



ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: September 9, 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: 2558 178 4678

Meeting Password: 7282

9:00 a.m.

1) J. Mark Wedel, County Board Chair

- A) Call to Order
- B) Pledge of Allegiance
- C) Approval of the Agenda
- D) Introduction of David Minke, County Administrator

9:00 a.m.

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

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

A) Correspondence File-
August 26, 2025 - September 8, 2025

B) Approve County Board Minutes-
August 26, 2025

C) Approve Electronic Funds Transfers
EFT Report thru 09.01.25

D) Approve Auditor Vouchers-
Auditor Warrants - HHS 08.22.25

E) Approve Manual Warrants/Voids/Corrections-
Manual Warrants 08.22.25

F) Approve Manual Warrants/Voids/Corrections-
Manual Warrants - HHS 08.22.25

G) Approve Commissioner's Vouchers
Commissioner Warrants 08.29.25

H) Approve Auditor Vouchers-
Auditor Warrants 08.29.25

I) Adopt Resolution-
App for Temporary On Sale Liquor License - Jacobson Community Center 10.2025

J) Adopt Resolution-
App for Temporary On Sale Liquor License - Jacobson Community Center 11.2025

K) Approve Auditor Vouchers-
Auditor Warrants - HHS 08.29.25

L) Approve Manual Warrants/Voids/Corrections-
Manual Warrants 08.29.25

M) Approve-
Affidavit for Duplicate of Lost Warrant - Riber

N) Approve Manual Warrants/Voids/Corrections-
ELAN 08.14.25

O) Approve-
Job Re-evaluation (Chief Deputy Treasurer)

P) Approve Auditor Vouchers-
Auditor Warrants 09.05.25

9:05 a.m.

- 3) Jim Bright – Facilities Coordinator
A) HHS Remodel & Garage Sale Updates

9:15 a.m.

- 4) Kathleen Ryan – County Auditor
A) Overpayment of Minerals Management - Information Only
B) Taconite Credit Error - Information Only
C) 2026 Preliminary Budget Presentation - Direction Requested
D) Review 2026 Appropriations - Discussion Item
E) 2026 Commissioner Salaries - Direction Requested

10:05 a.m.

- 5) Mark Jeffers – Economic Development Coordinator
A) ED Grant Award Update - Discussion Item
B) Approve 2026 Business Development & Recreation Grant Program
C) Approve 2026 Revitalization Grant Program
D) Approve Housing Development & Redevelopment Program
E) County/Administration related Updates

10:40 a.m.

- 6) Board of Commissioners
A) Commissioner Committee Reports

ADJOURN



2B

AITKIN COUNTY BOARD OF COMMISSIONERS

August 26, 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 8:58 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

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 by:

Ken Sizemore, Angie's Meats Owner, gives updates.

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-

August 12, 2025 - August 25, 2025

B) Approve County Board Minutes-

August 12, 2025

C) Approve Electronic Funds Transfers

Total	\$3,943,415.85
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D) Approve Auditor Vouchers-

Auditor Warrants - HHS 08.08.25

HHS	\$80,558.93					Total	\$80,558.93
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E) Approve Manual Warrants/Voids/Corrections-

ELAN 07.31.25

General	\$3,775.78	Trust	\$2,233.99	R&B	\$459.94	HHS	\$641.62
						Total	\$7,111.33

F) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 08.08.25

General	\$1,466.03	State	\$110,146.95	Taxes	\$78.40	LLCC	\$494.55
						Total	\$112,185.93

G) Approve Commissioner's Vouchers

Commissioner Warrants 08.15.25

General	\$160,449.84	Reserves	\$64.08	R&B	\$71,752.18	HHS	\$3,950.90
State	\$8,483.00	Trust	\$23,470.53	Forest	\$24,624.47	Taxes	\$21,768.00
LLCC	\$4,179.04	Parks	\$23,978.95	COVID	\$1,500.00	Total	\$344,220.99

H) Approve Auditor Vouchers-

Auditor Warrants - R&B 08.15.25

R&B	\$2,699,199.75					Total	\$2,699,199.75
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I) Approve Manual Warrants/Voids/Corrections-

ELAN 08.14.25

General	\$4,177.48					Total	\$4,177.48
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J) Approve Auditor Vouchers-

Auditor Warrants - HHS 08.15.25

HHS	\$58,553.39					Total	\$58,553.39
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K) Approve-

Approval of Advisory Committee Appointee

L) Approve-

Equipment Purchase - Audio/Video Equipment

M) Approve-

Mutual Aid Agreement 2025-2027 Contract No. 90509

N) Approve Auditor Vouchers-

Auditor Warrants - 08.22.25

General	\$9,000.00	R&B	\$336,975.43			Total	\$345,975.43
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Regular Agenda

3A Dan Guida – County Sheriff

Informational Only

2026 Sheriff's Office Budget

RESULT: INFORMATIONAL ONLY**MOVER:****SECONDER:**

4A Dennis Thompson – Land Commissioner

Informational Only

2026 Proposed Land Department Budget

RESULT: INFORMATIONAL ONLY**MOVER:****SECONDER:**

5A John Welle – County Engineer

Informational Only

2026 Budget Presentation

RESULT: INFORMATIONAL ONLY**MOVER:****SECONDER:**

6A Carli Goble - Health & Human Services Fiscal Supervisor

Informational Only

2026 Presentation of Draft H&HS Budget

RESULT: INFORMATIONAL ONLY**MOVER:****SECONDER:**

7A Jim Bright – Facilities Coordinator

Motion to:

Adopt Resolution - Contract for Commissioning Services for HHS Remodel Project

RESULT: APPROVED (5 TO 0)**MOVER:** Commissioner Laurie Westerlund**SECONDER:** Commissioner Bret Sample**Resolution #** 20250826-103

8A Mark Jeffers – Economic Development Coordinator

Informational Only

ATV Economic Impact Study - Information Only

RESULT: INFORMATIONAL ONLY

MOVER:

SECONDER:

8B Mark Jeffers – Economic Development Coordinator

Informational Only

County/Administration Related Updates

HHS Remodel updates, AMC Fall Conference and AMC Annual Conference reminders

9A Board of Commissioners

Informational Only

Commissioner Committee Reports

Planning Commission, AMC Strategic Planning Retreat, Arrowhead Economic Opportunity Agency, Facilities, Budget Committee, AMC Demography webinar, Community Food Shelf, Aitkin Economic Development Administration

Motion to Adjourn

Motion made at 11:04 a.m.

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Michael Kearney

Next Meeting: Tuesday, September 9, 2025

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

John Welle
County Engineer



Board of County Commissioners Agenda Request



Requested Meeting Date: 9/9/2025

Title of Item: EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <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*
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru 9/1/2025		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <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 September 1, 2025 Board Meeting September 9, 2025**

Abstract Number	Date	Amount	Reason
22372	8/22/2025	\$774,071.22	Payroll Abstract
22373	8/22/2025	\$336,975.43	Auditor Abstract
22374	8/22/2025	\$12,708.33	Auditor Abstract
22375	8/22/2025	\$466.17	Manual Abstract
22376	8/22/2025	\$1,413.51	Manual Abstract
22377	8/29/2025	\$89,655.04	Commissioner Abstract
22378	8/29/2025	\$98,918.00	Auditor Abstract
22379	8/29/2025	\$44,155.09	Auditor Abstract
22380	8/29/2025	\$8,508.17	Manual Abstract
			\$0
			Voids/No ACH
			22367
			22368
			22369
			22370
			22371
		\$1,366,870.96	

S:Board Report:2025 EFT Board Report Thru Date



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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
14590	ACKLEY/ISAAC	287.79	3 Transactions
88284	Aitkin Co Recorder	13.00	1 Transactions
10286	Arrows Family Services	280.00	1 Transactions
10627	Capello/Nicholas	734.07	6 Transactions
10399	Cox/Lisa	71.56	1 Transactions
10342	DHS-Anoka Metro Rtc	500.00	1 Transactions
9220	Dhs-Msop	10,567.90	4 Transactions
89965	DHS-ST PETER-SEE LIST	3,577.40	1 Transactions
9590	FFF Enterprises	7,475.08	1 Transactions
10580	Fossum/Jozee	236.15	3 Transactions
13830	HAMDORF/BREA	42.74	1 Transactions
10605	Herrick/Richard	269.03	2 Transactions
10526	Jarvela/Jennifer	94.72	2 Transactions
9102	JOHNSON/BRAD & MELISSA	450.00	1 Transactions
11072	Lutheran Social Service MN Guardianship	510.45	2 Transactions
90318	McKesson Medical	73.12	1 Transactions
88127	MFWCAA CONFERENCE	1,625.00	1 Transactions
9135	Peysar/Lois	460.34	4 Transactions
13624	Quadient Leasing USA, Inc	2,518.83	3 Transactions
9489	Redwood Toxicology Laboratory, Inc	297.10	9 Transactions
10394	Resource Training & Solutions	2,000.00	8 Transactions
5774	Riverwood Healthcare Clinic	1,250.00	1 Transactions
10656	Riverwood McGregor Pharmacy	58.98	1 Transactions
13876	SCHOENROCK/ADAM	248.14	2 Transactions
86177	Sheriff Aitkin County	60.00	1 Transactions
86944	Sheriff Crow Wing County	80.00	1 Transactions
9567	THOMPSON/ANESSA	165.95	2 Transactions
10440	Young/Griffin	498.37	3 Transactions
Final Total		34,445.72	28 Vendors 67 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	34,445.72	Health & Human Services
All Funds	34,445.72	Total

Approved by,

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WLB1
8/22/25 11:50AM

Aitkin County



2E

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	560.51	9 Transactions		
1 Fund Total:		560.51	General Fund	1 Vendors	9 Transactions

WLB1
8/22/25 11:50AM
13 Taxes & Penalties

Aitkin County



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

Page 3

Vendor No.	Name	Amount			
8410	Bremer Bank	304.00	1 Transactions		
13 Fund Total:		304.00	Taxes & Penalties	1 Vendors	1 Transactions

WLB1

8/22/25

11:50AM

19 Long Lake Conservation Cen

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 4

Vendor Name
No.

