



REGULAR MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: October 28, 2025

Where: Government Center Board Room

The public is invited to join the meeting remotely through Microsoft Teams:

Meeting Link: <https://teams.microsoft.com/meet/2145249120860?p=timwSnksAWn9VIJc4R>

Meeting ID: 214 524 912 086 0

Meeting Passcode: 7282

In accordance with Minnesota Statutes §13D.02, one or more commissioners may participate in the meeting via interactive technology. Commissioners joining via interactive technology will be seen and heard in the meeting room and votes will be taken by roll call.

9:00 a.m.

1) J. Mark Wedel, County Board Chair

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

9:00 a.m.

- D) Citizens Public Comment-** Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 option 8 no later than 2:30 P.M. on the Monday before the meeting.
- 2) Consent Agenda-** All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the 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.
- | | |
|--|---|
| <ul style="list-style-type: none">A) Correspondence File-
October 14, 2025 - October 27, 2025B) Approve County Board Minutes-
October 14, 2025C) Approve Electronic Funds Transfers
EFT Report thru 10.20.25D) Approve Manual Warrants/Voids/Corrections-
ELAN 09.25.25E) Approve Auditor Vouchers-
Sales Use & Diesel Tax 10.14.25F) Approve Auditor Vouchers-
Auditor Warrants - HHS 10.10.25G) Adopt Resolution-
App for Temporary On Sale Liquor License - Jacobson Volunteer Fire DeptH) Information Only-
Cash Balance Report - September 2025I) Approve Manual Warrants/Voids/Corrections-
Manual Warrants 10.14.25J) Adopt Resolution-
LG220 Application for Exempt Gambling - Ducks Unlimited Garrison WildlifeK) Approve Auditor Vouchers-
Auditor Warrants - HHS 10.17.25L) Approve-
Luke Gould- Chemical Use Assessment- Opioid Funding RequestM) Approve-
Robert Nelson- Chemical Use Assessment- Opioid Funding Request | <ul style="list-style-type: none">N) Adopt Resolution-
Operation Green Light for VeteransO) Approve Commissioner's Vouchers
Commissioner Warrants 10.24.25P) Approve-
Fire Protection Contract - City of PalisadeQ) Approve-
Fire Protection Contract - Jacobson Fire DepartmentR) Approve-
2024 EMPG GrantS) Approve-
2026 Newspaper Bid SpecificationsT) Adopt Resolution-
Sponsorship Resolution for City of Aitkin LRIP ProjectU) Adopt Resolution-
Sponsorship Resolution for City of McGregor LRIP ProjectV) Approve-
Updated ESST Policy - Effective 1/1/2026W) Approve-
Policy Update - Family and Medical Leave Act (FMLA) Policy - eff. 1/1/2026X) Approve-
New Policy - MN Paid Family Leave, effective 1/1/2026Y) Approve-
Kevin Hulbert Residential Road Easement |
|--|---|

9:05 a.m.

- 3) Julianna Langlois – 4-H Youth Development Educator & Tony Hansen – Regional Director
A) Aitkin County 4-H Program Update

9:25 a.m.

- 4) Teresa Smude – Aitkin County HRA Executive Director
A) Approve Appointment of Aitkin County HRA Commissioner
B) Approve Appointment of County Commissioner Liaison to HRA Board

9:35 a.m.

- 5) Perry May – Northwoods Regional ATV Trail Alliance
A) Northwoods Regional ATV Trail Alliance Award

9:50 a.m.

Break

10:00 a.m.

- 6) Kathleen Ryan – County Auditor
A) Public Hearing at 10:00 AM - New Off Sale Liquor License - Malmo Market
B) Adopt Resolution - Off Sale Liquor License - Malmo Market

10:25 a.m.

- 7) John Welle – County Engineer
A) Proposed Changes to Roadway Designations - Discussion Item

10:55 a.m.

- 8) David J. Minke – County Administrator
A) 2025 3rd Quarter Budget Report - Discussion Item

11:05 a.m.

- 9) Carli Goble – Health & Human Services Fiscal Supervisor
A) H&HS Q3 2025 Fiscal Report - Discussion Item

11:20 a.m.

- 10) Board of Commissioners
A) Commissioner Committee Reports

ADJOURN



2B

AITKIN COUNTY BOARD OF COMMISSIONERS

October 14, 2025

9:00 a.m.

Government Center Board Room

Regular Session Minutes

1.A CALL TO ORDER

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

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

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda, as amended.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Bret Sample adding item 2.5

1.D Citizens Public Comment - None

2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

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

A) Correspondence File-

September 23, 2025 - October 13, 2025

B) Approve County Board Minutes-

September 23, 2025

C) Approve Electronic Funds Transfers

Total	\$2,085,594.01
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D) Approve Auditor Vouchers-

Auditor Warrants - HHS 09.19.25

HHS	\$62,613.80					Total	\$62,613.80
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E) Approve Auditor Vouchers-

Auditor Warrants 09.19.25

General	\$3,650.00					Total	\$3,650.00
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F) Adopt Resolution-

Execution of Limited Use Permit with MN DOT for ATV Trail

G) Approve Commissioner's Vouchers

Commissioner Warrants 09.26.25

General	\$157,454.25	Reserves	\$8,274.78	R&B	\$111,137.06	State	\$120.00
Trust	\$4,262.59	Forest	\$1,975.29	Taxes	\$10,770.16	LLCC	\$14,270.97
Parks	\$18,345.88	COVID	\$15,497.78			Total	\$342,108.76

H) Approve Auditor Vouchers-

Auditor Warrants - R&B 09.26.25

R&B	\$122,848.44					Total	\$122,848.44
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I) Approve Auditor Vouchers-

Auditor Warrants - HHS 09.26.25

HHS	\$26,130.16					Total	\$26,130.16
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J) Approve Manual Warrants/Voids/Corrections-

ELAN 09.11.25

General	\$2,648.52	Trust	\$170.08	LLCC	\$221.11	R&B	\$110.00
HHS	\$692.00					Total	\$3,841.71

K) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 09.30.25

General	\$5,266.83	Taxes	\$2,498.00	Parks	\$80.00	Total	\$7,844.83
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L) Approve Auditor Vouchers-

Auditor Warrants - R&B 10.03.25

R&B	\$217,025.23					Total	\$217,025.23
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M) Approve Auditor Vouchers-

Auditor Warrants - HHS 10.03.25

General	\$17.36	HHS	\$31,121.32			Total	\$31,138.68
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N) Adopt Resolution-

Vacate Portion of CR 77 Right of Way

O) Approve-

2026-2027 Medical Examiner Contract

P) Approve Commissioner's Vouchers

Commissioner Warrants 10.10.25

General	\$526,879.63	Reserves	\$15,002.61	R&B	\$97,027.07	HHS	\$1,178.00
State	\$7,601.50	Trust	\$15,742.22	Forest	\$87,401.38	Taxes	\$2,639.59
LLCC	\$43,561.89	Parks	\$11,568.40	COVID	\$28,347.35	Total	\$836,949.64

Q) Adopt Resolution-

LG220 App for Exempt Gambling - Ducks Unlimited Aitkin Area

2.5 Approve Separation Agreement and Release of All Claims (Health & Human Services)**Regular Agenda**

- 3A Teresa Smude - Aitkin County HRA Executive Director

Informational Only

Aitkin County Housing & Redevelopment Authority Update

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

- 4A Jim Bright – Facilities Coordinator

Informational Only

Facilities Updates

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

- 5A Hannah Sovinski - H&HS Public Health & Mark Jeffers - Economic Development Coordinator

Informational Only

Public Health and Economic Impact Presentation

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

- 6A John Welle – County Engineer

Discussion Item

2026-2030 Capital Road Improvement Plan - Discussion Item

RESULT: DISCUSSION ITEM
MOVER:
SECONDER:

- 7A Andrew Carlstrom – Environmental Services Director
Discussion Item
Update on FEMA Preliminary FIRM Notification - Discussion Item

RESULT: DISCUSSION ITEM
MOVER:
SECONDER:

- 7B Andrew Carlstrom – Environmental Services Director
Discussion Item
Public Waters Inventory Presentation - Discussion Item

RESULT: DISCUSSION ITEM
MOVER:
SECONDER:

- 7C Andrew Carlstrom – Environmental Services Director
Motion to:
Approve "The Overlook at the Preserve" Final Plat

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

- 8A Board of Commissioners
Informational Only
Commissioner Committee Reports

Tri-County Community Health Services, MN Rural Counties, ATV Committee, Facilities, AMC District 1 Directors Meeting, HHS briefing meeting, Arrowhead Economic Opportunity Agency, Arrowhead Regional Development Committee

Motion to Adjourn

Motion made at 11:43 a.m.

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Travis Leiviska
SECONDER: Commissioner Laurie Westerlund
Next Meeting: Tuesday, October 28, 2025

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

David J. Minke
County Administrator



Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 10/28/2025

Title of Item: EFT Report

☐ REGULAR AGENDA ☒ CONSENT AGENDA ☐ INFORMATION ONLY	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ 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 10/20/2025		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>		

ELECTRONIC FUNDS TRANSFER

Thru October 20, 2025 Board Meeting October 28, 2025

Abstract Number	Date	Amount	Reason
22402	10/10/2025	\$167,718.39	Commissioner Abstrct
22403	10/14/2025	\$1,743.08	Auditor Abstract
22404	10/10/2025	\$24,627.27	Auditor Abstract
22405	10/9/2025	\$5,188.47	Manual Abstract
22406	10/14/2025	\$103,462.27	Manual Abstract
22407	10/17/2025	\$749,240.19	Payroll Abstract
22408	10/17/2025	\$59,225.50	Auditor Abstract
22409	10/17/2025	\$4,764.86	Auditor Abstract
			\$0
			Voids/No ACH
		\$1,115,970.03	

S:Board Report:2025 EFT Board Report Thru Date

WLB1
10/8/25 2:36PM

Aitkin County



2D

1 General Fund

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

Page 2

Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	3,368.06	28 Transactions		
1 Fund Total:		3,368.06	General Fund	1 Vendors	28 Transactions

WLB1
10/8/25 2:36PM

10 Trust

Aitkin County



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

Vendor		<u>Name</u>	<u>Amount</u>			
		<u>No.</u>				
5462		Bremer Bank (Elan ACH)		110.00	2 Transactions	
10 Fund Total:			110.00	Trust	1 Vendors	2 Transactions

WLB1
10/8/25 2:36PM

19 Long Lake Conservation Cen

Aitkin County



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

Vendor	<u>Name</u>	<u>Amount</u>			
	<u>No.</u>				
5462	Bremer Bank (Elan ACH)	313.00		2 Transactions	
19 Fund Total:		313.00	Long Lake Conservation Center	1 Vendors	2 Transactions
Final Total:		3,791.06	3 Vendors	32 Transactions	

WLB1
10/8/25 2:36PM

Aitkin County



Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	791.81	4 Transactions		
3 Fund Total:		791.81	Road & Bridge	1 Vendors	4 Transactions
Final Total:		791.81	1 Vendors	4 Transactions	

WLB1
10/8/25 2:36PM
5 Health & Human Services

Aitkin County



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

Page 2

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	1,151.29	11 Transactions		
5 Fund Total:		1,151.29	Health & Human Services	1 Vendors	11 Transactions
Final Total:		1,151.29	1 Vendors	11 Transactions	

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	3,368.06	General Fund	
10	110.00	Trust	
19	313.00	Long Lake Conservation Center	
All Funds	3,791.06	Total	Approved by,
			
			

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	3	791.81	Road & Bridge	
	All Funds	791.81	Total	Approved by,
				
				

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	1,151.29	Health & Human Services
All Funds	1,151.29	Total

Approved by,
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Total Elan pd 9.25.25 = \$5,734.16

WLB1
10/9/25

8:53AM

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



2E

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

1 General Fund

Vendor Name
 No.

