounce houses, games	\$2,000	\$3,000	\$5,000
Advertisement		\$500.00	\$500.00
Bleachers, portable bathrooms, dumpsters		\$3000	\$3000
Fundraisers		\$1500	\$1500
Fireworks		\$7000	\$7000
Miscellaneous		\$500	\$500
<b>TOTALS</b>	\$2000	\$15500	\$17500

Contact Signature:

Name

*Sue Kaslon*

Date:

*05/21/2025*



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

The 2025 Hill City Events Committee's 4th of July Festivity marks its 121st year, continuing its legacy as a beloved tradition in Aitkin County. Each year, thousands of visitors from surrounding communities gather to celebrate freedom and unity through a vibrant lineup of festivities, including a parade, games, vendors, sports tournaments, live music, and a dazzling fireworks display.

As costs rise and volunteer numbers decline, the event evolves with fresh and creative attractions to draw crowds. This year's entertainment features Hudson Magic, performing after the ever-popular sawdust pile tradition, where children excitedly dive into heaps of sawdust to uncover hidden coins—a messy but cherished activity filled with laughter. Bounce houses remain a favorite, ensuring endless fun for young attendees.

The celebration concludes with a breathtaking fireworks display over Hill Lake, hosted by the Hill City Fire Department. The reflection of vibrant bursts on the water creates a mesmerizing scene, reminding all in attendance of the deep significance of Independence Day.

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

This event brings together people from all backgrounds to celebrate national pride and patriotism, fostering a strong sense of unity. In addition to its cultural significance, the gathering provides a valuable economic boost to the small community, attracting visitors and supporting local businesses. The grant funds will be utilized to help support and pay for the entertainment. By ensuring that all activities remain free, the event creates an inclusive experience, allowing everyone to participate without financial barriers.

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

With a population of 613, Hill City Events Committee depends on the annual 4th of July Festival to drive economic growth, as it draws 4,000–5,000 visitors from surrounding communities. Local businesses rely on this event for revenue, helping sustain them throughout the year.

For over a century, the festival has been a cherished tradition, bringing back returning guests and attracting new visitors through word-of-mouth. To enhance the experience

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and encourage longer stays, the event continues to introduce new entertainment, increasing engagement and local spending.

Grant funding will support key entertainment elements, including Hudson Magic, bounce houses, and game supplies. By securing these funds, the events committee ensures the festival remains free and accessible to all attendees.

As visitors explore Hill City, many will seek accommodations, leading to an economic ripple effect. Local campgrounds and hotels—both within Hill City and throughout Aitkin County—will benefit from increased tourism, further supporting small businesses in the region.



# Board of County Commissioners Agenda Request

**9A**  
Agenda Item #

**Requested Meeting Date:** April 22, 2025

**Title of Item:** County/Administration related Updates

<input checked="checked" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<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> Mark Jeffers		<b>Department:</b> Economic Development/Administration
<b>Presenter (Name and Title):</b> Mark Jeffers		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> County/Administration related updates presented to the Board.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<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>		



## Aitkin County Board of Commissioners Committee Reports Forms

# 10A

Agenda Item #

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