Amount

8410 Bremer Bank

339.00

1 Transactions

19 Fund Total:

339.00

Long Lake Conservation Center

1 Vendors

1 Transactions

WLB1
8/22/25 11:50AM
21 Parks

Aitkin County



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

Page 5

Vendor	<u>Name</u>	<u>Amount</u>			
8410	Bremer Bank	210.00		3 Transactions	
21 Fund Total:		210.00	Parks	1 Vendors	3 Transactions
Final Total:		1,413.51	4 Vendors	14 Transactions	

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	560.51	General Fund
13	304.00	Taxes & Penalties
19	339.00	Long Lake Conservation Center
21	210.00	Parks
All Funds	1,413.51	Total

Approved by,

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WLB1
8/22/25 11:39AM

Aitkin County



2F

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

Page 1

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLB1
8/22/25 11:39AM
5 Health & Human Services

Aitkin County



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

Page 2

Vendor	<u>Name</u>	<u>Amount</u>			
8410	Bremer Bank	466.17		1 Transactions	
5 Fund Total:		466.17	Health & Human Services	1 Vendors	1 Transactions
Final Total:		466.17	1 Vendors	1 Transactions	

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	466.17	Health & Human Services
All Funds	466.17	Total

Approved by,
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WLB1
8/25/25 2:13PM

Aitkin County



2G

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

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLB1

8/25/25

2:13PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 2

1 General Fund

Vendor No.	Name	Amount	
9562	Advanced Business Methods, Inc.	727.16	4 Transactions
86222	Aitkin Independent Age	429.23	8 Transactions
170	Aitkin Motor Company	2,965.58	4 Transactions
9561	Amazon Business	1,315.34	12 Transactions
10728	American Screening Corp.	1,045.55	1 Transactions
14563	Anoka County Corrections	11,735.25	1 Transactions
10651	APG Media	9.80	1 Transactions
10452	AT&T Mobility	244.61	1 Transactions
14578	AutoSmith	7,026.25	1 Transactions
14568	Axon Enterprise, Inc	558.30	1 Transactions
552	Betley/Terry J	200.00	2 Transactions
9757	Brightly Software, Inc	9,691.87	1 Transactions
10118	Bristow/Jane	262.30	2 Transactions
783	Canon Financial Services, Inc	973.77	4 Transactions
999999000	CARLSTROM/ALEX	550.00	1 Transactions
880	Carlton County Sheriff's Office	50.00	1 Transactions
999999000	Cheryl Raushel Trustee	150.00	1 Transactions
966	Chisago County Sheriff's Office	70.00	1 Transactions
15142	Christensen/Charles	316.20	4 Transactions

WLB1

8/25/25

2:13PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 3

1 General Fund

Vendor No.	Name	Amount	
5893	CTC - 446126	155.00	1 Transactions
10855	Culligan Soft Water	60.80	1 Transactions
9539	Dunn County Clerk of Courts	6.25	1 Transactions
10231	eGoldfax	207.13	1 Transactions
9762	Faul Psychological PLLC	665.00	1 Transactions
1775	Galls LLC	1,188.22	6 Transactions
5813	Goodhue County Sheriff's Dept	75.00	1 Transactions
14559	Goodin Company	659.45	1 Transactions
4173	Grams/Lori	465.27	3 Transactions
15362	GuidePoint Pharmacy #114 Aitkin	2,277.80	2 Transactions
10119	Kearney/Michael	479.50	1 Transactions
14832	Kulifaj / Stephen	86.60	2 Transactions
11990	Lange/David	136.50	2 Transactions
252	Lynn Peavey Company	280.62	1 Transactions
9208	Mapes FNP-C, Mary	6,250.00	1 Transactions
14071	Marco Technologies LLC	1,934.60	1 Transactions
3150	Mille Lacs Co Sheriff	9,000.00	1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	516.77	1 Transactions
13724	Minnesota Continuing Legal Education	475.00	1 Transactions
89765	Minnesota Elevator, Inc	1,382.50	1 Transactions

WLB1

8/25/25

2:13PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 4

1 General Fund

Vendor No.	Name	Amount	
3195	MNCCC LOCKBOX	190.00	1 Transactions
10506	Neumann/Gregory J	262.30	2 Transactions
89081	North Memorial Health Care	14,760.00	4 Transactions
13850	NORTHSTAR	192.82	1 Transactions
10412	O'Reilly Auto Parts	25.97	1 Transactions
3336	Office Of MN. IT Services	1,338.65	1 Transactions
3716	Olson/Cathleen M	8.04	1 Transactions
3789	Pan-O-Gold Baking Company	261.68	3 Transactions
3810	Paulbeck's County Market	7.42	1 Transactions
13412	Pemberton, Sorlie, Rufer & Kershner PLLP	435.00	1 Transactions
9808	Performance Foodservice	9,148.63	3 Transactions
11947	Phoenix Supply	1,634.00	3 Transactions
13613	PRIA	60.00	1 Transactions
13722	Quadient (Treasurer)	3,530.33	1 Transactions
8454	Ramsey County Sheriff	660.00	6 Transactions
4010	Rasley Oil Company	444.38	2 Transactions
9489	Redwood Toxicology Laboratory, Inc	241.53	1 Transactions
84172	Riverwood Healthcare Center	540.00	5 Transactions
89796	Ryan/Kathleen	345.00	2 Transactions
11590	Safetyhub Inc	1,195.00	1 Transactions

Aitkin County



1 General Fund

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor No.	Name	Amount	
4412	Sherburne County Sheriff's Office	80.00	1 Transactions
86944	Sheriff Crow Wing County	80.00	1 Transactions
91202	Sheriff Scott County	95.00	1 Transactions
10879	Shred-It	265.89	1 Transactions
999999000	SLUSARCZYK/JOHN	150.00	1 Transactions
13424	Sonnee/Dennise J	101.50	2 Transactions
4681	Streichers	2,020.19	3 Transactions
10730	Tactical Advantage, LLC	2,433.09	1 Transactions
13005	Tactical Solutions	630.00	1 Transactions
86235	The Office Shop Inc	110.54	5 Transactions
13934	The Tire Barn	507.95	2 Transactions
5173	Thomson Reuters-West Publishing	2,213.41	2 Transactions
10930	Tidholm Productions	261.75	2 Transactions
9894	Vault Health	230.06	2 Transactions
8612	Veenker/Thomas H	215.40	2 Transactions
3518	Voyageur Press Of Mcgregor, Inc	45.00	1 Transactions
5062	Washington Co Sheriffs Office	160.00	1 Transactions
11507	Waste Management of Minnesota, Inc	18,507.02	1 Transactions

1 Fund Total:	128,010.77	General Fund	77 Vendors	152 Transactions
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Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Name	Amount			
173	City Of Hill City	2,000.00	1 Transactions		
10474	Nistler/Alex	155.51	1 Transactions		
2 Fund Total:		2,155.51	Reserves Fund	2 Vendors	2 Transactions

WLB1

8/25/25

2:13PM

3 Road & Bridge

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 7

Vendor No.	Name	Amount	
195	Aitkin Tire Shop	1,120.00	1 Transactions
9561	Amazon Business	115.95	1 Transactions
10727	BERNDT/STEVE	200.00	1 Transactions
783	Canon Financial Services, Inc	192.60	1 Transactions
12003	Carlson/Matt	848.60	8 Transactions
8048	Cemstone Products Company	10,391.84	2 Transactions
14887	Cintas Corporation	45.95	2 Transactions
5893	CTC - 446126	350.00	1 Transactions
10658	D.R. Lundquist Excavating Inc	150.00	1 Transactions
2089	Heartland Tire Inc	636.06	3 Transactions
10295	Knife River Corporation	42,661.01	4 Transactions
91187	Lake Country Power	428.88	5 Transactions
2941	M R Sign Co Inc	4,570.08	10 Transactions
12927	Midwest Machinery Co.	202.36	2 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	1,810.36	13 Transactions
9692	Minnesota Energy Resources Corporation	49.58	1 Transactions
3555	Newman Signs Inc	869.24	1 Transactions
10720	Nuss Truck Group Inc	11,551.03	2 Transactions
9671	Pitney Bowes Global Financial Services	81.30	1 Transactions