Amount

89991 Bremer Bank

167.08

30 Transactions

1 Fund Total:

167.08

General Fund

1 Vendors

30 Transactions

WLB1
10/9/25 8:53AM

3 Road & Bridge

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 3

Vendor No.	Name	Amount			
89991	Bremer Bank	1,035.76	44 Transactions		
3 Fund Total:		1,035.76	Road & Bridge	1 Vendors	44 Transactions

WLB1
10/9/25 8:53AM
10 Trust

Aitkin County

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



Vendor No.	Name	Amount			
89991	Bremer Bank	36.60		4 Transactions	
10 Fund Total:		36.60	Trust	1 Vendors	4 Transactions

Aitkin County

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



Vendor No.	Name	Amount			
89991	Bremer Bank	76.96	7 Transactions		
19 Fund Total:		76.96	Long Lake Conservation Center	1 Vendors	7 Transactions

WLB1
10/9/25 8:53AM
21 Parks

Aitkin County

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



Vendor No.	Name	Amount			
89991	Bremer Bank	426.68		49 Transactions	
21 Fund Total:		426.68	Parks	1 Vendors	49 Transactions
Final Total:		1,743.08	5 Vendors	134 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	167.08	General Fund
3	1,035.76	Road & Bridge
10	36.60	Trust
19	76.96	Long Lake Conservation Center
21	426.68	Parks
All Funds	1,743.08	Total

Approved by,

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: Y

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
86359	Aitkin Co Attorney	3,120.00	1 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	56.85	3 Transactions
14436	ANDERSON/CORY	162.47	2 Transactions
10181	Anderson/Marcia	73.36	6 Transactions
360	Arrowhead Econ Opp Agency	15,754.74	2 Transactions
10110	AT&T Mobility (HHS)	2,079.97	18 Transactions
13725	Beartooth Hardware Inc	83.96	1 Transactions
10152	Blunt/Patrick	66.15	6 Transactions
9593	Boser/Alissa	2,308.89	11 Transactions
9333	BRODHEAD/MICHELLE	59.43	6 Transactions
9483	Cahoon/Jeana	935.10	1 Transactions
10735	Children Youth & Families Dept	361.00	1 Transactions
14337	COLBY/HANNAH	301.16	6 Transactions
13545	Contegrity Group, Inc.	37,956.41	2 Transactions
10721	Ebert Construction	87,601.59	1 Transactions
9846	Ehlke-Bejcek/Sara	68.46	6 Transactions
10580	Fossum/Jozee	230.16	2 Transactions
14879	Gill Reprographics, Inc.	263.25	1 Transactions
10683	Heikkila/Danielle	2,043.37	4 Transactions
10710	Heinecke/Pamela K. G.	3,077.96	4 Transactions
7525	Hometown Bldg Supply	76.96	1 Transactions
15136	HOPPE/JOEL	82.46	6 Transactions
10491	J. Chad Professional Training, LLC	7,500.00	1 Transactions
10762	JK Mechanical & Electrical Contractors	8,555.70	1 Transactions
10456	King/Miranda	79.27	2 Transactions
10435	LexisNexis Risk Solutions FL Inc.	180.00	1 Transactions
9456	Meger/Shanda	318.57	3 Transactions
5910	Mille Lacs Band Family Services	8,296.80	6 Transactions
3639	Northland Counseling Ctr Inc	6,270.00	1 Transactions
4010	Rasley Oil Company	533.44	1 Transactions
9360	Redwood Toxicology Laboratory, Inc.	206.16	1 Transactions
14518	ROSS RESOURCES, LTD	3,584.00	10 Transactions
9178	Ross/Amy	253.72	2 Transactions
10292	Savance, LLC	12,555.00	3 Transactions
86177	Sheriff Aitkin County	1,430.89	2 Transactions
4507	Sorensen-Root Thompson Funeral Home	1,700.00	1 Transactions

crs1

10/9/25

12:37PM

Health & Human Services

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 3

Vendor Name

<u>No.</u>		<u>Amount</u>		
15324	The Beanery	100.00	1 Transactions	
4777	Thelen Heating & Roofing Inc	24,985.00	1 Transactions	
13159	Tillotson-Short/Elizabeth	65.31	6 Transactions	
9736	Timber Lakes Portable Services, LLC	262.50	1 Transactions	
9268	VFW Post 1727, Roberts-Glad Post 1727	2,650.00	1 Transactions	
9615	WEX BANK - HHS	109.38	2 Transactions	
90947	Wyant/Amy M	35.00	3 Transactions	
Final Total		236,434.44	43 Vendors	141 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	597.82	General Fund
5	228,336.62	Health & Human Services
25	7,500.00	Opioid Remediation Settlement
All Funds	236,434.44	Total

Approved by,

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Board of County Commissioners Agenda Request

2G
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: App for Temporary On Sale Liquor License - Jacobson Volunteer Fire Dept

☐ REGULAR AGENDA ☒ CONSENT AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Information Only
Submitted by: Christy M. Bishop		Department: Auditor's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Jacobson Volunteer Fire Dept Application for Temporary On Sale Liquor License for event on November 14, 2025. Event will take place at Jacobson Fire Department - 68368 198th Ave #A Jacobson , MN 55752		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: To approve the Temporary On-Sale Liquor License for Jacobson Volunteer Fire Dept for November 14, 2025		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i>		

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

ADOPTED October 28, 2025

By Commissioner: xxx

20251028-xxx

Temporary On-Sale Liquor License – Jacobson Volunteer Fire Dept.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners approves a Temporary **On-Sale Liquor License** for November 14, 2025

Jacobson Volunteer Fire Dept – Ball Bluff Township – Event taking place at Jacobson Fire Department 68368 198th Ave #A 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, David J Minke, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of October 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of October, 2025

David J. Minke
County Administrator



Board of County Commissioners Agenda Request

2H

Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Cash Balance Report - September 2025

☐ REGULAR AGENDA

☒ CONSENT AGENDA

Action Requested:

☐ Approve/Deny Motion

☐ Adopt Resolution (attach draft)

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

☐ Direction Requested

☐ Discussion Item

☒ Information Only

Submitted by:

Kathleen Ryan, County Auditor

Department:

Auditor

Presenter (Name and Title):

Kathleen Ryan, County Auditor

Estimated Time Needed:

Summary of Issue:

Report of the Cash Balances for the County as of September 30, 2025.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Informational Only.

Financial Impact:

Is there a cost associated with this request?

☐ Yes

☒ No

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

Is this budgeted? ☐ Yes ☒ No

Please Explain:

10/17/2025

CASH BALANCE SHEET

	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE
	09/30/25	12/31/24	12/31/23	12/31/22	12/31/21
INVESTMENTS	30,639,823.30	32,710,928.19	31,308,294.70	28,382,342.23	27,157,710.56
CASH BALANCES					
General - Fund 1 and Reserves Fund 2	16,793,242.87	18,141,683.73	15,954,763.57	14,528,551.70	14,109,614.93
ROAD & BRIDGE - Fund 3	2,572,344.39	3,838,217.82	4,058,895.47	2,230,541.57	1,531,679.66
Unorgized Townships - Fund 4	508,511.67	377,829.52	418,377.64	428,656.35	513,900.22
HEALTH & HUMAN SERVICES - Fund 5	6,137,762.83	6,602,382.97	6,550,169.79	6,433,926.12	5,915,541.36
MA ESTATE RECOVERIES - Fund 5	70,247.00	70,247.00	70,247.00	70,247.00	70,247.00
DEBT SERVICE - Fund 6	502,907.63	819,903.27	766,520.88	712,886.12	667,237.20
Ditch - Fund 7	39,967.08	38,952.73	38,262.78	37,280.97	36,921.80
STATE - Fund 9	108,185.37	138,944.53	176,481.53	152,930.30	140,016.66
TRUST - Fund 10	2,635,491.95	1,841,674.87	2,037,464.17	2,354,738.83	1,819,303.22
LAND - Fund 11	962,438.54	545,061.38	602,221.06	647,195.90	788,950.96
TOWNSHIPS/SCHOOLS/ARDC - Fund 12	560,986.94	662,621.04	762,783.47	702,259.77	584,881.42
TAXES & PENALTIES - FUND 13	3,278,497.42	0.00	429.00	0.00	3,796.54
COLLABORATIVE AGENCY - FUND 15	150,566.71	91,168.71	70,557.33	77,102.14	72,411.03
ENVIRONMENTAL TRUST - FUND 18	468,399.11	457,677.38	482,753.04	457,818.59	457,818.59
LLCC - Fund 19	(329,483.22)	38,514.78	21,327.43	0.00	0.00
PARKS - Fund 21	(410,545.00)	(500,440.18)	(170,531.73)	101.00	119,713.47
ARPA - Fund 22	408,490.58	664,700.96	1,697,676.83	2,070,440.91	1,308,817.34
OPIOID SETTLEMENT - Fund 25	675,945.64	650,908.93	285,894.22	250,088.50	0.00
HOUSING TRUST FUND - Fund 85	215,321.00	194,444.00	97,222.00	0.00	0.00
TOTAL CASH & INVESTMENTS	35,349,278.51	34,674,493.44	33,921,515.48	31,131,255.09	28,140,851.40

FUND BALANCE as of 12/31/2024

General Fund - Unassigned	Fund Balance Minimum Recommended Amount
\$10,888,099	\$7,803,560 40% of Operations
	\$9,754,451 50% of Operations
Road & Bridge Fund - Unassigned	Fund Balance Minimum Recommended Amount
\$2,922,163	\$3,106,936 40% of Operations
	\$3,752,670 50% of Operations
Health & Human Services - Unassigned	Fund Balance Minimum Recommended Amount
\$4,419,969	\$3,278,912 40% of Operations
	\$4,098,641 50% of Operations

WLB1
10/14/25 3:36PM

Aitkin County



21

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

Page 1

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Vendor No.	Name	Amount			
780	Bremer Bank	0.04	1 Transactions		
8410	Bremer Bank	3,391.94	6 Transactions		
1 Fund Total:		3,391.98	General Fund	2 Vendors	7 Transactions

WLB1
10/14/25 3:36PM
9 State

Aitkin County



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

Vendor No.	Name	Amount			
780	Bremer Bank	97,163.12	2 Transactions		
9 Fund Total:		97,163.12	State	1 Vendors	2 Transactions

WLB1
10/14/25 3:36PM

13 Taxes & Penalties

Aitkin County



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

Vendor	<u>Name</u>	<u>Amount</u>			
	<u>No.</u>				
8410	Bremer Bank	2,825.00		2 Transactions	
13 Fund Total:		2,825.00	Taxes & Penalties	1 Vendors	2 Transactions

WLB1
10/14/25 3:36PM
19 Long Lake Conservation Cen

Aitkin County



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

Page 5

Vendor	<u>Name</u>	<u>Amount</u>			
8410	Bremer Bank	82.17	2 Transactions		
19 Fund Total:		82.17	Long Lake Conservation Center	1 Vendors	2 Transactions
Final Total:		103,462.27	5 Vendors	13 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	3,391.98	General Fund
9	97,163.12	State
13	2,825.00	Taxes & Penalties
19	82.17	Long Lake Conservation Center
All Funds	103,462.27	Total

Approved by,

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Board of County Commissioners Agenda Request

2J
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: LG 220 Application for Exempt Gambling - Ducks Unlimited Garrison Wildlife

☐ REGULAR AGENDA ☒ CONSENT AGENDA ☐ INFORMATION ONLY	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Event Date: February 21 , 2026 Application for Exempt Gambling Permit: LG220 - Ducks Unlimited Garrison Wildlife Chapter - Raffle		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to adopt attached resolution.		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i>		

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

ADOPTED October 28, 2025

By Commissioner: xxx

20251028-xxx

LG 220 Application for Exempt Permit – Ducks Unlimited Garrison Wildlife Chapter

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Ducks Unlimited Garrison Wildlife Chapter at the following location – (Ice Fishing Contest) On Mille Lacs Lake N46. 18 W93.45 Aitkin, MN 56431 – Hazelton Township.
Date of Raffle: February 21, 2026

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, David J. Minke, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of October 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of October 2025

David J. Minke
County Administrator

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

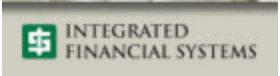
Type of Audit List: S
D - Detailed Audit List
S - Condensed Audit List

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>			
14590	ACKLEY/ISAAC	244.48	3 Transactions
10481	Ahonen/Brittney	328.21	2 Transactions
88284	Aitkin Co Recorder	13.00	1 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	189.39	4 Transactions
783	Canon Financial Services, Inc	757.03	9 Transactions
10735	Children Youth & Families Dept	857.00	2 Transactions
10399	Cox/Lisa	71.56	1 Transactions
10342	DHS-Anoka Metro Rtc	500.00	1 Transactions
9220	Dhs-Msop	11,130.00	4 Transactions
89965	DHS-ST PETER-SEE LIST	3,756.00	1 Transactions
14062	DW JONES MANAGEMENT	327.00	1 Transactions
10580	Fossum/Jozee	236.15	3 Transactions
10652	Gilb/Zachary	178.15	3 Transactions
10778	Hatch/Beth	162.30	3 Transactions
10605	Herrick/Richard	245.36	1 Transactions
91283	Independent School Dist 4-McGregor	95.00	1 Transactions
10526	Jarvela/Jennifer	94.72	2 Transactions
10456	King/Miranda	79.27	2 Transactions
11072	Lutheran Social Service MN Guardianship	1,125.45	5 Transactions
9693	NEW FREEDOM INC	50.00	1 Transactions
10571	Nexus Gerard Family Healing	11,551.29	1 Transactions
10770	Pool/Jaime	187.30	4 Transactions
10109	Quadient, Inc	1,311.68	3 Transactions
9489	Redwood Toxicology Laboratory, Inc	283.81	8 Transactions
10394	Resource Training & Solutions	2,358.54	11 Transactions
13876	SCHOENROCK/ADAM	248.14	2 Transactions
10781	Selene Finance LP	3,239.58	1 Transactions
13729	SIMS/MEGAN REBECCA	645.48	2 Transactions
14390	TANGE, MSW/PHILIP B	360.00	2 Transactions
10530	The Therapist PLC	679.00	3 Transactions
9567	THOMPSON/ANESSA	165.95	2 Transactions
13084	WELLNESS IN THE WOODS	1,400.00	1 Transactions
10440	Young/Griffin	498.37	3 Transactions
Final Total		43,369.21	33 Vendors
			93 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	43,369.21	Health & Human Services
All Funds	43,369.21	Total

Approved by,

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Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Luke Gould- Chemical Use Assessment- Opioid Funding Request

☐ REGULAR AGENDA ☒ CONSENT AGENDA ☐ INFORMATION ONLY	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of hearing notice that was published ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing*	
Submitted by: Paula Arimborgo		Department: H&HS Administration
Presenter (Name and Title): Kelli Crowther, PHN, Opioid Coordinator or Erin Melz, PH Supervisor		Estimated Time Needed: 0
Summary of Issue: Final approval of funding application on behalf of Luke Gould, MSW, LADC. This application was reviewed and unanimously approved by the Opioid Subcommittee on October 7th, 2025. Project: Luke Gould- Comprehensive Substance Use Disorder Assessments Overview: This project will retain in-person, face-to-face substance use disorder (SUD) assessments for Aitkin County residents, whether incarcerated or not, during the credentialing period. Funding will provide short-term support for assessments while credentialing with DHS and insurance providers is completed.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve up to \$5,000 invoiced monthly over the next 6 months for payment of completed assessments at \$200 per assessment funded with Opioid Settlement Funds to Luke Gould.		
Financial Impact: Is there a cost associated with this request? What is the total cost, with tax and shipping? \$ Is this budgeted? ☐ Yes ☒ No Please Explain: Opioid Settlement Funds will be used to support this project.		

