



# Board of County Commissioners Agenda Request



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

**Title of Item:** Approve Memorandum of Understanding with Itasca County

<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> 5 minutes
<b>Summary of Issue:</b> Currently, Itasca County Environmental Services does not have a certified Advanced Septic System Designer/Inspector. Aitkin County Zoning Officer Jody Grund received his certification in 2024. Assisting on an "as-needed" basis and with compensation to Aitkin County, Environmental Services is willing to assist Itasca County with the consultation, review, and inspection of advanced septic systems.  A draft Memorandum of Understanding (MOU) is attached for your review and identical to the Aitkin - Crow Wing County MOU approved on June 24, 2025. The County Attorney has reviewed the MOU.	
<b>Alternatives, Options, Effects on Others/Comments:</b> Motion not to approve the MOU between Aitkin County and Itasca County.	
<b>Recommended Action/Motion:</b> Motion to Approve the MOU between Aitkin County and Itasca County.	
<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> Anticipate a modest revenue with 3-5 inspections annually.	

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

**MEMORANDUM OF AGREEMENT  
BETWEEN  
AITKIN COUNTY THROUGH ITS ENVIRONMENTAL SERVICES DEPARTMENT  
AND  
ITASCA COUNTY THROUGH ITS ENVIRONMENTAL SERVICES DEPARTMENT  
FOR  
ADVANCED SEPTIC SYSTEM DESIGN REVIEW AND INSPECTION**

WHEREAS, in accordance with Minnesota Rules 7083, advanced septic systems must be reviewed, approved, and inspected by properly certified advanced designers and inspectors, and

WHEREAS, due to the increase in mid and large-sized septic systems being designed, reviewed, and installed within Itasca County, there is a shortage of certified advanced designers and inspectors, and

WHEREAS, currently Itasca Environmental Services does not have a certified Advanced Septic System Designer/Inspector to review and approve advanced systems for the County, and

WHEREAS, Itasca Environmental Services, an official agency of said county, has requested assistance in the design, review, and inspection of advanced septic systems from Aitkin County Environmental Services, and

WHEREAS, Aitkin County Environmental Services, hereinafter Aitkin County, is empowered by the Aitkin County Board of Commissioners to offer design, review, and inspection services of advanced septic systems for Itasca County, upon their request,

**THEREFORE IT IS AGREED THAT,**

1. Aitkin County shall be available for consultation on inquiries related to advanced septic system design, review, and inspection.
2. Aitkin County shall provide advanced system design review services.
3. Aitkin County shall provide advanced system inspection services.

**Consideration and Terms of Payment:**

A. Consideration of all services performed, and goods supplied pursuant to this agreement shall be paid by Itasca County Environmental Services to Aitkin County Environmental Services as follows:

1. The employee services rate at \$100.00 per hour for review or inspection services. If inspection services are required, hours will be calculated from the time of departure from Aitkin, Minnesota until return to Aitkin, Minnesota.
2. Reimbursement for mileage will be at the employee rate as set by the Aitkin County Board of Commissioners. This amount shall not exceed the maximum allowed by the IRS. Aitkin County shall be reimbursed for mileage costs by Itasca County.
3. Aitkin County Environmental Services shall be reimbursed for reasonable cost of any materials used.
4. Aitkin County Environmental Services shall be reimbursed for the cost of any tests performed.

**Terms of Agreement:**

This agreement shall commence on the 15<sup>th</sup> day of July 2025 and shall run continuously until either party notifies the other in writing of intent to cancel with at least sixty (60) days notice.

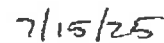
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Aitkin County Environmental Services Director

\_\_\_\_\_  
Date

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Chair, Aitkin County Board of Commissioners

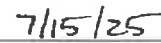
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Date

  
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Itasca County Environmental Services Director

  
7/15/25

\_\_\_\_\_  
Date

  
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Chair, Itasca County Board of Commissioners

  
7/15/25

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Date