Aitkin County



3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount			
11900	Pomp's Tire Service, Inc	2,064.22	3 Transactions		
13116	Rally Snares	1,424.47	12 Transactions		
999999000	ROBERTS/BRANDON	500.00	1 Transactions		
11605	Shred Right	42.53	1 Transactions		
8505	Texas Refinery Corp	2,432.00	1 Transactions		
12788	Timmer Implement of Aitkin	22.30	5 Transactions		
6097	Verizon Wireless	467.66	1 Transactions		
10724	Village Laundromat LLC	52.25	1 Transactions		
3 Fund Total:		83,280.27	Road & Bridge	27 Vendors	85 Transactions

WLB1
8/25/25 2:13PM
10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

Vendor No.	Name	Amount			
50	Aitkin Body Shop, Inc	512.15	2 Transactions		
86222	Aitkin Independent Age	63.00	1 Transactions		
9561	Amazon Business	114.35	3 Transactions		
13725	Beartooth Hardware Inc	52.33	1 Transactions		
5893	CTC - 446126	350.00	1 Transactions		
1419	Demenge/Mark	1,450.80	1 Transactions		
12589	Haapoja/George	2,062.36	1 Transactions		
2340	Hyytinen Hardware Hank	10.98	1 Transactions		
10697	Midsota Trailer Sales	132.22	2 Transactions		
12927	Midwest Machinery Co.	22.37	2 Transactions		
5791	Sappi	1,811.25	1 Transactions		
13934	The Tire Barn	225.94	1 Transactions		
10180	WEX Bank - Land Dept	3,563.85	1 Transactions		
10 Fund Total:		10,371.60	Trust	13 Vendors	18 Transactions

WLB1
8/25/25 2:13PM

13 Taxes & Penalties

Aitkin County

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



Vendor No.	Name	Amount			
999999000	ESTATE OF NICK HEDLUND	135.02	1 Transactions		
999999000	FEIST/KRISTI	28.25	1 Transactions		
13 Fund Total:		163.27	Taxes & Penalties	2 Vendors	2 Transactions

WLB1

8/25/25

2:13PM

19 Long Lake Conservation Cen

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 11

Vendor No.	Name	Amount			
9562	Advanced Business Methods, Inc.	198.62	2 Transactions		
657	Aitkin Glass Service Inc.	329.83	1 Transactions		
9561	Amazon Business	103.31	1 Transactions		
999999000	BARNHARST/TANNER	100.00	1 Transactions		
943	Cook Logging	11,000.00	1 Transactions		
8819	Mille Lacs Energy Coop-Aitkin	531.35	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea	2,487.61	5 Transactions		
3810	Paulbeck's County Market	163.24	2 Transactions		
999999000	PETERSEN/MARK	278.00	1 Transactions		
10076	PFS Minnesota	1,651.16	2 Transactions		
10034	Sorben Honey	204.00	1 Transactions		
10930	Tidholm Productions	24.95	1 Transactions		
4968	Upper Lakes Foods, Inc	3,100.35	4 Transactions		
19 Fund Total:		20,172.42		Long Lake Conservation Center	13 Vendors
					23 Transactions

WLB1
8/25/25 2:13PM
21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 12

Vendor No.	Name	Amount			
10509	Aitkin Rental LLC	285.00	2 Transactions		
13725	Beartooth Hardware Inc	194.93	3 Transactions		
10083	Cedarbrook Lumber Comp	756.94	1 Transactions		
7525	Hometown Bldg Supply	11.88	1 Transactions		
3024	Kingsley/Russell Lee	9,187.50	2 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea	233.61	1 Transactions		
9109	Nelson Sanitation & Rental, Inc.	84.00	1 Transactions		
9491	Nistler/Tony	7,000.00	1 Transactions		
9617	Timber Lakes Septic Service, Inc.	600.00	3 Transactions		
12718	Up North Riders	20,069.31	2 Transactions		
11507	Waste Management of Minnesota, Inc	559.98	3 Transactions		
13627	Wruck Sewer and Portable Rental	1,082.00	7 Transactions		
21 Fund Total:		40,065.15	Parks	12 Vendors	27 Transactions

WLB1
8/25/25 2:13PM
22 Coronavirus Relief Fund

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	<u>Name</u>	<u>Amount</u>			
10366	ArcaSearch, LLC	6,769.73	1 Transactions		
22 Fund Total:		6,769.73	Coronavirus Relief Fund	1 Vendors	1 Transactions
Final Total:		290,988.72	147 Vendors	310 Transactions	

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	128,010.77	General Fund
2	2,155.51	Reserves Fund
3	83,280.27	Road & Bridge
10	10,371.60	Trust
13	163.27	Taxes & Penalties
19	20,172.42	Long Lake Conservation Center
21	40,065.15	Parks
22	6,769.73	Coronavirus Relief Fund
All Funds	290,988.72	Total

Approved by,

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WLB1
8/27/25

3:19PM

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



2H

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
8/27/25 3:19PM
12 Townships/Cities/ARDC/Amt

Aitkin County

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



Vendor	<u>Name</u>	<u>Amount</u>			
393	ISD 1 Aitkin-Treasurer	98,918.00	1 Transactions		
12 Fund Total:		98,918.00	Townships/Cities/ARDC/Ambulan	1 Vendors	1 Transactions
Final Total:		98,918.00	1 Vendors	1 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
12	98,918.00	Townships/Cities/ARDC/Ambulan	
All Funds	98,918.00	Total	Approved by,
		
		



Board of County Commissioners Agenda Request

2I
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: App for Temporary On Sale Liquor License - Jacobson Community Center 10.2025

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <div style="text-align: right; font-size: small;"><i>*provide copy of hearing notice that was published</i></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*</div></div>
Submitted by: Christy M. Bishop	Department: Auditor's Office
Presenter (Name and Title):	Estimated Time Needed:
Summary of Issue: Jacobson Community Center Application for Temporary On Sale Liquor License on October 11, 2025. Event will take place at Jacobson Community Center 65534 Great River Road Jacobson, MN 55752	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: To approve the Temporary On-Sale Liquor License for Jacobson Community Center - Event date is October 11, 2025	
Financial Impact: <div style="display: flex; justify-content: space-between;"><div>Is there a cost associated with this request?</div><div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div></div> <div style="display: flex; justify-content: space-between;"><div>What is the total cost, with tax and shipping? \$</div><div></div></div> <div style="display: flex; justify-content: space-between;"><div>Is this budgeted?</div><div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div><div>Please Explain:</div></div>	

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

ADOPTED Sept 9, 2025

By Commissioner: xxx

20250909-xxx

Temporary On-Sale Liquor License - Jacobson Community Center 10.2025

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners approves a Temporary **On-Sale Liquor License** for October 11, 2025.

Jacobson Community Center – Ball Bluff Township – 65534 Great River Rd Jacobson, MN 55752

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 9th day of September 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9th day of September, 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request

2J
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: App for Temporary On Sale Liquor License - Jacobson Community Center 11.2025

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <div style="text-align: right; font-size: small;"><i>*provide copy of hearing notice that was published</i></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*</div></div>
Submitted by: Christy M. Bishop	Department: Auditor's Office
Presenter (Name and Title):	Estimated Time Needed:
Summary of Issue: Jacobson Community Center Application for Temporary On Sale Liquor License on November 15, 2025. Event will take place at Jacobson Community Center 65534 Great River Road Jacobson, MN 55752	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: To approve the Temporary On-Sale Liquor License for Jacobson Community Center for the event taking place on November 15, 2025	
Financial Impact: <div style="display: flex; justify-content: space-between;"><div>Is there a cost associated with this request?</div><div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div></div> <div style="display: flex; justify-content: space-between;"><div>What is the total cost, with tax and shipping? \$</div><div></div></div> <div style="display: flex; justify-content: space-between;"><div>Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div><div>Please Explain:</div></div>	

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

ADOPTED Sept 9, 2025

By Commissioner: xxx

20250909-xxx

Temporary On-Sale Liquor License - Jacobson Community Center 11.2025

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners approves a Temporary **On-Sale Liquor License** for November 15, 2025.

Jacobson Community Center – Ball Bluff Township – 65534 Great River Rd Jacobson, MN 55752

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 9th day of September 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9th day of September, 2025

John Welle
County Engineer

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



<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
9562	Advanced Business Methods, Inc.	3,207.86	7 Transactions
88284	Aitkin Co Recorder	39.00	3 Transactions
86308	Aitkin Public Schools	25.00	1 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	339.86	4 Transactions
10732	Dox/Terry	2,040.00	1 Transactions
10652	Gilb/Zachary	178.15	3 Transactions
2340	Hyytinen Hardware Hank	57.27	3 Transactions
10491	J. Chad Professional Training, LLC	9,000.00	1 Transactions
14071	Marco Technologies LLC	29,548.04	2 Transactions
9692	Minnesota Energy Resources Corporation	46.35	3 Transactions
14877	NEMITZ/BILINDA	340.58	3 Transactions
87101	North Homes-Standard	8,034.46	1 Transactions
1652	Northland Fire Protection, LLC	566.10	3 Transactions
3950	Public Utilities	2,331.14	3 Transactions
10550	Skinaway Fineday/Julie	718.41	14 Transactions
15347	St Louis County - PHHS	1,704.78	2 Transactions
86235	The Office Shop Inc	2,027.00	3 Transactions
Final Total		60,204.00	17 Vendors
			57 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	49,164.00	Health & Human Services
25	11,040.00	Opioid Remediation Settlement
All Funds	60,204.00	Total