Aitkin County Health and Human Services

Contact:

Please direct all correspondence to the contact information provided below.

Kelli Crowther, PHN

Aitkin County Public Health

((218) 927-7267

Kelli.crowther@aitkincountymn.gov



2025

Opioid Settlement (OS) Funding Application

Section 1: Applicant Information

Date	Luke Gould- Chemical Use Assessment- Opioid Funding Request
Organization Name	October 28, 2025
Street Address	PO Box 336
Mailing Address if different	
City, State, Zip Code	McGregor, MN, 55760
County	Aitkin

Primary Contact	Luke Gould
Phone	5515003077
Email	luke.gould@MNcope.org

Financial Contact	Same as above
Tax ID/SSN	
Phone	Paula Arimborgo
Email	H&HS Administration

Information provided in this application may be used for promotional materials. This includes, but is not limited to: fact sheets, Minnesota Department of Health reports, newsletters, social media posts, and media releases. Additional information may be requested by Aitkin County Public Health e.g. a release might be requested for individuals in photographs.



By checking this box, you acknowledge and accept the statement above.

PROJECT NAME:	Final approval of funding application on behalf of Luke Gould, MSW, LADC. This application was reviewed and unanimously approved by the Opioid Subcommittee on October 7th, 2025.
Brief Overview	
Kelli Crowther, PHN, Opioid Coordinator or Erin Melz, PH Supervisor	
Funding Request	0

Section 2: Project Category

Each project/request must fall within one or more of the following mitigation categories. Select one or more of the categories that best match your project.

Treatment

■ Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health condition through evidenced based or evidence informed programs or strategies.

Examples may include:

- Treat OUD
- Support People in Recovery
- Connect People who need help connecting to the services they need (connections to care i.e. transportation)
- Address the needs of criminal justice-involved persons
- Address the needs of the perinatal population, caregivers, and families including babies with neonatal opioid withdrawal syndrome
- Medication-assisted treatment (MAT) such as methadone, buprenorphine or naloxone.

Prevention

■ Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidenced based or evidenced informed programs. Support efforts to discourage misuse of opioids through evidence based or evidenced informed programs. Examples may include:

- Training for health care providers
- Continuing Medical Education on appropriate prescribing of opioids
- Media campaigns to prevent misuse
- Funding evidence-based prevention programs in schools
- Upstream education on the harm of other addictive and harmful substances such as alcohol, tobacco or marijuana.

Harm Reduction

■ Harm reduction is a set of ideas and interventions that seek to reduce the harms associated with both drug use and ineffective, racialized drug policies. Harm reduction stands in stark contrast to a punitive approach to problematic drug use—it is based on acknowledging the dignity and humanity of people who use drugs and bringing them into a community of care in order to minimize negative consequences and promote optimal health and social inclusion. Examples of Harm Reduction may include:

- Support Services for children and families affected by substance use disorders.
- Overdose Prevention including distribution of Narcan, Fentanyl test strips, safe use education materials and increased access to proven effective and promising overdose prevention practices utilized in other counties and states.
- Community education to reduce the stigma around OUD

Research and Training

□ Support opioid abatement research and training. Examples may include:

- Funding for staff training or networking programs and services to improve the capability of government, community, and not for profit entities to abate the opioid crisis.
- Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
- Research non-opioid treatment of chronic pain.
- Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.

Section 3: Guiding Principles

Each project/request must be guided by the following five principles set forth by the Johns Hopkins School of Public Health. Please indicate which of these principals apply to your program. You do not have to meet all of the guiding principles.

☒ Spend Money to Save Lives.

- OS dollars will be used on a specific project and not to fill budget gaps or shortfalls in other programs. OS dollars are being used to expand on an existing evidenced based program or initiative.

☒ Use Evidence to Guide Spending

- There is evidence to support expansion of an existing program. This could include an initiative or program that was not successful but there are learned outcomes that could be successful.

☐ Invest in Youth Prevention

- This program supports, children, youth and families in effective programs.

☒ Focus on Racial Equity

- This program serves a specific demographic or underserved population in our community. Check one.

☒ Socioeconomic

☐ Veterans

☒ Other

Approve up to \$5,000 invoiced monthly over the next 6 months for payment of completed assessments at \$200 per assessment funded with Opioid Settlement Funds to Luke Gould.

☐ Seniors

☐ Homeless

☒ LGBTQ

☐ Youth

☒ Black/Indigenous/People of Color

☒ Develop a Fair and Transparent Process for Spending Funds

- There is a process in place for clear and transparent use of OS dollars

Please Note:

It is the Applicant's sole responsibility to keep clear and detailed records that demonstrate the OS dollars requested were used for the amount and purpose(s) outlined in the initial application. Aitkin County Public Health and/or the Minnesota Attorney Generals Office, reserves the right to audit the Applicants records at any time without prior notice.

Section 4: Work plan and Goals

Give a detailed description of your project work plan and goal. List your goals related to the project. Include planned activities to meet these goals, intended timeline and responsible individual(s). Add rows as needed.

The goal of this project is to launch a private practice LADC service in Aitkin County that restores face-to-face substance use disorder assessments within the county jail, ensures uninterrupted access to assessments during the credentialing period, and establishes a sustainable model for long-term service delivery through insurance and MA billing .

ACTIVITIES TO ACCOMPLISH GOAL(S)	TIMELINE	RESPONSIBLE INDIVIDUAL(S)
Complete DHS enrollment; set up office infrastructure (EHR, technology, malpractice insurance, administrative systems)	Week 1	
Engage with jail staff, probation, courts, and community providers to coordinate referral pathways and establish on-site schedule	Week 1-2	Luke Gould, MSW, LADC
Deliver assessments supported by grant funding until insurance billing is activated; track and report assessment volume	Opioid Settlement Funds will be used to support this project.	Luke Gould, MSW, LADC
Transition to insurance/MA billing once credentialing is finalized; evaluate outcomes and adapt workflows to meet demand	By Month 3	Luke Gould, MSW, LADC

Section 5:Evaluation:

If your request is \$25,000 or more please complete this section. If it is under \$25,000 you do not need to complete this section. What would indicate to you that this project was successful? How will you measure progress or change? Describe your anticipated impact(s). Add rows as needed.

Project Outcomes	How will you measure these changes?	What will you do with these results?

PROJECT SUSTAINABILITY: Identify how you will work to sustain the project beyond the initial funding.

<Replace this text with your narrative.>

Section 6: Budget and Funding Request

Please complete the total project funding table below. ***If line A is an overall cost please include an itemized list totaling the cost. You can also attach your own detailed budget.***

Total Project Funding Table

A) How much funding are you requesting from the Aitkin County Opioid Settlement Funds?	\$ 10,000
B) Do you anticipate any additional funding for this project? <i>Include other grants, donations, fundraised amounts, budgeted dollars, etc.</i>	\$
C) How much do you or a partner anticipate contributing in-kind to the project? <i>Include staff/volunteer time, etc.</i>	\$
Total Project Cost <i>(should equal the sum of the 3 lines above)</i>	\$ 10,000

Submit your completed application via email to kelli.crowther@aitkincountymn.gov
Please put **OS Application** in the subject line.

Proposed Budget – \$10,000

1. Direct Service Costs – \$4,000

Funding to provide comprehensive face-to-face SUD assessments during the credentialing period (estimated at \$200/assessment x ~ 20 assessments).

Ensures uninterrupted access to assessments for justice-involved individuals until MA/insurance billing is active.

2. Technology & Equipment – \$2,000

Business-grade laptop: \$1,400

Printer/scanner & accessories: \$300

Webcam/headset for telehealth: \$150

HIPAA-compliant software/secure storage: \$150

3. Professional Insurance – \$600

Malpractice/professional liability insurance for solo practice (1 year).

4. Electronic Health Record (EHR) System – \$2,400

Setup/implementation fee: \$300

Subscription: \$175/month for 12 months = \$2,100

HIPAA-compliant telehealth and documentation tools included.

5. Administrative & Licensing Costs – \$1,000

DHS enrollment fees

MN Board of Behavioral Health & Therapy licensing

Misc. business startup costs (registration, forms, supplies).

Total Request: \$10,000

This budget provides both the immediate funding needed to restore assessments inside the jail and the infrastructure required for a sustainable, credentialed private practice that will continue beyond the grant period.



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Robert Nelson- Chemical Use Assessment- Opioid Funding Request

☐ REGULAR AGENDA ☒ CONSENT AGENDA ☐ INFORMATION ONLY	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing*	
Submitted by: Paula Arimborgo		Department: H&HS Administration
Presenter (Name and Title): Kelli Crowther, PHN, Opioid Coordinator or Erin Melz, PH Supervisor		Estimated Time Needed: 0
Summary of Issue: Final approval of funding application on behalf of Robert Nelson, LADC. This application was reviewed and unanimously approved by the Opioid Subcommittee on October 7th, 2025. Project: Robert Nelson- Comprehensive Substance Use Disorder Assessments Overview: This project will retain in-person, face-to-face substance use disorder (SUD) assessments for Aitkin County residents, whether incarcerated or not, during the credentialing period. Funding will provide short-term support for assessments while credentialing with DHS and insurance providers is completed.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve up to \$5,000 invoiced monthly over the next 6 months for payment of completed assessments at \$175 per assessment funded with Opioid Settlement Funds to Robert Nelson.		
Financial Impact: <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> ☐ Yes ☒ No ☐ Yes ☒ No <i>Please Explain:</i> Opioid Settlement Funds will be used to support this project.		

Aitkin County Health and Human Services

Contact:

Please direct all correspondence to the contact information below.

Kelli Crowther, PHN
Aitkin County Public Health
(218) 927-7267
Kelli.crowther@aitkincountymn.gov



Public Health
Prevent Promote Protect
Aitkin County

2025

Opioid Settlement (OS) Funding Application

Section 1: Applicant Information

Date	9-18-2025
Organization Name	Robert D. Nelson
Street Address	14040 48th St.
Mailing Address if different	
City, State, Zip Code	Tamarack, MN 55787
County	Aitkin

Primary Contact	Robert Nelson
Phone	218-392-0052
Email	rnelsonpap@gmail.com

Financial Contact	Robert D. Nelson
Tax ID/SSN	469-62-6241
Phone	218-392-0052
Email	rnelsonpap@gmail.com

Information provided in this application may be used for promotional materials. This includes, but is not limited to: fact sheets, Minnesota Department of Health reports, newsletters, social media posts, and media releases. Additional information may be requested by Aitkin County Public Health e.g. a release might be requested for individuals in photographs.

☒ By checking this box, you acknowledge and accept the statement above.

PROJECT NAME:	<Replace text with your project name>
Brief Overview <Give a brief overview of your project including how funds would be used. If your request is over \$25,000 provide a brief description of the desired outcome or goal of your project.>	
Funding Request	<Replace with amount of OS dollars you are requesting.>

Section 2: Project Category

Each project/request must fall within one or more of the following mitigation categories. Select one or more of the categories that best match your project.

☒ Treatment

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health condition through evidenced based or evidence informed programs or strategies. Examples may include:

- Treat OUD
- Support People in Recovery
- Connect People who need help connecting to the services they need (connections to care i.e. transportation)
- Address the needs of criminal justice-involved persons
- Address the needs of the perinatal population, caregivers, and families including babies with neonatal opioid withdrawal syndrome
- Medication-assisted treatment (MAT) such as methadone, buprenorphine or naloxone.

☒ Prevention

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidenced based or evidenced informed programs. Support efforts to discourage misuse of opioids through evidence based or evidenced informed programs. Examples may include:

- Training for health care providers
- Continuing Medical Education on appropriate prescribing of opioids
- Media campaigns to prevent misuse
- Funding evidence-based prevention programs in schools
- Upstream education on the harm of other addictive and harmful substances such as alcohol, tobacco or marijuana.

☐ Harm Reduction

Harm reduction is a set of ideas and interventions that seek to reduce the harms associated with both drug use and ineffective, racialized drug policies. Harm reduction stands in stark contrast to a punitive approach to problematic drug use—it is based on acknowledging the dignity and humanity of people who use drugs and bringing them into a community of care in order to minimize negative consequences and promote optimal health and social inclusion. Examples of Harm Reduction may include:

- Support Services for children and families affected by substance use disorders.
- Overdose Prevention including distribution of Narcan, Fentanyl test strips, safe use education materials and increased access to proven effective and promising overdose prevention practices utilized in other counties and states.
- Community education to reduce the stigma around OUD

☐ Research and Training

Support opioid abatement research and training. Examples may include:

- Funding for staff training or networking programs and services to improve the capability of government, community, and not for profit entities to abate the opioid crisis.
- Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
- Research non-opioid treatment of chronic pain.
- Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.

Section 3: Guiding Principles

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☐ Use Evidence to Guide Spending

- There is evidence to support expansion of an existing program. This could include an initiative or program that was not successful but there are learned outcomes that could be successful.

☐ Invest in Youth Prevention

- This program supports, children, youth and families in effective programs.

☒ Focus on Racial Equity

- This program serves a specific demographic or underserved population in our community. Check one.

☒ Socioeconomic

☒ Veterans

☐ Other _____

☒ Seniors

☒ Homeless

☒ LGBTQ

☐ Youth

☒ Black/Indigenous/People of Color

☒ Develop a Fair and Transparent Process for Spending Funds

- There is a process in place for clear and transparent use of OS dollars

Please Note:

It is the Applicant's sole responsibility to keep clear and detailed records that demonstrate the OS dollars requested were used for the amount and purpose(s) outlined in the initial application. Aitkin County Public Health and/or the Minnesota Attorney Generals Office, reserves the right to audit the Applicants records at any time without prior notice.

Section 4: Work plan and Goals

Give a detailed description of your project work plan and goal. List your goals related to the project. Include planned activities to meet these goals, intended timeline and responsible individual(s). Add rows as needed.

<Replace this text with project detail and goals.>

Maintain face to face CURA in the Arthur Jail.
I believe one on one meetings to be better for client rather than video/Zoom. I believe the personal connection is important for clients ongoing recovery.
I will be submitting to state my credentialing info to be able to ^{bill} them directly. This process along w/ same for Insurance Companies should be completed within 3 months.

ACTIVITIES TO ACCOMPLISH GOAL(S)	TIMELINE	RESPONSIBLE INDIVIDUAL(S)

Section 5:Evaluation:

If your request is \$25,000 or more please complete this section. If it is under \$25,000 you do not need to complete this section. What would indicate to you that this project was successful? How will you measure progress or change? Describe your anticipated impact(s). Add rows as needed.

Project Outcomes	How will you measure these changes?	What will you do with these results?

PROJECT SUSTAINABILITY: Identify how you will work to sustain the project beyond the initial funding.

<Replace this text with your narrative.>

Section 6: Budget and Funding Request

Please complete the total project funding table below. *If line A is an overall cost please include an itemized list totaling the cost. You can also attach your own detailed budget.*

Total Project Funding Table

A) How much funding are you requesting from the Aitkin County Opioid Settlement Funds?	\$ 5,000
B) Do you anticipate any additional funding for this project? <i>Include other grants, donations, fundraised amounts, budgeted dollars, etc.</i>	\$ _____
C) How much do you or a partner anticipate contributing in-kind to the project? <i>Include staff/volunteer time, etc.</i>	\$ _____
Total Project Cost <i>(should equal the sum of the 3 lines above)</i>	\$ 0 5,000

Submit your completed application via email to kelli.crowther@aitkincountymn.gov
Please put OS Application in the subject line.

Opioid Settlement Funding Application

Project Name: Aitkin County Jail CUA

Funds will be used to pay for CUA in the Aitkin Jail. Each assessmet cost is \$175.
The total cost are not exceed \$5000.



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Operation Green Light for Veterans

☐ REGULAR AGENDA ☒ CONSENT AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Information Only
Submitted by: Penny Harms		Department: Veterans Service
Presenter (Name and Title): Penny Harms		Estimated Time Needed:
Summary of Issue: Adopt a resolution to support Operation Green Light for Veterans November 4-11, 2025.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt the attached resolution to support Operation Green Light		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>		

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

ADOPTED October 28, 2025

By Commissioner: xxx

20251028-xxx

Supporting Operation Green Light for Veterans

WHEREAS, the residents of Aitkin County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Aitkin County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, Aitkin County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted;

NOW, THEREFORE, BE IT RESOLVED, with designation as a Green Light for Veterans County, Aitkin County hereby declares November 4-11, 2025, as a time to salute and honor the service and sacrifices of those transitioning from active service; and

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, for Veterans, Aitkin County will light the front of Government Services Building and the Judicial Center in green lights from November 4 – 11, 2025.

BE IT FURTHER RESOLVED, that Aitkin County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 4-11, 2025.

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, David J. Minke, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28rd day of October 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28rd day of October 2025

David J. Minke
County Administrator

WLB1
10/20/25 1:49PM

Aitkin County



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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

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1:49PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 2

1 General Fund

Vendor No.	Name	Amount	
9152	ACI Payments Inc	10.00	1 Transactions
50	Aitkin Body Shop, Inc	4,568.73	1 Transactions
10293	Aitkin Co Human Resources	160.00	1 Transactions
117	Aitkin County Sheriff	3,226.04	2 Transactions
86222	Aitkin Independent Age	344.11	7 Transactions
170	Aitkin Motor Company	603.65	3 Transactions
9561	Amazon Business	1,290.84	11 Transactions
10365	Antoine Electric, Inc.	765.84	2 Transactions
10651	APG Media	9.80	1 Transactions
9138	ASAP Towing	220.00	1 Transactions
248	Association of Mn Counties	2,625.00	4 Transactions
10452	AT&T Mobility	562.15	2 Transactions
15240	AT&T Mobility (Central Serv)	442.19	5 Transactions
15239	AT&T Mobility (P&Z)	274.38	2 Transactions
9203	AT&T Mobility (Sheriff's)	3,882.95	6 Transactions
86467	Auto Value Aitkin	63.06	1 Transactions
10981	Bakken/Glen A.J.	50.00	1 Transactions
552	Betley/Terry J	226.90	2 Transactions
10118	Bristow/Jane	197.30	2 Transactions

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Aitkin County



1 General Fund

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor No.	Name	Amount	
10442	Bureau of Criminal Apprehension	2,325.00	2 Transactions
783	Canon Financial Services, Inc	528.84	2 Transactions
15142	Christensen/Charles	206.40	2 Transactions
1010	City Of Aitkin	4,989.50	1 Transactions
9085	Climate Makers Inc	2,022.50	3 Transactions
9951	Croatt/Darla	408.76	3 Transactions
5893	CTC - 446126	155.00	1 Transactions
10855	Culligan Soft Water	103.24	1 Transactions
1430	Dotzler Power Equipment	50.78	2 Transactions
1495	East Central Regional Library	143,769.00	1 Transactions
10773	FP Finance	666.90	2 Transactions
1775	Galls LLC	657.63	3 Transactions
11603	Girard's Business Solutions, Inc.	2,565.99	2 Transactions
4173	Grams/Lori	318.97	3 Transactions
5579	Grand Rapids Police Department	658.14	1 Transactions
15362	GuidePoint Pharmacy #114 Aitkin	1,928.23	3 Transactions
2340	Hyytinen Hardware Hank	55.86	3 Transactions
395	ISD 4 McGregor-Treasurer	610.47	1 Transactions
2390	Itasca Co Sheriff	3,241.25	2 Transactions
14508	Janzen/Hugh	50.00	1 Transactions

1 General Fund

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor No.	Name	Amount	
10119	Kearney/Michael	1,626.11	5 Transactions
9847	KK Advertising Inc.	77.25	1 Transactions
5767	Lamke/Dennis C.	50.00	1 Transactions
10776	Lamke/Jamie	551.08	2 Transactions
9208	Mapes FNP-C, Mary	6,250.00	1 Transactions
14071	Marco Technologies LLC	1,100.00	1 Transactions
10200	Marcotte/Anne Marie	610.47	1 Transactions
999999000	Mark Kafka	200.00	1 Transactions
3334	MCIT	9,709.50	1 Transactions
3150	Mille Lacs Co Sheriff	1,583.28	1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	324.99	1 Transactions
86290	Mn Counties Information Systems	42,017.00	8 Transactions
10506	Neumann/Gregory J	216.90	2 Transactions
8691	Northland Hydraulic Service	1,700.00	2 Transactions
3336	Office Of MN. IT Services	1,338.65	1 Transactions
10677	Olsen/Gerald D	50.00	1 Transactions
3789	Pan-O-Gold Baking Company	104.80	2 Transactions
9808	Performance Foodservice	5,010.72	2 Transactions
10073	Quale/Jolene	49.56	1 Transactions
4010	Rasley Oil Company	491.33	3 Transactions

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Aitkin County



1 General Fund

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor No.	Name	Amount	
9489	Redwood Toxicology Laboratory, Inc	48.49	1 Transactions
9360	Redwood Toxicology Laboratory, Inc.	704.17	1 Transactions
10289	Roger's Two Way Radio, Inc.	120.00	1 Transactions
10780	SHERP USA	2,581.97	1 Transactions
10879	Shred-It	878.34	2 Transactions
13403	Siggy's Small Engine Repair LLC	917.78	2 Transactions
4640	Stearns County Sheriff's Dept	70.00	1 Transactions
4681	Streichers	665.99	1 Transactions
10782	Studio Wraps LLC	2,425.00	1 Transactions
86235	The Office Shop Inc	332.70	16 Transactions
13934	The Tire Barn	956.39	5 Transactions
5173	Thomson Reuters-West Publishing	2,213.41	2 Transactions
10930	Tidholm Productions	124.71	2 Transactions
9894	Vault Health	56.30	1 Transactions
8612	Veenker/Thomas H	198.00	2 Transactions
11507	Waste Management of Minnesota, Inc	18,539.78	1 Transactions
10005	Watson/Linda	30.00	1 Transactions
5108	Westerlund Construction LLC	400.00	1 Transactions
9933	WEX BANK - Veteran Services	280.07	1 Transactions
11970	Wikelius/Charles	100.00	1 Transactions

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Aitkin County



1 General Fund

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

Page 6

Vendor No.	Name	Amount			
9255	Witt/Warren	50.00		1 Transactions	
1 Fund Total:		289,590.14	General Fund	80 Vendors	177 Transactions

Aitkin County



2 Reserves Fund

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount			
339	Applied Concepts Inc	3,193.00	1 Transactions		
10389	Versaterm Public Safety US, Inc.	1,607.47	1 Transactions		
2 Fund Total:		4,800.47	Reserves Fund	2 Vendors	2 Transactions

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3 Road & Bridge

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 8

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
14943	1ST AYD CORPORATION	302.00	1 Transactions
50	Aitkin Body Shop, Inc	160.00	1 Transactions
195	Aitkin Tire Shop	620.00	2 Transactions
7916	AT&T Mobility (R&B)	38.23	1 Transactions
14887	Cintas Corporation	22.48	2 Transactions
2763	Countryside Sanitation, LLC	193.05	2 Transactions
5893	CTC - 446126	350.00	1 Transactions
10468	EJ EQUIPMENT, INC	927.73	1 Transactions
11180	Fastenal Company	227.64	1 Transactions
2089	Heartland Tire Inc	4,511.18	3 Transactions
999999000	HINTZ/CONNOR	500.00	1 Transactions
2340	Hyytinen Hardware Hank	323.17	6 Transactions
7705	Isle Automotive Corp	14.79	1 Transactions
91187	Lake Country Power	397.92	5 Transactions
10767	LENTZ/DANIEL GUY	300.00	1 Transactions
2941	M R Sign Co Inc	645.32	1 Transactions
15300	MCGREGOR ACE HARDWARE	12.76	1 Transactions
3100	McGregor Oil	3,862.50	2 Transactions
12927	Midwest Machinery Co.	78.31	1 Transactions

3 Road & Bridge

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount	
3555	Newman Signs Inc	826.05	1 Transactions
8436	Northland Parts	289.89	1 Transactions
10720	Nuss Truck Group Inc	456.56	1 Transactions
14861	Parman Energy Group	687.80	12 Transactions
999999000	PENTEK/BRITTANY & JAMES SCHROEDER	500.00	1 Transactions
9671	Pitney Bowes Global Financial Services	127.80	1 Transactions
11900	Pomp's Tire Service, Inc	11,236.12	3 Transactions
15211	Quality Disposal Systems Inc	83.40	1 Transactions
13116	Rally Snares	3,353.85	17 Transactions
4010	Rasley Oil Company	113.75	3 Transactions
4070	Riley Auto Supply	251.07	2 Transactions
9261	RTVision, Inc.	600.00	1 Transactions
9028	Thompson/Randall	49.99	1 Transactions
12788	Timmer Implement of Aitkin	412.20	1 Transactions
6097	Verizon Wireless	528.13	1 Transactions
9642	WEX BANK - Highway Dept	3,355.77	19 Transactions
9946	White Cap, LP	333.95	1 Transactions
5128	Widseth Smith & Nolting Inc	6,247.50	1 Transactions
5295	Ziegler Inc	746.16	1 Transactions

3 Fund Total:	43,687.07	Road & Bridge	38 Vendors	103 Transactions
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WLB1
10/20/25 1:49PM
9 State

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Name	Amount			
4580	Mn Dept Of Finance	3,420.75	2 Transactions		
9 Fund Total:		3,420.75	State	1 Vendors	2 Transactions

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10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name	Amount			
170	Aitkin Motor Company	838.17	4 Transactions		
13725	Beartooth Hardware Inc	9.99	1 Transactions		
5893	CTC - 446126	350.00	1 Transactions		
88880	Datacomm Computers & Networks Inc	1,148.00	1 Transactions		
3334	MCIT	114.00-	1 Transactions		
12927	Midwest Machinery Co.	15.49	1 Transactions		
4070	Riley Auto Supply	17.48	2 Transactions		
15229	Thompson/Dennis J	41.04	1 Transactions		
11574	Timber Transport-Curt Raveill	1,736.30	1 Transactions		
5889	USDA, APHIS, General	1,313.31	3 Transactions		
10180	WEX Bank - Land Dept	2,990.15	1 Transactions		
10 Fund Total:		8,345.93	Trust	11 Vendors	17 Transactions

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11 Forest Development

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	<u>Name</u>	<u>Amount</u>			
1958	Haasken/Daniel D.	221.60	2 Transactions		
9491	Nistler/Tony	360.00	1 Transactions		
4927	Turnock/Franklin Allen	35.00	1 Transactions		
11 Fund Total:		616.60	Forest Development	3 Vendors	4 Transactions