Approved by,

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WLB1
8/29/25 9:46AM

Aitkin County



2L

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

Aitkin County



Vendor	<u>Name</u>	<u>Amount</u>			
8410	Bremer Bank	1,088.39	5 Transactions		
5462	Bremer Bank (Elan ACH)	7,319.78	1 Transactions		
1 Fund Total:		8,408.17	General Fund	2 Vendors	6 Transactions

WLB1
8/29/25 9:46AM
21 Parks

Aitkin County



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

Page 3

Vendor No.	Name	Amount			
8410	Bremer Bank	100.00		2 Transactions	
21 Fund Total:		100.00	Parks	1 Vendors	2 Transactions
Final Total:		8,508.17	3 Vendors	8 Transactions	

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	8,408.17	General Fund
21	100.00	Parks
All Funds	8,508.17	Total

Approved by,

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Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: Sept 9, 2025

Title of Item: Affidavit for Duplicate of Lost Warrant / Ribar

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Wendie Bright		Department: Auditor's Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Approve Affidavit for Duplicate of Lost Warrant: Warrant #88415 - 7/22/2022 - Angela Ribar - \$64.00		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Affidavit for Duplicate of Lost Warrant: Warrant #88415 - 7/22/2022 - Angela Ribar - \$64.00		
Financial Impact: <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 DAKOTA

Name: ANGELA RIBARZ

(AFFIANT'S NAME: INDIVIDUAL OR NAME OF BUSINESS)

Officer's Name: _____ Officer Title: _____
(IF NOT BUSINESS, LEAVE BLANK)

Address: 2970 EGAN AVE EAGAN MN 55121
(CURRENT ADDRESS - THE ADDRESS THE NEW PAYMENT WILL BE MAILED TO)

Aitkin County Warrant Number: 88415 for Angela Ribar for Cyb warwark 35-0-015301 parcel
(INSERT INVOICE OR VOUCHER INFORMATION)

Issued 7/22/2022 to Angela Ribar
(INSERT DATE OF WARRANT) (INSERT NAME ON THE ORIGINAL WARRANT)

(INSERT MAILING ADDRESS ON THE ORIGINAL WARRANT)

In the amount of SIXTY FOUR dollars (\$ 64⁰⁰) 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 AUDITOR'S OFFICE, 307 2nd Street NW, Room 121, 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 August 20th 2025

Leann Marie Luhring
NOTARY PUBLIC SIGNATURE

My commission expires Jan 31, 2028

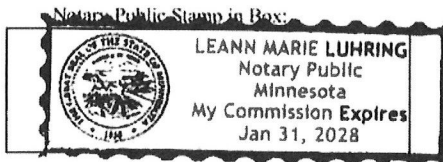
STATE OF: Minnesota

COUNTY OF: Hennepin

You must sign this affidavit before a Notary Public:

Angela Ribar OWNER
(Signature and Title of Affiant)

(Signature and Title of Affiant)



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



1 General Fund

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

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	4,154.10		18 Transactions	
1 Fund Total:		4,154.10	General Fund	1 Vendors	18 Transactions
Final Total:		4,154.10	1 Vendors	18 Transactions	

WLB1

9/2/25

3:09PM

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)	23.38	9 Transactions		
5 Fund Total:		23.38	Health & Human Services	1 Vendors	9 Transactions
Final Total:		23.38	1 Vendors	9 Transactions	

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	4,154.10	General Fund
All Funds	4,154.10	Total

Approved by,

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Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	23.38	Health & Human Services	
	All Funds	23.38	Total	Approved by,
			
			

Total Elan pd 8.14.25 = \$4177.48



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: Job Re-evaluation (Chief Deputy Treasurer)

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: n/a
Summary of Issue: Job Re-evaluation (Chief Deputy Treasurer) Background – A copy of the job description is attached.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to accept the consultant's recommendation of Grade 6, effective September 9, 2025. The employee will receive a 5% pay increase in accordance with the Apscme Courthouse unit agreement. (\$1.38/hour)		
Financial Impact: <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>		



Position Description

CHIEF DEPUTY TREASURER

Department Treasurer's Office
Grade Grade 6
Reports to County Treasurer
FLSA Status Non-exempt
Union Status AFSCME Courthouse Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary:

Provides advanced administrative and financial support in the Office of the Aitkin County Treasurer. Performs complex accounting tasks, prepares financial reports, and oversees tax payment processing and investment procedures. Serves as a lead worker, offering guidance and support to other staff as needed.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority, except in the County Treasurer's absence. In the County Treasurer's absence, provides supervision to other department staff.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Oversees & coordinates the function of property tax collections, as they relate to local taxes, including but not limited to, real estate, delinquent real estate, personal property, mobile home, lease sites, truth in taxation, deed, mortgage registry, mineral interest taxes, in accordance to Minnesota State Statutes.
2. Mails tax statements, collects tax payments, validates and posts receipts, enters transactions on ledgers, daily balances of funds, deposits receipts, and updates listing of taxpayers' current mailing address.
3. Apportions taxes to cities, schools and townships, collects and disburses county funds collecting and depositing revenues, posting transactions, issuing and mailing commissioner warrants and payroll.
4. Maintains investment portfolio records and interest income. Reconciles bank statements of warrants, welfare, refund, and payroll accounts. Daily balancing of receipts with cash funds, process non-sufficient-fund transactions and approves refunds of overpayment accounts. Transfers monies electronically and also transfers investments.



Position Description

5. Types, prepares and processes a variety of reports, statements, and trial balances to support the financial standing of the county's various funds.
6. Trains and assists departmental staff as needed by using knowledge of laws, office systems and procedures. Supervises department staff of three non-supervisory clerical employee in absence of the treasurer to ensure that department policies are followed using independent judgement
7. Operates office equipment such as typewriter, computers, calculators, postage machine, photo copier, multi-phone system, folder, scanner and other specialized equipment depending on needs and nature of the department.
8. Assists the public with rebate refunds and provides technical assistance to the public by using oral communication skills demonstrating patience and tact.
9. Provides limited light maintenance in office and on office equipment
10. Serves as the Minnesota Government Data Practices Act, Treasurer's Office, Responsible Authority Designee. Appropriately responds to requests for government data. Assists treasurer in maintaining department data in accordance with records retention schedules.
11. Performs duties of the County Treasurer in his/her absence & assumes responsibility in absence of County Treasurer.
12. Attends conferences and continuing education courses as needed.
13. Composes and distributes communications to taxpayers, governmental agencies and county staff. Makes and receives telephone calls as well as other clerical duties.
14. Interprets and explains policy regulations and procedures so laws and regulations are understood by answering questions and inquires posed by the public and county staff.
15. Works with the distribution of over 35,000 Budget Hearing notices & Tax Statements.
16. Responsible for the research, preparation and filing of all unclaimed property with the Department of Commerce.
17. Responsible for records retention and scanning of numerous documents.
18. Prepares and gathers reports for the County Auditors in order to provide information for an efficient audit.
19. Provides input to the County Treasurer on anticipated staffing and equipment needs.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Requires an Associate's degree in Finance or Accounting from a two-year college or technical school, plus **three or more years** related experience and/or training, or an equivalent combination of education and experience sufficient to perform the essential duties of the position.

Prior experience working with legal descriptions and real estate taxes is preferred.

Must be bondable. Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.



Position Description

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including Minnesota Property Tax Laws
3. Marriage laws and procedures;
4. Accounting principals sufficient to prepare financial statements, apportions tax and perform other duties of the office.
5. Basic investment principles and requirements.

Skill in:

1. Typing skill sufficient to complete 30 net words per minute without errors.
2. Strong computer skills sufficient to perform the duties of the department, including preparing spreadsheets.
3. Reading, writing, and speaking English proficiently.
4. Time management, organizing, and prioritizing work.
5. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and staff with respect, honesty, and consideration.
2. Independently resolve problems arising in the scope of duties.
3. Maintain data privacy and confidentiality.

Ability to read and understand legal descriptions.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to draw and interpret bar graphs. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills



Position Description

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, AS400, Application Extender, Internet, and other job-related software.

Ability to Travel

Travel required for quarterly and other occasional meetings in and out of Aitkin County. Some of these meetings require leaving before and returning after normal business hours.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, leadership, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, and innovation.

Work Environment

The noise level in the work environment is usually moderate.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key Calculator, hand tools, folder, shredder, postage machine, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the incumbent performs light to medium work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safety is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet



Position Description

organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

9/4/2025

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

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*

WLB1
9/4/25

9:16AM

Aitkin County



2P

Audit List for Board

AUDITOR'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



Vendor	<u>Name</u>	<u>Amount</u>			
7050	Anderson Brothers Construction	234,448.47	3	Transactions	
9641	S & R REINFORCING, INC.	190,881.45	1	Transactions	
3 Fund Total:		425,329.92	Road & Bridge	2 Vendors	4 Transactions
Final Total:		462,782.92	4 Vendors	9 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	37,453.00	General Fund
3	425,329.92	Road & Bridge
All Funds	462,782.92	Total

Approved by,

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



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: HHS Remodel & Garage Sale Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Jim Bright		Department: Maintenance
Presenter (Name and Title): Jim Bright, Facilities Coordinator		Estimated Time Needed: 10 min.
Summary of Issue: Updates given on the HHS Remodel and County Garage Sale.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Information Only.		
Financial Impact: <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>		



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: Overpayment of Minerals Management

<input checked="checked" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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="checked" type="checkbox"/> Information Only	
Submitted by: Kathleen Ryan, County Auditor		Department: Auditor
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed: 10 Minutes
Summary of Issue: <p>An internal review by the DNR has revealed calculation errors in the payments made under Minnesota Statutes 93.2236, which states that if the Minerals Management Account exceeds \$3 million then the amount exceeding \$3 million must be distributed to the permanent school fund, the permanent university fund, and the taxing districts.</p> <p>The calculation errors resulted in overpayments of minerals-related revenues on tax-forfeited lands for payments made in FY23 through FY25. Aitkin County received a total of \$116,165.50 in error over three years. The majority of this funding should have been distributed to the permanent school fund. The DNR is legally obligated to recover these funds, and deposit them into the appropriate fund.</p> <p>To correct these errors and ensure compliance with Minnesota Statutes 16D.08, DNR is reducing the current year distribution related to minerals rents and royalties on tax-forfeited lands under Minnesota Statutes 93.22 by the net overpaid amount (\$114,522.58).</p> <p>This correction will be shared between Aitkin County, City of Tamarack, Clark Twp, Haugen Twp, Salo Twp and ISD #4.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>		



Board of County Commissioners Agenda Request

4B
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: Taconite Credit Error

<input checked="checked" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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="checked" type="checkbox"/> Information Only
Submitted by: Kathleen Ryan, County Auditor		Department: Auditor
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed: 10 Minutes
Summary of Issue: <p>The 2024 Legislature approved an increase in the limit of Taconite Homestead Credits to \$515.00 under MN Statute 273.135.</p> <p>MN Statute 273.1391 was not amended, the maximum credit amounts of \$315.10 and \$289.80 still apply to credits under this statute. The department identified that Aitkin County applied the increase to the Supplemental Taconite Homestead Credits under MN Statute 273.1391.</p> <p>No changes to PRISM Submission file are needed as the information provided is still accurate to what taxpayers received on their tax statements.</p> <p>We are not required to return any reimbursement payments already paid to our county, but our December payment of the Supplemental Taconite Homestead Credit will be reduced so that the amount our county receives in reimbursement for this credit for the year does not exceed the amount authorized under MN Statute 273.1931.</p> <p>**Per calculation by our programmer (MCIS), this amounts to appx. \$674,900.</p> <p>This issue affected Crow Wing, Itasca, St Louis and Aitkin. Mark J helped me reach out to our representatives on this issue.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>		



Board of County Commissioners Agenda Request



Requested Meeting Date: September 9, 2025

Title of Item: 2026 Preliminary Budget Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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 checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Kathleen Ryan		Department: Auditor
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed: 20 min.
Summary of Issue: The 2026 draft preliminary budget will be presented. Board direction will be requested prior to adoption of the preliminary levy on September 23, 2025		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Direction requested only.		
Financial Impact: <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>		

Aitkin County - 2025 Budget and Levy				
		Adopted /Amended 2024	Adopted 2025	Proposed Levy 2026
Funds				
	General Fund	\$18,426,360	\$19,508,901	\$19,319,983
	Road and Bridge	\$13,273,132	\$13,059,000	\$17,900,040
	Health and Human Services	\$7,835,589	\$8,319,281	\$8,664,071
	Bond P & I	\$700,515	\$699,015	\$696,515
	Parks	\$908,032	\$768,927	\$753,581
	Options - Additions/Reductions			\$0
Total Expenditures		\$41,143,628	\$42,355,124	\$47,334,190
	Revenues	\$23,439,916	\$22,872,973	\$28,256,851
	Options - Funding Options			\$0
	Levy	\$17,504,961	\$18,035,941	\$18,992,498
	Required debt service add	(\$45,001)	\$78,490	\$75,990
	Use of balances-budgeted	\$176,624	\$1,759,748	\$25,000
	Fund Deficits	\$67,128	\$220,309	(\$16,149)
Total Revenues		\$41,143,628	\$42,967,461	\$47,334,190
Funding Options				
	Fund Balance			
	Payroll Contingency = \$450,000 (inlcuded)			
	Increase interest = \$100,000			
	Total of Other Funding Options	0	0	0
Additions				
	Increase Court Admin. Legal Services = \$32,000			
	Total Additions		0	0
Reductions				
	Reduce CARE Appropriation = (\$20,800)			
	Reduce Commisisoner Salary Increase			
	Total Reductions	0	0	0
Calculations				
	Levy Increase - Dollars	\$559,915	\$530,980	\$956,557
	Levy Increase - Percentage	3.30%	3.03%	5.30%
	Tax Capacity-(estimate)-10.14.2024 Amt	\$55,526,040	\$57,075,494	\$57,075,494
	Fiscal Disparity Distribution-(2024 estimate)	\$180,716	\$163,227	\$179,061
	Estimated Tax Rate (before Disparity Aid Adjustment)	31.200%	31.314%	32.962%

	Single Annual	Board Annual	Annual PERA/FICA
Commissioners	6% \$ 2,254	\$ 11,270	\$ 1,707.41
	5% \$ 1,878	\$ 9,390	\$ 1,422.59
	4% \$ 1,503	\$ 7,515	\$ 1,138.52
	3% \$ 1,127	\$ 5,635	\$ 853.70
	2% \$ 751	\$ 3,755	\$ 568.88
	1% \$ 376	\$ 1,880	\$ 284.82



Board of County Commissioners Agenda Request

4D
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: Review 2026 Appropriations

<input checked="checked" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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="checked" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Kathleen Ryan		Department: Auditor
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed: 5 min.
Summary of Issue: Review the 2026 Appropriation amounts included in the 2026 Preliminary Budget.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Give direction for Preliminary Budget approval.		
Financial Impact: <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>		

Aitkin County Budget Appropriations and Dues

	2021	2022	2023	2024	2025	2026	Percent Increase	Comments	Other Agreement/ Statute
Dues									
North Counties Land Use Coordinating Board (10-921.6240)	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	0.0%	*Per Land Budget	
MN Rural Counties Caucus (MRCC) (01-44.6844)	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	0.0%	*Per Budget	
Association of MN Counties (AMC) (01-44.6845)	\$10,960	\$11,042	\$11,142	\$12,234	\$14,234	\$15,477	8.7%	*Per Budget	
Arrowhead Counties (01-44.6846)	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	0.0%	*Per Budget	
Joint Counties Natural Resource Board (10-921.6240)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	0.0%	*Per Land Budget	
Joint Powers									
East Central Regional Library (Dept 500-500.6801)	\$233,577	\$242,535	\$252,236	\$252,236	\$287,538	\$272,818	-5.1%	*Per Request	
Airport-McGregor (Dept 700-903.6801)	\$14,600	\$14,600	\$14,600	\$15,600	\$15,600	\$17,160	10.0%		
Snake River Watershed (Dept 600-552.6836)	\$10,079	\$10,079	\$10,079	\$10,079	\$0	\$0	0.0%	Disbanded	
Airport-Aitkin (Dept 700-903.6800)	\$14,107	\$20,000	\$30,000	\$30,000	\$60,000	\$60,000	0.0%		
Mississippi Headwaters Board (Dept 600-552.6847)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	0.0%		
Appropriations									
Soil and Water (Dept 600-552.6801)	\$76,549	\$81,349	\$81,349	\$81,549	\$81,549	\$81,549	0.0%	\$68,849 County Allocation \$7,700 LCWP \$5,000 Ag Inspector	MS 103C
C.A.R.E. (Dept 500-502.6848)	\$37,900	\$37,900	\$37,900	\$37,900	\$55,000	\$75,800	37.8%		
Historical Society (Dept 500-501.6801)	\$18,500	\$19,000	\$19,000	\$25,000	\$26,250	\$26,250	0.0%		MS 138.052
Historical Society Insurance (Dept 500)	\$3,200	\$4,050	\$4,455	\$5,435	\$5,635	\$6,199	10.0%	10% Increase	MS 138.052
Ag Society (Dept 600-550.6801)	\$10,000	\$12,000	\$12,000	\$14,000	\$14,000	\$14,000	0.0%	Received request 08.19.25	MS 38.14
Ag Society Capital Improvement (Dept 600-550.6843)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	0.0%	Received request 08.19.25	
Ag Society Insurance (Dept 600)	\$5,000	\$6,074	\$6,681	\$7,349	\$10,830	\$11,913	10.0%	10% Increase	
ANGELS	\$1,685	\$3,631	\$0	\$0	\$0	\$0	0.0%		
Dues & Appropriations	\$455,707	\$481,810	\$498,992	\$510,932	\$590,186	\$600,716	1.8%		
Additional Organizations									
Support Within Reach (01-44.6847)	\$1,500	\$1,500	\$2,000	\$2,000	\$3,000	\$3,000	0.0%	*used 2025 request	
AEOA Rural Rides Program (01-44.6848)	\$0	\$0	\$0	\$0	\$0		0.0%		
Total Dues & Appropriations	\$455,522	\$483,310	\$500,992	\$512,932	\$593,186	\$603,716	15.6%		



Board of County Commissioners Agenda Request

4E
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: 2026 Commissioner Salaries

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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 checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Kathleen Ryan		Department: Auditor
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed: 5 min.
Summary of Issue: Direction is being requested regarding the 2026 Commissioner salaries prior to adoption of the preliminary levy. Formal adoption of the salary resolution will be approved near year end. For Discussion - Current 2025 Annual Salary: \$37,566.05 1% Increase = \$37,941.71 2% Increase = \$38,317.37 3% Increase = \$38,693.03 4% Increase = \$39,068.69 5% Increase = \$39,444.35		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Direction requested only.		
Financial Impact: <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>		



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: ED Grant Award Update- Discussion Only

<input checked="checked" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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="checked" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only	
Submitted by: Mark Jeffers		Department: Economic Development
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 minutes
Summary of Issue: Economic Development staff will present an update on recently awarded grants and the accountability measures in place.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Discussion only		
Financial Impact: <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 ECONOMIC DEVELOPMENT GRANT AWARD UPDATE

Mark Jeffers

Aitkin County Economic
Development Coordinator



Naturally Better.