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13 Taxes & Penalties

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 13

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
999999000	ASHTON/KENNETH	144.00	1 Transactions
999999000	AUDETTE/MATT	554.00	1 Transactions
999999000	BEANE/LUCILLE	206.00	1 Transactions
999999000	BLAYLOCK/PAUL	16.00	1 Transactions
999999000	BORG/WADE	48.00	1 Transactions
999999000	COTALITY	1,238.00	1 Transactions
999999000	ERTL/MELISSA	92.00	1 Transactions
999999000	ESTENSON/LYNN	30.00	1 Transactions
999999000	GRAND TIMBER	219.00	1 Transactions
999999000	GRAND TIMBER BANK	283.00	1 Transactions
999999000	HAWKS/LINDA	64.00	2 Transactions
999999000	HEILAND/TOM	88.00	1 Transactions
999999000	LERETA	85.00	1 Transactions
999999000	LOFGREN/SCOTT	48.00	1 Transactions
999999000	MAGENTA SUNSET, LLLP	31.00	1 Transactions
999999000	MEMBERS COOP CREDIT UNION	996.00	3 Transactions
999999000	MEYERS/ROSEMARY	1,993.00	1 Transactions
999999000	MINN WEST BANK	761.00	1 Transactions
999999000	NIELSEN/TERRY	1,718.00	2 Transactions

Vendor No.	Name	Amount	
999999000	O'LEARY/TERRY	1,215.00	1 Transactions
999999000	OLSON/MARSHA	270.00	1 Transactions
999999000	PETERSON/ERIK	98.00	1 Transactions
999999000	QUICK/GREG	11.00	1 Transactions
999999000	RICHTER/DONALD	400.16	1 Transactions
999999000	ROBB/DAVID	920.00	1 Transactions
999999000	SANDBERG/TODD	147.00	1 Transactions
999999000	SCHENDEL/PEGGY	44.00	2 Transactions
999999000	SCHLAGEL/BRADLEY	869.00	1 Transactions
999999000	SHERWOOD/BARRY	98.00	1 Transactions
999999000	VAN BEUSEKOM/MATT	137.00	1 Transactions
999999000	WARD/RITA	1,739.00	1 Transactions
999999000	WARE/NATHAN	74.00	1 Transactions
999999000	WESTPHAL/CYNTHIA	21.80	1 Transactions
999999000	WHIPPS/BRADLEY	12.00	1 Transactions
999999000	WOODROW/TIMOTHY	637.00	1 Transactions
13 Fund Total:		15,306.96	Taxes & Penalties 35 Vendors 40 Transactions

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1:49PM

19 Long Lake Conservation Cen

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 15

Vendor Name
No.

Amount

9561	Amazon Business	136.89	3 Transactions
13725	Beartooth Hardware Inc	76.43	1 Transactions
13867	BrainRunner Inc	3,125.59	1 Transactions
2763	Countryside Sanitation, LLC	157.95	1 Transactions
2340	Hyytinen Hardware Hank	9.48	1 Transactions
8819	Mille Lacs Energy Coop-Aitkin	531.35	1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	2,177.56	5 Transactions
3776	Palisade One Stop	147.17	1 Transactions
3810	Paulbeck's County Market	73.45	1 Transactions
10076	PFS Minnesota	1,275.18	1 Transactions
4010	Rasley Oil Company	44.84	2 Transactions
4968	Upper Lakes Foods, Inc	2,545.24	2 Transactions

19 Fund Total:

10,301.13

Long Lake Conservation Center

12 Vendors

20 Transactions

Aitkin County



Vendor No.	Name	Amount		
13725	Beartooth Hardware Inc	1,228.41	22 Transactions	
9625	Blind Lake ATV Club	9,272.98	3 Transactions	
2763	Countryside Sanitation, LLC	422.37	1 Transactions	
10618	Erik's Lawn Service	3,192.00	6 Transactions	
2340	Hyytinen Hardware Hank	10.99	1 Transactions	
3024	Kingsley/Russell Lee	10,675.00	1 Transactions	
10772	Midwest Natural Resources	36,220.00	2 Transactions	
3160	Mille Lacs Energy Coop-Albert Lea	166.99	1 Transactions	
9109	Nelson Sanitation & Rental, Inc.	84.00	1 Transactions	
9491	Nistler/Tony	3,510.00	1 Transactions	
12182	Northwoods Quads	12,764.96	2 Transactions	
9617	Timber Lakes Septic Service, Inc.	400.00	2 Transactions	
11507	Waste Management of Minnesota, Inc	559.98	2 Transactions	
5128	Widseth Smith & Nolting Inc	14,550.00	1 Transactions	
21 Fund Total:		93,057.68	Parks	14 Vendors
				46 Transactions
Final Total:		469,126.73	196 Vendors	411 Transactions

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	289,590.14	General Fund
2	4,800.47	Reserves Fund
3	43,687.07	Road & Bridge
9	3,420.75	State
10	8,345.93	Trust
11	616.60	Forest Development
13	15,306.96	Taxes & Penalties
19	10,301.13	Long Lake Conservation Center
21	93,057.68	Parks
All Funds	469,126.73	Total

Approved by,

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



Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Fire Protection Contract - City of Palisade

☐ REGULAR AGENDA ☒ CONSENT AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Information Only
Submitted by: Kathleen Ryan, County Auditor		Department: Auditor's Department
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed: N/A
Summary of Issue: Approve and authorize signatures to the 2026 Fire Protection Contract for the Unorganized Townships served by the Palisade Fire Department.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve and authorize signatures to the contract with the City of Palisade for 2026. _ Payment due November 2025.		
Financial Impact: <i>Is there a cost associated with this request?</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i>		

CITY OF PALISADE
Palisade Fire Department
Agreement of Fire Protection

This Agreement Made and entered into this 17th day of October 2025 by and between the city of Palisade, a Municipal corporation of Aitkin County, MN and Aitkin County Unorganized Townships 49-27, 50-25, 50-26, 50-27, 51-25.

WHEREAS, the second party, deeming it advisable to have available for the benefit of the residents said Township, service of the first parties Fire Department, and the Electors of said Town having pursuant to law, provided a fund for furnishing of said service and WHEREAS, the first party has by appropriate action authorized its Mayor and Council Members to enter into a contract with the second party for furnishing of said service. NOW, THEREFORE, it is mutually agreed between the parties hereto, that for a period of ONE YEAR from and after the date hereof, the FIRE DEPARTMENT of the first party will answer any and all fire calls of the residents in the following Aitkin County Unorganized Townships and will respond to such calls with suitable firefighting apparatus manned by at least three members of the Palisade Fire Department, who will render all assistance possible in the saving of life and property. In consideration of said service, second party agrees to pay as following;

49-27 \$5718.79: 50-25 \$1761.13: 50-26 \$1,762.39: 50-27 \$376.50: 51-25 \$320.09 = \$9,938.90.

The amount of \$9,938.90 due and payable by November 30th, 2025.

It is understood and agreed however, that at times weather and road conditions through the various seasons of the year can and no doubt will interfere in the rendering of such service, in which event, failure to furnish the service herein agreed upon, shall not be taken to be a breach of this agreement.

It is further agreed that this contract shall continue to be in effect for a period of not more than ten years with the privilege of canceling by either party with a written notice within 30 days. Late fees of 1.5% of total agreement will be assessed monthly after due date of November 30th, 2025.

CONTRACT DATE: JANUARY 1, 2026 to DECEMBER 31, 2026.

IN WITNESS, WHEREOF, the respective parties have caused this instrument to be executed by respective officers thereof and the respective seals of the parties to be affixed thereto.

City of Palisade, A Municipality of Aitkin County, MN in presence of:

Mayor

Fire Chief

City Clerk/ Treasurer

Aitkin County Unorganized Townships 49-27, 50-25, 50-26, 50-27, 51-25.

Clerk of Unorganized Townships

Chair of Unorganized Townships



Board of County Commissioners Agenda Request

2Q
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Fire Protection Contract - Jacobson Fire Department

☐ REGULAR AGENDA ☒ CONSENT AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Information Only
Submitted by: Kathleen Ryan, County Auditor		Department: Auditor's Department
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed: N/A
Summary of Issue: Approve and authorize signatures to the 2026 Fire Protection Contract for the Unorganized Townships served by the Jacobson Fire Department.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve and authorize signatures to the contract with the City of Jacobson for 2026.		
Financial Impact: <i>Is there a cost associated with this request?</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i>		

**Jacobson Volunteer Fire Department
Fiduciary Agent: Ball Bluff Township
Fire Protection Agreement
with Aitkin County Fiduciary Agent for:
Unorg. Townships: 51-22, 52-22, 52-24
Effective January 1, 2026**

This agreement made and entered into by and between the Jacobson Volunteer Fire Department, in the Township of Ball Bluff, in the County of Aitkin in the State of Minnesota and the Townships of 51-22, 52-22, 52-24, a township of the County of Aitkin in the State of Minnesota.

WHEREAS, the Townships of 51-22, 52-22, 52-24 desires the services of the Jacobson Volunteer Fire Department in case of fires occurring in 51-22, 52-22, 52-24 Townships as well as the emergency medical services of the Jacobson Volunteer Fire Department 1st Responders in case of a medical emergency, and

WHEREAS, the Township of Ball Bluff maintains a volunteer fire department with emergency medical response capability, which department is available to provide fire protection and emergency medical response services to properties located in the Townships of 51-22, 52-22, 52-24, and

THEREFORE, it is agreed by and between said parties as follows:

1. The Jacobson Volunteer Fire Department shall provide fire protection and emergency medical response services to those properties in 51-22, 52-22, 52-24 Township lying within the areas outlined in red on the attached map. Such fire protection and emergency medical response services shall be provided from **January 1, 2026 through December 31, 2026** with the existing and any newly-obtained fire, medical equipment, apparatus and with members of the Jacobson Volunteer Fire Department.
2. Jacobson Volunteer Fire Department agrees to provide fire protection and emergency medical response services as described above to 51-22, 52-22, 52-24 Township in exchange for payment of the portion of the budget that would be equal to the portion of 51-22, 52-22, 52-24's tax capacity in relation to the tax capacity of the fire departments total coverage area. **The portions are as follows 51-22 \$11,621.29, 52-22 \$3,463.49, 52-24 \$609.68, which will provide coverage from January 1, 2026 to December 31, 2026.** Payment arrangements should be made with the clerk of Ball Bluff Township (fiduciary agent of the Jacobson Volunteer Fire Department), 68368 198th Ave, Box B, Jacobson, MN 55752.
3. The Jacobson Volunteer Fire Department's obligation to provide fire protection service and emergency medical response shall be subject to the following:
 - a. If road and weather conditions at the time of the call are such that the fire/medical run cannot be made with reasonable safety to men and equipment, and the decision of the Fire Chief or his Assistant or Captains in charge shall be final in such matter, no obligation arises under this agreement on the part of the Jacobson Volunteer Fire Department to answer such call.
 - b. In the event that a sufficient amount of the fire fighting/medical equipment and number of volunteer firemen, or both, are committed at the time of which another fire call comes in from the dispatcher of Aitkin County, in the sole judgment of the Fire Chief, his Assistant or Captains, to fighting pre-existing fires or attending pre-existing medical emergencies, so as to render the available equipment and manpower inadequate to answer a fire or medical call from the dispatcher of Aitkin County, no obligation shall arise under this agreement to answer such call. A pre-existing fire/medical emergency for the purposes of this agreement shall be a fire/medical emergency to which the Jacobson Volunteer Fire Department is called previous to receiving the call from the dispatcher of Aitkin County and which fire is still being fought or medical emergency is still being attended to by the Jacobson Volunteer Fire Department at the time the call from the dispatcher of Aitkin County is received.

- c. In the event a fire call is answered by the Jacobson Volunteer Fire Department, but before the fire in question is extinguished, the fire fighting equipment or volunteer firemen, or both are needed to fight another fire in the Jacobson Fire Departments fire district to protect property in the Jacobson Fire Departments fire district from a fire, the Chief or his Assistant Chief or Captains without liability therefore to any person or to the Jacobson Volunteer Fire Department or Township of Ball Bluff under this agreement, may in their judgment recall the fire equipment and firemen to another emergency for the purpose of fighting the fire in the fire district. The judgment of the Fire Chief, Assistant Chief or Captains shall be final and no person or party shall have recourse against the Townships or fire department for any damages or losses resulting from such action or decision.
- d. The first Responder's protocols for medical response units receiving medical direction from Med-1 Ambulance Service Inc., Minnesota Emergency Medical Services Regulatory Board, Minnesota Statutes 144E.27 subd. 5: The 1st responders from the Jacobson area and of the Jacobson Volunteer Fire Department responds in the geographical are licensed to Med-1 Inc. and their mutual aid area.
4. The parties acknowledge the fact that the Jacobson Volunteer Fire Department may enter into similar contracts with other townships, and acknowledge that the Jacobson Volunteer Fire Department has entered into mutual aid contracts with other Fire Departments in other municipalities, and that a fire call under any such contract preceding a call in the Township could be a valid and reasonable basis for the decision of the Fire Chief, Assistant Chief or Captains in refusing to answer a fire call in the Township.
5. Because the Jacobson Volunteer Fire Department has heretofore entered into mutual assistance fire fighting agreements with other municipalities possessing fire fighting equipment and firemen, which equipment and firemen could be called by the Chief, Assistant Chief or Captains to a fire in the Township, the Township agrees to pay such additional cost as may be incurred thereby if the sole judgment of the Chief, or his Assistant Chief or Captains, such additional fire fighting equipment and firemen are needed to fight a fire in the Township and are in fact called to such fire by the Chief, or his Assistant Chief or Captains.
6. Ball Bluff Township shall appoint one person from its board to sit on the Jacobson Volunteer Fire Department Budget Committee to assist in preparing the following year's fire department budget and attend their monthly fire department meetings.
7. Townships contracted with the Jacobson Volunteer Fire Department is invited to send representatives to the Jacobson Volunteer Fire Department meetings and Ball Bluff Township meetings. The Jacobson Volunteer Fire Department business meeting is held the first Thursday of each month. The Township of Ball Bluff meets the second Tuesday of each month.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 9th day of October, 2025.