Key Points

1. Four Year Grant Award Recap
2. Accountability
3. Execution Highlights



Four Year Grant Recap

GRANT	FUNDING	# AWARDED	\$
Childcare Acceleration Grant	DEED Childcare Grant Award	2	\$ 64,800
Childcare Facilities Grant	ARPA Funding	6	\$ 25,000
Community Grant	ARPA Funding	15	\$ 96,969
Revialization Grant	ARPA Funding	23	\$ 71,345
Business Development & Recreation Grant	Annual Economic Development budget, 10k	39	\$ 57,370
		85	\$ 315,483



- Over \$315,000 awarded to the local community
- 85 Grants Awarded

Accountability

Grant	Facility Name	\$ Awarded	payment complete	GA FORM	EXP	V9	MJ check in	Sunset Date	Timing Letter	Extension Letter	Close Letter	Grant project complet
Revitalization Grant	Wilson & Associates	\$ 3,094.43	yes	X	X	X	X	11/20/2024	N	N	Y	Yes
Revitalization Grant	Crossroads Hotel	\$ 5,000.00	yes	X	X	X	X	10/30/2024	N	N	Y	Yes
Childcare Acceleration Grant	Ashley's Little Adventurers	\$ 4,800.00	yes	X	X	X	X	5/5/2025	N	N	Y	Yes



- We inspect what we expect
- Each grant award is tracked individually to completion.

Execution



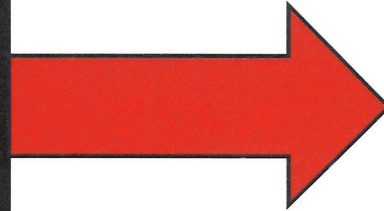
Execution



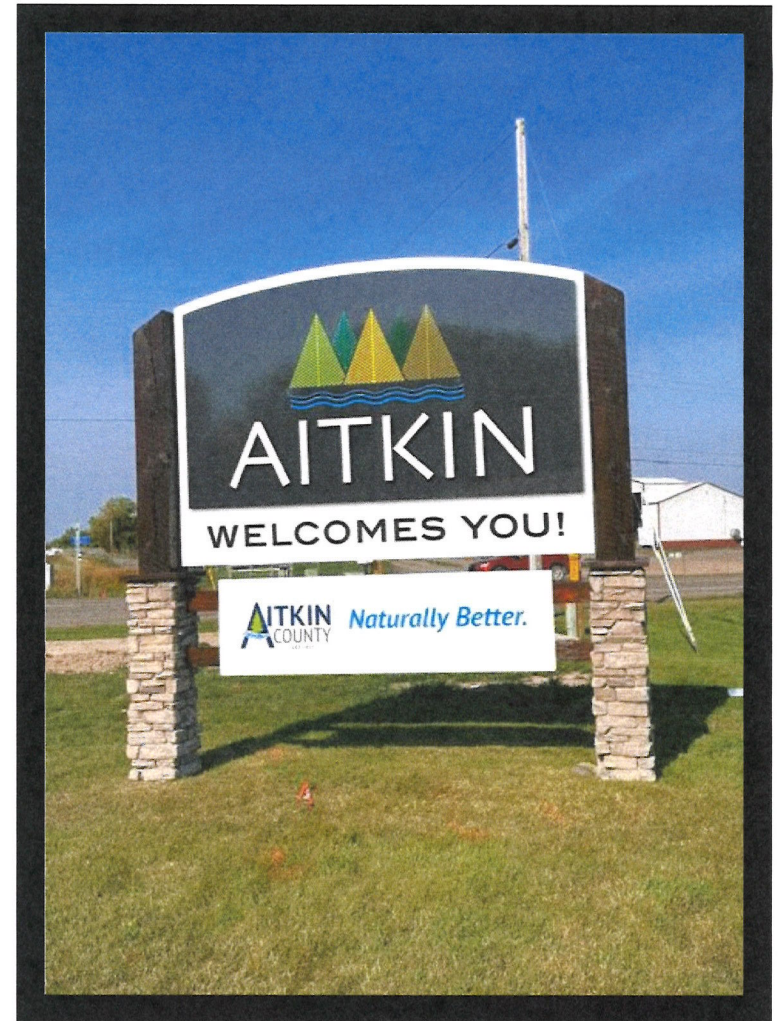
Execution



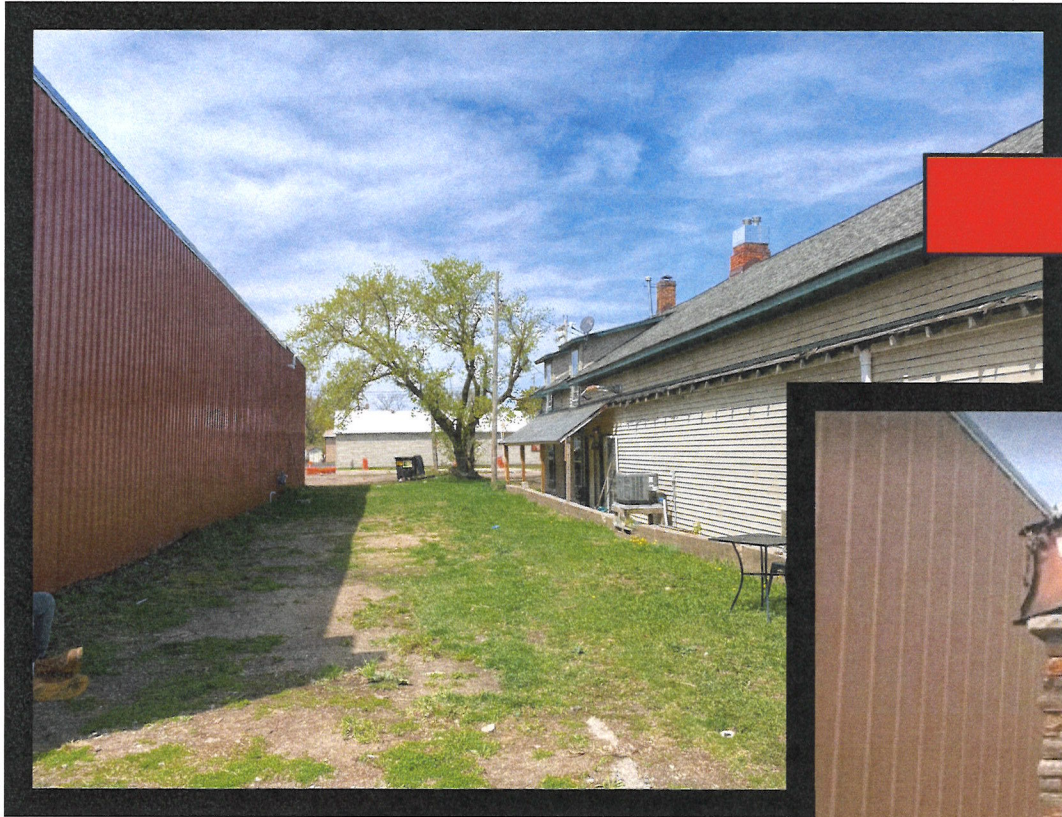
Execution



Execution



Execution





Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: 2026 Business Development & Recreation Grant Program Approval

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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	
Submitted by: Mark Jeffers		Department: Economic Development
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 minutes
Summary of Issue: Economic Development staff, with collaboration and recommendation by the Economic Development Committee, offers the 2026 Business Development & Recreation Grant for 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. The Economic Development Committee recommends approval to execute this program. The County Attorney has reviewed the document.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Economic Development requests a motion to approve execution of the Business Development & Recreation Grant Program.		
Financial Impact: <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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



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 funds requested is required (e.g., the applicant must commit \$2,000 to request for 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 the 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 that 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@aitkincountymn.gov
subject line: BD&R2026
or by mail to:
Mark Jeffers
Aitkin County Government Center,
307 2nd 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. The application deadline is **May 31, 2026**.
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.
2. Economic Development staff will collaborate with grant award winners to verify qualified grant use.
3. Unused funds at the conclusion of the one-year grant period must be returned to Aitkin County.