Township of **Ball Bluff Township**

by Steven J. Sami
Chairman

Attest: Sammi Day
Township Clerk

by Deak
Fire Chief

Township of **Unorganized 51-22, 52-22, 52-24**

by _____
Chairman

Attest: _____
Township Clerk



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: 10/28/2025

Title of Item: 2024 EMPG Grant

☐ REGULAR AGENDA ☒ CONSENT AGENDA ☐ INFORMATION ONLY	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: See attached memo and agreement		
Alternatives, Options, Effects on Others/Comments: Recommend authorizing County Board Chair and County Administrator to sign the EMPG agreement with the State of MN for this funding.		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i>		

DANIEL G. GUIDA

AITKIN COUNTY SHERIFF

218 1st St. N.W.

Aitkin, MN 56431

218-927-7435 / 1-888-900-2138

Emergency 911

Sheriff Fax: 218-927-7359 / Dispatch Fax: 218-927-6887

MEMO

TO: Aitkin County Board of Commissioners

DATE: October 28, 2025

FROM: Sheriff Dan Guida

RE: 2024 EMPG Grant

Attached is the annual Emergency Management Performance Grant (EMPG) award for the year 2024. The award amount for 2024 is \$16,709.

This grant does not totally fund our emergency management activities, rather it offsets some of the costs. I am looking for authorization to have the Board Chair and the County Administrator sign this agreement with the State of Minnesota for this funding.

Please let me know if you have any questions. Thank you.



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190	Grant Program: 2024 Emergency Management Performance Grant Grant Contract Agreement No.: A-EMPG-2024-AITKINCO-002
Grantee: Aitkin County 307 2nd Street NW Aitkin, MN 56431	Grant Contract Agreement Term: Effective Date: 01/01/2024 Expiration Date: 06/30/2026
Grantee’s Authorized Representative: Aitkin County Sheriff’s Office / Emergency Management ATTN: Patrice Erickson – Emergency Management Deputy Director 218 1 st Street NW Aitkin, MN 56431 Phone: 218-927-7437 E-mail: patrice.erickson@co.aitkin.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 16,709.00 Matching Requirement \$ 16,709.00
State’s Authorized Representative: Homeland Security and Emergency Management ATTN: Ms. Kyle Temme 3925 Pheasant Ridge Drive NE Blaine, MN 55449 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA/ALN: 97.042 FAIN: EMC-2024-EP-05011 State Funding: None Special Conditions None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. § 16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2024 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 3925 Pheasant Ridge Drive NE, Blaine, MN 55449. The Grantee shall also comply with all requirements referenced in the 2024 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No. A-EMPG-2024-AITKINCO-002 / P.O. No. 3000104725

Project No: N/A

2. GRANTEE

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

Signed: _____

Printed Name: J. Mark Wedel

Title: Aitkin County Board Chair

Date: October 28, 2025

Signed: _____

Printed Name: David Minke

Title: County Administrator

Date: October 28, 2025

Signed: _____

Printed Name: Daniel Guida

Title: County Sheriff

Date: October 28, 2025

Distribution: DPS/FAS
Grantee
State's Authorized Representative

2024 (EMPG) Emergency Management Performance Grant

Budget Summary (Review Report)

Organization:
Aitkin County

EXHIBIT A
A-EMPG-2024-AITKINCO-002

Budget		
Budget Category	Award	Match
Organization		
EM Dept salaries and fringe benefits	\$16,709.00	\$16,709.00
Total	\$16,709.00	\$16,709.00
Total	\$16,709.00	\$16,709.00
Allocation	\$16,709.00	\$16,709.00
Balance	\$0.00	\$0.00



Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: 2026 Newspaper Bid Specifications

☐ REGULAR AGENDA ☒ CONSENT AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Information Only
Submitted by: April Kellerman		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Attached is a draft of the 2026 Newspaper Bid Specifications. Upon approval, this will be mailed out to Aitkin Independent Age, Voyageur Press, and News Hopper. The Auditor's Office has reviewed the specifications.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve 2026 Newspaper Bid Specifications		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>		

CALENDAR YEAR 2026 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

Aitkin County is requesting bids for newspaper publication of the following County legal notices for 2026:

1. Official Proceedings (in Summary form)
2. Legal Notices
3. Delinquent Real Estate Notice and List
4. First Publication of the Financial Statement
5. Second Publication of the Financial Statement

This bid package contains the following:

- I. General Information for Bidders (page 2)
- II. Specific Requirements for Bidders (pages 2-3)
- III. Bid Award Criteria (page 3)
- IV. Bid Form (page 4)

County Contact Person: David Minke, Aitkin County Administrator
(218) 927-7276 option 8

CALENDAR YEAR 2026 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

I. GENERAL INFORMATION FOR BIDDERS

- A. Sealed bids for newspaper publication of Aitkin County legal notices for 2026 will be received in the **Aitkin County Administrator's Office**, 307 2nd Street NW - Room 310, Aitkin, MN 56431, until **Noon on Thursday, December 11, 2025** at which time they will be opened, read and tabulated.
- B. All bids must be typewritten or written legibly in ink, sealed in an envelope, and bear the inscription "2026 NEWSPAPER PUBLISHING BID" together with the name and address of the publisher.
- C. Bidders must use the attached form when submitting a bid.
- D. Bids received after the time set for bid opening will be returned to the bidder unopened.
- E. Bids will be considered at the Aitkin County Board of Commissioners meeting on **January 6, 2026**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Thursday, December 11, 2025.
- G. Aitkin County will send written notice of bid awards to the successful publishers.
- H. Aitkin County reserves the right to waive any irregularities in the bids, to reject any or all bids and to make any award which it considers to be in the best interest of the County.
- I. Aitkin County does not discriminate on the basis of disability, race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. If you need assistance due to disability or language barrier please call (218) 927-7276 option 8.

II. SPECIFIC REQUIREMENTS FOR BIDDERS

- A. Separate bids are required for each type of publication notice, no joint bids will be accepted.
- B. Bids must be submitted using the attached form.
- C. Bidders are required to provide circulation statistics by zip code.
- D. Types of legal notices to which bids are requested.
 - (1) **PUBLICATION OF OFFICIAL PROCEEDINGS IN SUMMARY FORM:** (Minnesota Statute 375.12 refers.) The County will provide all official proceedings in digital format and may specify font, point size and leading.
 - (2) **PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS:** (Minnesota Statute 331A.01 subd. 7 and 331A.05 - .07 refer.) The County will provide all legal notices and miscellaneous advertisements in digital format and may specify font, point size and leading.

CALENDAR YEAR 2026 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

(3) **PUBLICATION OF DELINQUENT REAL ESTATE NOTICE AND LIST:** Minnesota Statute 279.08 refers.) The list of real estate taxes remaining delinquent on the first Monday of January 2026 shall be published once in each of two non-consecutive weeks. The county will provide the Real Estate List in digital format and may specify font, point size and leading.

(4) **FIRST PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication to be done in a newspaper located in a different municipality. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit, and first publisher may be asked to provide copies of Financial Statement **insert** for second publication. The County will provide the Financial Statement in camera ready format.

(5) **SECOND PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication of the financial statement to be done in one other newspaper, if one of general circulation is located in a different municipality in the county than the official newspaper. Per MN statute the county board shall call for separate bids for each publication. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit. To be considered for award of the bid for second publication of the financial statement, bidders must include a specific bid for the second publication of the Financial Statement. The County will provide the Financial Statement in camera ready format.

III. BID AWARD CRITERIA

- A. A successful bidder will be designated by the County Board as the "Official County Newspaper" for calendar year 2026 and will be required to publish all legal notices and advertisements as required by law to be published in the official newspaper.
- B. A successful bidder will be designated by the County Board for publication of the "Second Publication of the County Financial Statement." That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statue 375.17 subd. 3.
- C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.
- D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.
- E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.
- F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as "Official Newspaper" (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

AITKIN COUNTY - BID FORM

PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2026

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)
\$_____ per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$_____ per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$_____ per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$_____ per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$_____ per column inch

Size in inches of newspaper single page sheet = _____ by _____

Maximum number of columns per page in legal notice section = _____

Newspaper circulation within the boundaries of Aitkin County = _____

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 _____ 56469 _____ 55748 _____ 55760 _____ 55787 _____ 56350 _____

Subscription cost per individual customer within Aitkin County for 1 year = _____

(Please Print Clearly)

Name of Bidding Newspaper: _____

Official Address: _____

Printed Name of Submitter _____ Title _____

Phone: _____

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

Signature in Ink of Submitter

Date



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: 10-28-25

Title of Item: Sponsorship Resolution for City of Aitkin LRIP Project

☐ REGULAR AGENDA ☒ CONSENT AGENDA ☐ INFORMATION ONLY	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing*	
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: The 2025 Legislature appropriated \$47 million to the Local Road Improvement Program (LRIP) as part of the bonding bill. These funds are available to fund improvements on city, township, and county roads throughout Minnesota. Grant applications are currently being accepted by the Minnesota Department of Transportation for eligible local projects through December 12, 2025. Applications from cities and townships are required to be sponsored by their county. Attached is a sponsorship resolution for a project on Bunker Hill Drive in the City of Aitkin.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Request approval of the attached resolution.		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>		

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

ADOPTED October 28, 2025

By Commissioner: xxx

20251028-xxx

RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF AITKIN'S PURSUIT OF 2025 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FOR THE BUNKER HILL DRIVE PROJECT

WHEREAS, Bunker Hill Drive is a 1.0-mile Aitkin city street from State Highway 47 (4th St SE) to Aitkin County State-Aid Highway 12 (400th Ave), and

WHEREAS, Bunker Hill Drive provides access to Riverwood Healthcare Center (Level III Trauma Center), Elemet Manufacturing, and is a critical route for emergency service vehicles, and

WHEREAS, construction of a 44-unit workforce housing complex located along Bunker Hill Drive began on August 25, 2025, and the developer has also announced plans for a second 51-unit senior housing complex on Bunker Hill Drive, which, upon completion, will further increase traffic volumes and community reliance on Bunker Hill Drive for safe and efficient access, and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation provides funding up to \$1,500,000 for regionally significant projects, and

WHEREAS, the LRIP requires a city that is not a state-aid city, to obtain County Board sponsorship of the project, and

WHEREAS, the proposed year for project construction is 2027.

NOW, THEREFORE BE IT RESOLVED BY THE AITKIN COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. Aitkin County supports the City of Aitkin's pursuit of LRIP funds for the reconstruction of Bunker Hill Drive, and
2. Aitkin County agrees to sponsor the City of Aitkin's Local Road Improvement Program application to MnDOT and act as the city's fiscal agent for this project.

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, David J. Minke, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of October 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of October 2025

David J. Minke
County Administrator



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: 10-28-25

Title of Item: Sponsorship Resolution for City of McGregor LRIP Project

☐ REGULAR AGENDA ☒ CONSENT AGENDA ☐ INFORMATION ONLY	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing*
Submitted by: John Welle	Department: Highway Department
Presenter (Name and Title): NA	Estimated Time Needed: NA
Summary of Issue: The 2025 Legislature appropriated \$47 million to the Local Road Improvement Program (LRIP) as part of the bonding bill. These funds are available to fund improvements on city, township, and county roads throughout Minnesota. Grant applications are currently being accepted by the Minnesota Department of Transportation for eligible local projects through December 12, 2025. Applications from cities and townships are required to be sponsored by their county. Attached is a sponsorship resolution for a project on Industrial Drive in the City of McGregor.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Request approval of the attached resolution.	
Financial Impact: <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> ☐ Yes ☒ No ☐ Yes ☐ No <i>Please Explain:</i>	

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

ADOPTED October 28, 2025

By Commissioner: xxx

20251028-xxx

**RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF MCGREGOR'S
PURSUIT OF 2025 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FOR THE INDUSTRIAL DRIVE
PROJECT**

WHEREAS, Industrial Drive is an 0.6-mile McGregor city street that begins and ends at intersections with State Highway 65, and

WHEREAS, Industrial Drive provides access to the McGregor Airport, Savanna Pallets, and is a critical route for emergency service vehicles, and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation provides funding up to \$1,500,000 for regionally significant projects, and

WHEREAS, the LRIP requires a city that is not a state-aid city, to obtain County Board sponsorship of the project, and

WHEREAS, the proposed year for project construction is 2026.

**NOW, THEREFORE BE IT RESOLVED BY THE AITKIN COUNTY BOARD OF COMMISSIONERS AS
FOLLOWS; that**

1. Aitkin County supports the City of McGregor's pursuit of LRIP funds for the reconstruction of Industrial Drive, and
2. Aitkin County agrees to sponsor the City of McGregor's Local Road Improvement Program application to MnDOT and act as the city's fiscal agent for this project.

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, David J. Minke, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of October 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of October 2025

David J. Minke
County Administrator



Board of County Commissioners Agenda Request

2V
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Updated ESST Policy – Effective 1/1/2026

☐ REGULAR AGENDA ☒ CONSENT AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Information Only
Submitted by: Bobbie Danielson, HR Director		Department: Human Resources Dept.
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: Please find the updated ESST policy attached. This revision clarifies that ESST applies to the employer's more generous time banks, as required by statute. It also reflects the statutory change allowing documentation to be requested after 2 days of leave (previously 3), and specifies that ESST will run concurrently with FMLA, PFML, Parental Leave, and any other applicable leaves. This updated policy replaces all prior ESST policies and will take effect on January 1, 2026. The ESST policy update has been discussed with department heads and the personnel committee.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve the updated ESST policy with an effective date of 1/1/2026.		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>		

Earned Sick and Safe Time (ESST) Policy

1. Purpose and Scope

This policy ensures compliance with Minnesota Statutes §§ 181.9445–181.9448 regarding earned sick and safe time (ESST). The employer already provides leave banks (PTO, Personal Leave, and Extended Sick Leave) that meet or exceed the minimum ESST standards. Accordingly, employees may use these existing leave banks for any purpose permitted under the ESST law.

This policy applies to all eligible employees who work at least 80 hours in a year in Minnesota, including part-time and temporary employees.

This policy does not apply to volunteers, independent contractors, or elected officials.

For purposes of this ESST policy, a “year” is defined as a calendar year.

2. Accrual of Earned Sick and Safe Time

- Employees accrue a minimum of **one hour of ESST for every 30 hours worked**, up to at least **48 hours per year**, unless the employer provides a more generous amount.
 - Employees may **carry over** accrued but unused ESST into the following year, up to **80 hours**.
 - Accrual begins on the employee’s first day of employment. ESST may be used as it is accrued.
 - Exempt employees are assumed to work 40 hours per week unless their normal workweek is less.
 - ESST is paid at the employee’s **base rate of pay**, as defined by law.
-

3. Permitted Uses of ESST

Employees may use ESST for the following purposes:

Eligible use.

An employee may use accrued earned sick and safe time for:

(1) an employee's:

- (i) mental or physical illness, injury, or other health condition;
- (ii) need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;

(iii) need for preventive medical or health care; or

(iv) need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member;

(2) care of a family member:

(i) with a mental or physical illness, injury, or other health condition;

(ii) who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or

(iii) who needs preventive medical or health care;

(3) absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:

(i) seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;

(ii) obtain services from a victim services organization;

(iii) obtain psychological or other counseling;

(iv) seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or

(v) seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking;

(4) closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency;

(5) the employee's inability to work or telework because the employee is: (i) prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (ii) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis; and

(6) when it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

“Family member” includes a wide range of relationships defined in Minn. Stat. § 181.9445, including spouses, children, parents, grandparents, siblings, in-laws, designated individuals, and those with close associations equivalent to family.

4. Notice and Documentation

- If the need for leave is **foreseeable**, employees must provide up to **seven days’ advance notice** when possible.
 - If the need is **unforeseeable**, employees must provide notice **as soon as practicable**.
 - If leave lasts more than two consecutive scheduled workdays (effective 1/1/2026), the employer may require **reasonable documentation** as permitted under the law.
 - Employees may provide written statements; notarization is not required.
 - Employees may, but are **not required to find a replacement** to cover their shift in order to use ESST.
 - ESST may not be used on an employee’s scheduled day off.
-

5. Increments of Use and Pay

- ESST may be used in increments consistent with the employer’s payroll system.
 - ESST is paid at the employee’s base rate and does not include shift differential, overtime, FTO pay, or other pay premiums.
 - The employer will maintain the employee’s group insurance coverage during ESST usage as if the employee were working, provided the employee continues their share of premium contributions.
-

6. Protections and Retaliation Prohibited

- Employees are protected from discharge, discipline, or retaliation for exercising rights under ESST law.
-

7. Notice and Recordkeeping

- The employer will provide employees with a **written notice** of their ESST rights upon hire and through postings in the workplace or electronic systems.
- Each pay period, employees will receive a pay stub showing:

- Total leave bank hours accrued and available
 - Total leave bank hours used during the pay period
 - To ensure compliance in the event of an audit, the employer will document through internal payroll and leave records that at least 48 hours of qualifying ESST have been provided and protected annually through the employer's PTO, Personal Leave, and/or Extended Sick Leave banks. If fewer than 48 hours are used in a calendar year, unused hours will be carried over to the next year, up to a maximum of 80 hours, consistent with statutory requirements.
 - The employer will retain ESST records in accordance with payroll retention requirements.
-

8. Confidentiality

All information related to an employee's use of ESST, including health or safety information, is **confidential** and may not be disclosed except as required by law or authorized by the employee.

9. Separation, Rehire, and Successorship

- Unused ESST is **not paid out** upon separation from employment, including layoff, voluntary resignation, retirement, or termination.
 - If an employee is **rehired within 180 days**, previously accrued and unused ESST will be reinstated.
-

10. Interaction with Existing Leave Banks

Because the employer provides **PTO, Personal Leave, and Extended Sick Leave** that meet or exceed statutory requirements, these banks satisfy the minimum ESST obligations. No separate ESST bank is maintained. Employees may use these existing leave types for ESST-eligible reasons.

11. Additional Provisions

- ESST runs concurrent with FMLA, Minnesota Parental Leave Act, Paid Family and Medical Leave (PFML), and any other applicable leaves.
- Employees may not donate unused sick and safe time to other employees.
- Weather event exceptions apply as negotiated with licensed peace officers, dispatchers, correctional officers, and public employees holding a commercial

driver's license in the interest of public safety. Refer to the applicable collective bargaining agreement.

- Probationary periods will be extended by the length of any ESST taken, unless prohibited by contract or law.
- Employees are entitled to job reinstatement and continued accrual of seniority.

Effective Date: January 1, 2026

Authority: Minn. Stat. §§ 181.9445–181.9448

Attach: MN Dept of Labor and Industry ESST Employee [Notice](#)



Board of County Commissioners Agenda Request

2W
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Policy Update - Family and Medical Leave Act (FMLA) Policy - eff. 1/1/2026

☐ REGULAR AGENDA ☒ CONSENT AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Information Only
Submitted by: Bobbie Danielson, HR Director		Department: Human Resources Dept.
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: As we prepare for the implementation of the State's PFML program on January 1, 2026, our leave policies are being reviewed and updated. Please find an updated FMLA policy attached. We have streamlined this policy to make it more concise. Our current FMLA tracking methodology is well-established, and we plan to continue using it in 2026. We will closely monitor how this method aligns with the State's new PFML tracking method. If we encounter any difficulties or unanticipated challenges between the two tracking systems, we may request to amend our tracking methodology in 2027 to mirror the State's new PFML system. This updated policy replaces all prior FMLA policies, effective January 1, 2026. FMLA policy updates have been discussed with department heads and the personnel committee in recent months.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve the updated FMLA policy, effective 1/1/2026.		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>		

Aitkin County

Family & Medical Leave (FMLA) Policy

Effective Date: January 1, 2026

1. Purpose

This policy implements the federal Family and Medical Leave Act (FMLA) as codified at 29 U.S.C. § 2601 et seq. The purpose of the FMLA is to enable eligible employees to take unpaid, job-protected leave for specified family and medical reasons, while maintaining health benefits during the leave period. This policy explains how employees may request and use FMLA leave, how the employer calculates leave entitlement under a “rolling 12-month period measured backward” method, and the rights and responsibilities of both employees and the employer.

2. Eligibility

To be eligible for FMLA leave under this policy, an employee must meet all of the following criteria:

- a. The employee has been employed by Aitkin County for at least 12 months (which need not be consecutive).
- b. The employee has worked at least 1,250 hours during the 12-month period immediately preceding the date the leave begins.
- c. The employee works at a location where Aitkin County employs 50 or more employees within 75 miles of that worksite.

3. Qualifying Reasons for FMLA Leave

Eligible employees may take FMLA leave for any of the following reasons:

- a. The birth of a child and to bond with the newborn child within 12 months of the birth.
- b. The placement of a child for adoption or foster care and to bond with that child within 12 months of the placement.
- c. To care for the employee’s spouse, son, daughter, or parent who has a serious health condition.
- d. The employee’s own serious health condition that renders the employee unable to perform the essential functions of his/her job.
- e. Qualifying exigencies arising from the fact that the employee’s spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty).
- f. Up to 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness.

4. Amount of Leave and the Rolling 12-Month Measurement Method

- a. Eligible employees are entitled to a total of 12 workweeks of FMLA leave during any 12-month period (or up to 26 workweeks for the service-member caregiver leave described above).
- b. Aitkin County uses a **rolling 12-month period measured backward** from the date an employee uses any FMLA leave. Each time an employee requests leave, Aitkin County will look back from the date the leave would commence and count the amount of FMLA leave the employee has used during the immediately preceding 12 months. The amount remaining (if any) of the 12-week (or 26-week) entitlement is the amount the employee may use.
- c. Once the employee either exhausts the 12 weeks (or 26 weeks) or reaches the end of the rolling 12-month look-back period, any further leave qualifies only once another 12-month period has passed so that leave in the past 12 months falls outside the look-back window.

5. Application for Leave and Notice Requirements

- a. Employees seeking FMLA leave for a foreseeable condition (such as planned birth/adoption or planned medical treatment) must provide at least 30 days' advance notice, or as soon as practicable when the leave is unforeseeable.
 - b. Employees must follow Aitkin County's regular call-in procedures when they need to take FMLA leave unexpectedly.
 - c. Aitkin County may require employees to provide sufficient information to determine whether the leave qualifies under FMLA, including medical certification, and must notify the employee whether the leave will be designated as FMLA within 5 business days of receiving sufficient information.
- D. FMLA runs concurrent with accrued PTO, Personal Leave, Extended Sick Leave, ESST, Minnesota Parental Leave Act, Paid Family and Medical Leave (PFML), and any other applicable leaves.

6. Intermittent or Reduced Schedule Leave

- a. FMLA leave may be taken intermittently or on a reduced-schedule basis when medically necessary for the serious health condition of the employee or a covered family member.
- b. FMLA leave may not be taken intermittently for the birth/adoption/foster placement of a child, unless beneficial for business continuity purposes as determined by the department head.
- b. When leave is taken intermittently or on a reduced schedule, the actual time off will be counted toward the 12-week (or 26-week) entitlement under the rolling 12-month period as described in Section 4.

7. Use of Paid Leave

- a. Aitkin County requires employees to substitute accrued paid leave (such as PTO, Personal Leave, or extended sick leave) for unpaid FMLA leave to the extent permitted by County policy and applicable law. Such paid leave will run concurrently with FMLA leave and count toward the 12-week (or 26-week) entitlement.
- b. When an employee has accrued paid leave but chooses not to use it (for example, if state PFML allows accrued time use to be voluntary), any part of the FMLA leave not covered by paid leave will be unpaid.

8. Maintenance of Health Benefits & Job Restoration

- a. During FMLA leave, Aitkin County will maintain the employee's group health insurance coverage on the same terms as if the employee had remained actively employed. The employee is responsible for his/her portion of insurance premiums.
- b. Before returning to work, employees on leave for their own serious health condition must submit a Report of Workability (ROW) from their healthcare provider and work with Human Resources to review and clear any work restrictions.
- c. Upon return from FMLA leave, the employee will be restored to the same position held prior to the leave, or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.
- d. Examples of equivalent position: similar job duties, similar status, same pay, same benefits, similar shift and location, subject to legitimate business needs unrelated to taking FMLA leave.

9. Failure to Return From Leave

If the employee fails to return from FMLA leave after the period of leave expires (other than for a reason protected by the FMLA, or because the employee is unable to return due to a serious health condition or other protected reason), then Aitkin County may require reimbursement of health-insurance premiums it paid on the employee's behalf during the leave.

10. Recordkeeping and Confidentiality

Aitkin County will maintain records of FMLA leave usage for each eligible employee, including the dates and hours of leave taken, the reason for leave, and any required certification. These records will be treated as confidential and maintained separately from the employee's regular personnel file.

11. Compliance and Non-Retaliation

Aitkin County will comply with all provisions of the FMLA and applicable regulations. Employees will not be retaliated against for exercising rights under FMLA, for filing a complaint, or for cooperating in an investigation of a FMLA claim.

12. Policy Review and Amendments

Aitkin County reserves the right to amend or revise this policy at any time in order to comply with changes in federal, state, or local law, or for administrative purposes. Employees will be given notice of any changes.



Board of County Commissioners Agenda Request

2X
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: New Policy - MN Paid Family Leave, effective 1/1/2026

☐ REGULAR AGENDA ☒ CONSENT AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Information Only
Submitted by: Bobbie Danielson, HR Director		Department: Human Resources Dept.
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: This new policy is being implemented in response to the State of Minnesota's Paid Family and Medical Leave (PFML) program, which takes effect on January 1, 2026. It outlines the basic provisions of the State program, including employee eligibility, benefit coordination, and how PFML will interact with existing County leave policies. The intent of this policy is to provide a clear framework for administering PFML benefits in alignment with State requirements while ensuring consistent application across the organization. This PFML policy has been reviewed and discussed by department heads and the personnel committee.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve the new PFML policy, effective 1/1/2026.		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>		

Aitkin County Personnel Policy Addendum

Section: Leaves of Absence

Policy Title: Minnesota Paid Family and Medical Leave (PFML)

Effective Date: January 1, 2026

I. Purpose

To provide guidance on employee rights and employer responsibilities under the Minnesota Paid Family and Medical Leave (PFML) Act, effective January 1, 2026, as established by Minn. Stat. Chapter 268B.