Further information and additional forms and materials may be obtained by contacting:

Mark Jeffers
Aitkin County Economic Development Coordinator
218-531-6188
Mark.jeffers@aitkincountymn.gov



Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2026 - December 31, 2026

1. Grant requests should be submitted by EMAIL to:
Mark.jeffers@aitkincountymn.gov
subject line: BD&R2026 or
by mail to:
Mark Jeffers
Aitkin County Government Center
307 2nd 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, 2026**.
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:

Date(s) of Project/Event:

Location of Project/Event:

Organization/Community Name:

Person in Charge of Project:

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

Contact Person's Phone #:

Contact Person's Email:

Description/focus/purpose of your organization:



FUNDING:

Amount requested from Aitkin County \$

(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 \$

Total projected budget \$

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

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

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

List target audience:

How many people usually attend this project/event?

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



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

Category	Grant Funds	Applicant Funds	Total
TOTALS			

Contact Signature:

Name _____ Date: _____



AITKIN COUNTY ECONOMIC DEVELOPMENT

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

Mark Jeffers
Mark.jeffers@aitkincountymn.gov
Phone: 218-927-7305
Cell: 218-513-6188

TO:
FROM: Mark Jeffers
DATE:
Award Amount:

The undersigned agrees:

1. To use funds only for the designated purposes as described in the grant application and to notify Aitkin County Business Development and Recreation Grant Administration (BD&R) and receive consent to any substantial deviation from the grant application.
2. That the total amount of the grant may be discontinued, modified or withheld at any time, when, in the judgment of the BD&R, such action is necessary to comply with the requirements of the law or when, compliance to all of the rules stated on the recipient agreement form are not met.
3. An Expense Worksheet must be completed and returned along with copies of all receipts upon completion of the event/project.
4. A grant closure letter will be provided once all documents are complete.
5. All materials and promotion of the program must indicate/acknowledge Aitkin County Economic Development as a supporter (not sponsor) of the event/project.
6. A check for all remaining grant money must be returned to Aitkin County with the final financial statement and evaluation.
7. NO interest shall accrue on grant funds provided through this program.
8. No reimbursement grants will be awarded.
9. 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.
10. 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.
11. Events must provide incremental tourism growth
12. 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.
13. Events and grant documents must be completed by December 31.

Grant Recipient accepts the conditions of this Agreement and requests that the grant payment be executed.

Grant Recipient

Date

Economic Development Coordinator

Date



Board of County Commissioners Agenda Request

5C
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: 2026 Revitalization Grant Program Approval

<input checked="checked" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="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	
Submitted by: Mark Jeffers		Department: Economic Development
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 minutes
Summary of Issue: Economic Development staff, with collaboration and recommendation by the Economic Development Committee, has developed and offers the Revitalization Grant Program for approval. Aitkin County has received Federal Fiscal Recovery Funding through the American Rescue Plan Act. The Fiscal Recovery Fund was established to help turn the tide on the pandemic, address its economic fallout and lay the foundation for a strong and equitable recovery. Program Purpose: This grant program is designed to assist local businesses in upgrading and revitalizing the exterior presence of their properties. By investing in visible improvements, we aim to support community vitality and promote economic growth. A welcoming and professional exterior image fosters pride, encourages commerce, and demonstrates a commitment to local success. The Economic Development Committee recommends approval to execute this program. The County Attorney has reviewed the document.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Economic Development requests a motion to approve execution of the 2026 Revitalization Grant Program		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="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 checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Planned economic ARPA funding		



AITKIN COUNTY BUSINESS REVITALIZATION GRANT PROGRAM

PROGRAM GUIDELINES

Aitkin County has received Federal Fiscal Recovery Funding through the American Rescue Plan Act. The Fiscal Recovery Fund was established to help turn the tide on the pandemic, address its economic fallout and lay the foundation for a strong and equitable recovery.

To directly support the community, the Aitkin County Board of Commissioners has approved the creation of the Aitkin County Business Revitalization Grant Program.

Program Purpose:

This grant program is designed to assist local businesses in upgrading and revitalizing the exterior presence of their properties. By investing in visible improvements, we aim to support community vitality and promote economic growth. A welcoming and professional exterior image fosters pride, encourages commerce, and demonstrates a commitment to local success.

Eligible improvements include, but are not limited to:

- Aesthetic upgrades to the building exterior and entrance
- Replacement of worn or outdated awnings and signage
- General revitalization of outdoor business areas or structures

Grant Guidelines: Guidelines for application and awarding of Aitkin County Business Revitalization grants are as follows:

1. **Funding Limits**
Grants will range from a minimum of \$1,000 to a maximum of \$5,000 per application. The Economic Development Committee may recommend adjustments to the award amount, with final approval by the Aitkin County Board of Commissioners.
2. **Matching Funds Required**
Applicants must provide a 1:1 match of awarded funds. Priority will be given to proposals demonstrating strong local investment and/or in-kind contributions.
3. **County-Wide Distribution**
Funds will be awarded with consideration to geographic distribution to ensure communities across the county benefit equitably.
4. **Ineligible Uses**
Grant funds may not be used for:
 - Salaries of business staff
 - Prizes or promotional items



- Reimbursement of expenses incurred prior to grant approval
- 5. Creative Impact Consideration
Applications will be evaluated based on the creativity and potential visual impact of the proposed improvements.
- 6. Eligible Projects
 - Exterior building or entrance upgrades
 - New or replacement awnings and signage
 - Outdoor aesthetic improvements to existing structures
- 7. Eligible Applicants
 - For-profit businesses located within Aitkin County

Application Process: Guidelines for applications are as follows:

1. How to Apply
Submit completed applications via:
 - Email: mark.jeffers@aitkincountymn.gov
(Subject line: *Revitalization Grant 2026*)
 - Mail:
Mark Jeffers
Aitkin County Government Center
307 2nd Street NW, Room 316
Aitkin, MN 56431
2. Review Timeline
Applications are accepted on a rolling basis until funds are depleted. Reviews will occur during regularly scheduled meetings of the Aitkin County Economic Development Committee in 2026.
3. Final Approval
Funding recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.



Reporting Requirements

1. All grant recipients must submit proof of fund usage before the end of the one-year grant term. Instructions will be included in the award letter.
2. Economic Development staff will work with awardees to verify appropriate use of funds.
3. The recipient business must remain in operation for a minimum of three (3) years from the date of grant award. If the business ceases operations before that time, the grant funds must be returned on a pro-rated basis, calculated according to the number of full months the business remained open relative to the required 36 months.
4. Any unspent funds at the end of the grant period must be returned to Aitkin County.

Further information and additional forms and materials may be obtained by contacting:

Mark Jeffers
Aitkin County Economic Development Coordinator
218-531-6188
Mark.jeffers@aitkincountymn.gov



Application for Aitkin County Business Revitalization Grant Program 2026

1. How to Apply

Submit completed applications via:

a. Email: mark.jeffers@aitkincountymn.gov
(Subject line: *Revitalization Grant 2026*)

b. Mail:
Mark Jeffers
Aitkin County Government Center
307 2nd 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.
3. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

APPLICANT INFORMATION

PROGRAM INFORMATION

Business Name:

Address:

Person in Charge of Project:

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

Contact Person's Phone #:

Contact Person's Email:

Description of your organization:



Mission Statement of your organization:

FUNDING:

Amount requested from Aitkin County \$
(Minimum \$1000, maximum request is \$5,000). 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 the business' match \$

Total projected budget \$

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

PROJECT BUDGET: in the space below, provide a budget for the entire project.

Category	Grant Funds	Applicant Funds	Total
TOTALS			



Will your organization accept a grant if it is partially funded? Y N Explain:

Along with your application, please attach all documents that will assist the committee in their decision. Examples may include drawings or sketches of planned awning or signage upgrades, detailed quotes of work to be accomplished (if available).

Business Owner Signature:

Name _____ Date: _____



TO:
FROM: Mark Jeffers
DATE:
Award Amount:

The undersigned agrees with the following conditions:

1. To use funds only for the designated purposes described in the grant application, and to notify the Aitkin County Economic Development Committee (EDC) and receive consent for any substantial deviation from the approved application.
2. That the total amount of the grant may be discontinued, modified, or withheld at any time if, in the judgment of EDC, such action is necessary to comply with legal requirements or if any of the rules stated in this agreement are not met.
3. An Expense Worksheet must be completed and returned with copies of all receipts upon completion of the event or project.
4. A grant closure letter will be provided once all required documents are submitted and approved.
5. All materials and promotions related to the program must indicate/acknowledge Aitkin County Economic Development as a *supporter* (not a sponsor) of the event or project.
6. Any unused grant funds must be returned to Aitkin County along with the final financial statement and evaluation.
7. No interest shall accrue on grant funds provided through this program.
8. No reimbursement grants will be awarded.
9. Grant funds shall not be used to pay the salaries of part- or full-time staff associated with the event, business development activity, or the organization hosting such activities.
10. Funds shall not be used for any type of prizes or other material items that may be offered, awarded, sold, or given away. These funds are not intended to supplement an annual budget, but to support incremental business development and recreation.
11. All events and grant-related documents must be completed and submitted by December 31.
12. The recipient business must remain in operation for a minimum of three (3) years from the date of grant award. If the business ceases operations before that time, the grant funds must be returned on a pro-rated basis, calculated according to the number of full months the business remained open relative to the required 36 months.



By signing below, the Grant Recipient accepts the conditions of this Agreement and requests that the grant payment be executed.

Grant Recipient _____ **Date** _____

Economic Development Coordinator _____ **Date** _____



Board of County Commissioners Agenda Request

5D
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: Housing Development & Redevelopment Program Approval

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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	
Submitted by: Mark Jeffers		Department: Economic Development
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 minutes
Summary of Issue: Economic Development staff, with collaboration and recommendation by the Economic Development Committee, offers the Housing Development and Redevelopment Incentive Program. Aitkin County is committed to increasing housing development across the region. To support builders and developers, we are offering soft cost incentives that reduce upfront financial barriers and make projects more feasible — especially in rural and workforce housing markets. The Economic Development Committee recommends approval to execute this program. The County Attorney has reviewed the documents and finds them appropriate as to form and content.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Economic Development requests a motion to approve execution of the Housing Development & Redevelopment Program		
Financial Impact: <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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Funded by Statewide Local Housing Aid to the Housing Trust Fund		



Aitkin County Housing: Development Incentives

Aitkin County is committed to increasing housing development across the region. To support builders and developers, we are offering soft cost incentives that reduce upfront financial barriers and make projects more feasible — especially in rural and workforce housing markets.

Whether you're building single-family homes, town homes, or workforce rental units, our funding is designed to work with your project needs.

1. Permit and Plan Review Fees

- Cover or waive building permit fees, zoning review fees, and site plan review costs.

2. Architectural and Engineering Services

- Offer grants or reimbursements for architecture, civil engineering, structural engineering, etc.

3. Surveying and Soil Testing

- Pay for site surveys, geotechnical testing, and environmental reviews.

4. Utility Connection Fees

- Offset costs of water/sewer hookup fees, electrical infrastructure, or natural gas connection.

5. Legal and Title Fees

- Cover part of title search, title insurance, legal review of land transfers or easements.

6. Financing/Loan Origination Costs

- Help with appraisal fees, lender fees, and interest rate buydowns during construction.



Eligible Soft Cost Incentives

You may qualify for full or partial funding for the following:

- **Permit & Plan Review Fees**
Building permits, zoning applications, and plan reviews.
- **Architectural & Engineering Services**
Conceptual designs, stamped construction drawings, civil/site engineering.
- **Surveying & Soil Testing**
Land surveys, geotechnical assessments, and environmental reviews.
- **Utility Connection Fees**
Water, sewer, electric, and natural gas hookup costs.
- **Title & Legal Costs**
Title search, title insurance, legal services related to land or development.
- **Financing-Related Soft Costs**
Appraisals, loan origination, and construction loan interest assistance.

Flexible & Developer-Friendly

- **No “one-size-fits-all” approach** — apply for the supports that best fit your project.
- **Pair with other public or private financing tools** — our goal is to help close the gap.
- **Quick turnaround**

If you’re considering a housing project in Aitkin County, reach out today to discuss how we can support your vision.

Contact:

Mark Jeffers
Economic Development Coordinator
mark.jeffers@aitkincountymn.gov
218.513.6188



AITKIN COUNTY HOUSING DEVELOPER INCENTIVES

Soft Cost Assistance Program Application

APPLICANT INFORMATION

Please complete the following information. All fields are required unless otherwise noted.

Developer/Company Name: _____

Primary Contact Name: _____

Mailing Address: _____

City, State, ZIP: _____

Phone Number: _____ Email: _____

Website (optional): _____

PROJECT INFORMATION

Project Name or Site Identifier: _____

Project Address/Location: _____

City/Township: _____ Parcel ID(s): _____

Project Type (check all that apply):

☐ Single-Family Homes

☐ Townhomes

☐ Workforce Rental Units

☐ Other: _____

Total Units Planned: _____

Anticipated Start Date: _____

Anticipated Completion Date: _____

Brief Project Description (attach additional pages if needed):



INCENTIVE REQUEST

Check the soft costs for which you are requesting assistance and briefly describe the associated need/costs. Attach estimates or invoices where applicable.

Eligible Cost Category	Requesting Assistance?	Description/Estimated Cost
Building Permits & Plan Reviews	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Architectural & Engineering Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Surveying & Soil Testing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Utility Connection Fees	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Legal & Title Fees	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Financing-Related Soft Costs	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Attach supporting documentation (quotes, invoices, drawings, or other relevant materials).

FUNDING SOURCES & MATCHING FUNDS

Will this project utilize other funding sources (public or private)?

☐ Yes ☐ No

If yes, please describe:

Have you applied for other incentives or grants for this project?

☐ Yes ☐ No

If yes, from whom and for what purpose?



SIGNATURE & AGREEMENT

I certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that funds awarded through the Aitkin County Housing Soft Cost Incentive Program must be used for eligible expenses only and may be subject to verification and reporting requirements.

Authorized Signature: _____

Title: _____

Date: _____

SUBMIT COMPLETED APPLICATIONS TO:

Email: mark.jeffers@aitkincountymn.gov

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



Aitkin County Housing: Property Redevelopment Incentives

Aitkin County is committed to transforming underutilized, abandoned, and blighted properties into safe and productive housing developments. We recognize that redevelopment can come with unique and costly challenges — from demolition and remediation to infrastructure and legal hurdles.

To help unlock the potential of these sites, we offer targeted support to reduce risk and make redevelopment more financially feasible for developers.

Whether you're restoring existing structures or planning infill housing on cleared lots, our flexible incentives are designed to support your vision.

Eligible Incentives for Property Redevelopment

You may qualify for full or partial funding for the following:

1. Demolition & Site Clearing

- Assistance with costs for demolition of unsafe or non-habitable structures.
- Removal of debris, overgrown vegetation, and unsafe site features.

2. Environmental Remediation

- Phase I and Phase II Environmental Site Assessments.
- Cleanup of hazardous materials (e.g., asbestos, lead paint, fuel tanks).

3. Property Acquisition Support

- Gap funding for property purchase if cost is a barrier to redevelopment.
- Legal assistance for clearing titles or resolving liens.

4. Site Preparation & Grading

- Fill and grading to improve site access and drainage.
- Utility access improvements (e.g., extensions, upgrades).

5. Permit & Regulatory Assistance

- Waiver or reimbursement of permit, zoning, and inspection fees.
- Technical assistance navigating building code or zoning requirements.



6. Historic or Adaptive Reuse Support

- Specialized funding for restoring historic buildings for residential use.
 - Design or engineering costs for adapting structures to modern standards.
-

Flexible & Developer-Friendly

- No “one-size-fits-all” approach — apply for the supports that best fit your project.
- May be used in combination with other local, state, or federal resources.
- Quick approval and local support from Aitkin County staff.



AITKIN COUNTY PROPERTY REDEVELOPMENT

Soft Cost Assistance Program Application

APPLICANT INFORMATION

Please complete the following information. All fields are required unless otherwise noted.

Developer/Company Name: _____

Primary Contact Name: _____

Mailing Address: _____

City, State, ZIP: _____

Phone Number: _____ Email: _____

Website (optional): _____

PROJECT INFORMATION

Project Name or Site Identifier: _____

Project Address/Location: _____

City/Township: _____ Parcel ID(s): _____

Project Redevelopment Type (check all that apply):

☐ Single-Family Homes

☐ Workforce Rental Units

☐ Other: _____

Anticipated Start Date: _____

Anticipated Completion Date: _____

Brief Project Description (attach additional pages if needed):



INCENTIVE REQUEST

Check the soft costs for which you are requesting assistance and briefly describe the associated need/costs. Attach estimates or invoices where applicable.

Demolition and Site Clearing	Requesting Assistance?	Description/Estimated Cost
Environmental Remediation	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Property Acquisition Support	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Site Prep and Grading	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Permit & Regulatory Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Historic or Adaptive Reuse	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Attach supporting documentation (quotes, invoices, drawings, or other relevant materials).

FUNDING SOURCES & MATCHING FUNDS

Will this project utilize other funding sources (public or private)?

☐ Yes ☐ No

If yes, please describe:

Have you applied for other incentives or grants for this project?

☐ Yes ☐ No

If yes, from whom and for what purpose?



SIGNATURE & AGREEMENT

I certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that funds awarded through the Aitkin County Housing Soft Cost Incentive Program must be used for eligible expenses only and may be subject to verification and reporting requirements.

Authorized Signature: _____

Title: _____

Date: _____

SUBMIT COMPLETED APPLICATIONS TO:

Email: mark.jeffers@aitkincountymn.gov

Mail:

Mark Jeffers

Aitkin County Government Center

307 2nd Street NW, Room 316

Aitkin, MN 56431



Board of County Commissioners Agenda Request

5E
Agenda Item #

Requested Meeting Date: September 9, 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	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <div style="text-align: right; font-size: small;"><i>*provide copy of hearing notice that was published</i></div> <div style="float: right; width: 50%;"><input type="checkbox"/> Direction Requested <input checked="checked" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*</div> <div style="clear: both;"></div>	
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 minutes
Summary of Issue: County/Administration related updates presented to the Board.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion only.		
Financial Impact: <div style="display: flex; justify-content: space-between;"><div><i>Is there a cost associated with this request?</i> <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i></div><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No</div></div> <div style="text-align: right; margin-top: 5px;"><i>Please Explain:</i></div>		



Aitkin County Board of Commissioners Committee Reports Forms

6A

Agenda Item #

Committee	Freq	Scheduled	Representative
Association of MN Counties (AMC)			
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