II. Policy Overview

Beginning January 1, 2026, all employees, including elected officials, who meet PFML eligibility criteria may apply for paid family or medical leave through the Minnesota Department of Employment and Economic Development (DEED). PFML provides partial wage replacement and job protection for qualifying leave events.

III. Eligibility

Employees are eligible for PFML if they:

- Worked in Minnesota at least 50% of the prior year or live in Minnesota; and
- Earned at least 5.3% of the statewide average annual wage in the previous year (approx. \$3,700 in 2024).

Federal employees and certain hospitality-industry seasonal workers are excluded. Employees must be employed with Aitkin County for at least 90 days to be eligible for job reinstatement protections.

IV. Leave Entitlement

PFML provides:

- Up to **12 weeks** of **medical leave** for the employee's own serious health condition, and
- Up to **12 weeks** of **family leave** for qualifying reasons (bonding, caregiving, safety, active duty-related).

Maximum combined leave: 20 weeks per benefit year. Leave may be taken continuously or intermittently (minimum increment: .001 hours, unless indicated otherwise by departmental recordkeeping systems in the Sheriff's office and/or Highway department).

Intermittent Leave under PFML

Employees may take scheduled intermittent Paid Family and Medical Leave (PFML) when approved by the state. Intermittent PFML benefits are prorated, meaning the benefit payment will reflect only the portion of time the employee is actually on leave.

Intermittent PFML leave is limited to a maximum of 480 hours per calendar year (equivalent to 12 weeks of full-time leave). Any additional PFML leave beyond 480 hours must be taken as continuous leave, if eligible.

Example: An employee approved for intermittent PFML may take leave in partial-day or partial-week increments, such as one day per week to attend medical appointments. In this case, the employee would receive a partial benefit for each day taken, and the total time used will count toward the 480-hour annual cap.

V. Covered Family Members

Includes spouses/domestic partners, children, parents, siblings, grandparents, grandchildren, in-laws, and individuals with close personal relationships meeting PFML criteria.

VI. Interaction with Other Leaves

PFML will **run concurrently** with:

- FMLA (where applicable)
- Minnesota Parental Leave Act
- ESST
- Any other applicable leaves

Employees may elect to use earned paid time off (e.g., PTO, personal leave, comp time, sick leave, ESST) to supplement PFML benefits, but cannot be required to do so. Coordination must not result in wage replacement exceeding the employee's regular wage.

VII. Application Process

Employees must:

1. Notify their supervisor or HR of the need for leave (30 days in advance if foreseeable).
2. Apply directly to DEED for PFML benefits (up to 60 days before the leave start date).
3. Submit any required documentation to DEED for eligibility certification.

The employer's designated PFML administrators (HR Director, HR Specialist, and Payroll Technician) will review and respond to DEED inquiries within 7 calendar days.

VIII. Premiums and Funding

PFML is funded by employer and employee payroll premiums, shared 50/50. Deductions will begin January 1, 2026. Contribution rates are set by the state and may be adjusted annually or as otherwise determined by the state.

IX. Seniority, Job Protection, and Continuation of Benefits

Upon return from PFML, employees are entitled to:

- Reinstatement to the same or equivalent position
- Continuation of group benefits during leave. Employees are responsible for coordinating their share of premium payments with Payroll prior to any planned leave. In situations where advance notice is not possible due to incapacity, the employee (or their representative) must contact Payroll to make payment arrangements as soon as practicable.
- Protection from retaliation or interference in exercising PFML rights
- Bargaining unit employees who are in an unpaid status through the employer shall continue to accrue seniority for up to thirty (30) calendar days during a leave of absence, unless otherwise provided in the collective bargaining agreement.
- Probationary periods will be extended by the length of any leave taken, unless such extension is prohibited by the collective bargaining agreement or law.

X. Notices and Documentation

By December 1, 2025, Aitkin County will provide all employees with the required PFML notice, including contribution information, DEED contact details, and rights under the statute. New employees will receive this notice within 30 days of hire. Employees will be asked to acknowledge receipt in writing.

XI. Administration and Updates

The State of MN in cooperation with the Human Resources Department is responsible for administering PFML compliance. This policy is subject to change based on state guidance or legislative updates. Questions should be directed to Human Resources.



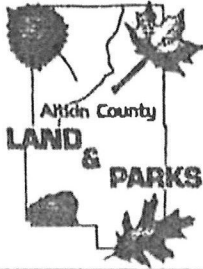
Board of County Commissioners Agenda Request

2Y
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Kevin Hulbert Residential Road Easement

☐ REGULAR AGENDA ☒ CONSENT AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Kevin Hulbert is requesting a residential road easement to access his property in Kanabec County. The easement will go through sections 32 and 33 of Williams Township (Aitkin County). Once this easement is recorded, the Hulbert's old easement will be terminated. Cost of the easement is \$8,166.00 (4.26 acres at \$2,000/acre minimum plus a recording fee of \$46). The applicant has paid the \$400 application fee, which will be credited to the assessment if the easement is approved. Aitkin County Surveyor has reviewed the easement and has no objections.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve residential road easement for Kevin Hulbert.		
Financial Impact: Is there a cost associated with this request? ☐ Yes ☒ No What is the total cost, with tax and shipping? \$ Is this budgeted? ☐ Yes ☐ No Please Explain:		



REQUEST FOR ACCESS ACROSS AITKIN COUNTY MANAGED LAND

February 2025

Before completing this request, read the accompanying instructions to determine the type of easement that you are requesting. Please attach a map showing the proposed easement that you are requesting. A non-refundable application fee of \$400.00 must accompany this application. If approved, the application fee will be applied to the easement fee.

1. Easement: ☐ Utility Easement Only.
☐ Recreational Road Easement – No Utilities allowed, for recreation use only.
☒ Residential Road Easement – Includes Utility Easement, for year-round use.

See the instruction sheet for better definitions of the types of easements.

2. Applicant Information (please print or type)

NAME Kevin Hulbert COMPANY NA
ADDRESS 8225 Park St W. CITY, STATE, ZIP Danbury, WI, 54830
PHONE 651-686-5045 E-MAIL Kevin.H.Hulbert@gmail.com

3. Please answer the following with regards to YOUR parcel being accessed:

Tax Parcel Number: 05-00050-00 Acreage: 168

Location of Parcel: Legal Description: East 1/2, except that part lying east of Snake River
Section: 4 Township: 42 Range: 23

Do you have any other access into this property? ☐ Yes ☒ No

Will the proposed easement route cross property other than Aitkin County managed lands? No

4. Please write a brief note on why you are requesting an Easement: The parcel was purchased by our parents in the 1970's. Our family has decided to put the land in a conservation easement with the MN Land Trust. While in the final stages of the application process the Land Trust attorneys determined the easement access to the property was not sufficient, they required a recorded easement with access from Hwy 65 to the property.

5. Signature of Application or Authorized Rep.

[Signature]
8-4-2025
Date

Please return completed form, and map, along with the nonrefundable application fee of \$400.00 to:

Aitkin County Land Department
502 Minnesota Ave. N.
Aitkin, MN 56431

ACCESS EASEMENT AGREEMENT

THIS RESIDENTIAL ROAD ACCESS EASEMENT AGREEMENT (“Agreement”) is made effective as of the date of the last signature below by and between the County of Aitkin, a political subdivision of the State of Minnesota (“Grantor”), and David L Hulbert and Doreen Hulbert, trustees under the David Hulbert Living Trust, dates August 27, 1988, Kevin H. Hulbert, Duane C. Hulbert, and Gary W. Hulbert (collectively referred to as the “Hulberts”), and the Minnesota Land Trust, a non-profit corporation organized and existing under the laws of the State of Minnesota (“Land Trust”). The Hulberts and the Land Trust may be referred to collectively as the “Grantee.”

WITNESSETH

WHEREAS, Grantor is the owner of certain real property located in the County of Aitkin, State of Minnesota, and legally described on **Exhibit A** attached hereto and incorporated by this reference (“Burdened Property”);

WHEREAS, the Land Trust is working with the Hulberts of the land that is adjacent to the Burdened Property, in the County of Aitkin, State of Minnesota and legally described on **Exhibit B** attached hereto and incorporated by this reference (“Benefitted Property”), to place a perpetual conservation easement over the Benefitted Property;

WHEREAS, the Land Trust intends to accept the conservation easement from the Hulberts over the Benefitted Property and, as holder of a perpetual conservation easement over the Benefitted Property, requires perpetual legal rights of ingress and egress to the Benefitted Property;

WHEREAS, Grantor desires to convey to the Grantee such legal rights of ingress and egress to the Benefitted Property over the Burdened Property within and across the area legally described on **Exhibit C** and depicted on **Exhibit D**, which are both attached hereto and incorporated by this reference (“Easement Area”);

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Grant of Access Easement. Grantor hereby conveys and warrants to the Grantee a nonexclusive, perpetual access easement to the Benefitted Property over and across the Burdened Property within the Easement Area. The Easement will be perpetual and will be appurtenant to and benefit the Hulberts access to and the Land Trust's conservation easement interest in the Benefitted Property.
2. Maintenance of Access Easement. The Hulberts shall be permitted to clear vegetation to create and make such improvements necessary to establish a driveway within the Easement Area for that section of the Easement Area that does not run along Snake River Campground Road, or that otherwise does not already contain an established road or driveway. Once established, the Hulberts are responsible for the maintenance, repair, or replace any of the sections of driveway which they created within the Easement Area. The Hulberts will have no obligation to maintain, repair, or replace any section of Snake River Campground Road. The Land Trust will have no obligation under this Agreement to maintain, repair, or replace any existing or constructed road or driveway associated with the Access Easement, or any other improvement or condition within the Easement Area.
3. No Interference. Grantor shall not interfere with or obstruct the Grantee's use of the Easement.
4. Easement Benefit. The terms of this Agreement will be binding upon the Grantor and will be for the benefit of the Grantee and its respective permittees, licensees, successors in interest, and assigns.
5. Easement Runs with the Land. The Easement will run with the land and will bind the parties hereto and their successors in interest and assigns and their respective property interests.
6. Non-merger. Common ownership of the Burdened Property and the Benefitted Property, or any portions thereof, will not cause the Easement or this Agreement to be extinguished by operation of merger.
7. Amendment. This Agreement cannot be amended or terminated except by an agreement in writing signed by both the Grantor and the Grantee, or their successors in interest.

8. Construction. This Agreement, including all questions concerning the construction, validity, and interpretation of this Agreement and all exhibits hereto will be governed under the laws of the State of Minnesota.
9. Aitkin County manages County owned and tax-forfeited lands to produce direct and indirect revenue for the taxing districts. This management includes the harvesting and extraction of timber, gravel, minerals, and other resources. The issuing and use of this Easement shall not adversely affect the management and harvesting of timber and other resources on County owned and tax forfeited land. If for any reason, including township or county road construction or reconstruction, the easement needs to be relocated, the county and township will not be responsible for any relocation cost.
10. Land affected by this Easement may be sold or leased for any legal purpose, but such sale or lease shall be subject to this Easement and excepted from the conveyance or lease while such Easement remains in force.
11. Failure to use the Easement described in this document for the purpose for which this Easement is granted for a period of five years, shall result in the cancellation of this Easement and any rights granted to the grantee by this Easement shall cease to exist and shall revert to the grantor.
12. All Federal, State, and local laws, ordinance rules, and regulations regarding wetlands, construction of roads, placement of fill material, and disposal of excavated material shall be followed and are the responsibility of the grantee.
13. Should this Easement be terminated based on the provision outlined in paragraph 11, the grantee shall promptly remove all personal property and restore said lands to proper condition at no cost to the grantor. If the grantee fails to do so within 60 days of termination, the grantor shall have the right to remove said personal property and restore said land in which event the grantee shall promptly reimburse the grantor for all costs incurred plus 15%.
14. Any land survey markers or monuments, disturbed, moved or destroyed during the construction or maintenance of this Easement area shall be replaced and restored at the expense of the Hulberts. If not replaced or restored by the Hulberts, the County may restore said monument, and the Hulberts shall be responsible for all costs of said replacement and restoration plus 15%.
15. Signatures. This Agreement may be completed with the signatures of the parties hereto executed and notarized on separate pages which when attached to this document will constitute one complete document.

IN WITNESS WHEREOF, the Grantor has voluntarily executed this Access Easement Agreement on the _____ day of _____ 2025.

GRANTOR:

Aitkin County

Kathleen Ryan, County Auditor

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____ 2025, by Kathleen Ryan, in her capacity as County Auditor for Aitkin County.

Notary Public
My Commission Expires: _____

IN WITNESS WHEREOF, the Land Trust has executed this Access Easement Agreement on the _____ day of _____, 2025.

LAND TRUST:

MINNESOTA LAND TRUST, a Minnesota non-profit corporation

By: _____
Kris Larson
Title: Chief Executive Officer

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by Kris Larson, the Chief Executive Officer of the Minnesota Land Trust, a non-profit corporation under the laws of the State of Minnesota, on behalf of said corporation.

Notary Public
My Commission Expires: _____

This document drafted by:

Minnesota Land Trust
2356 University Avenue West
Suite 240
St. Paul, MN 55114

IN WITNESS WHEREOF, the Hulberts have executed this Access Easement Agreement on the _____ day of _____, 2025.

Hulberts:

David L. Hulbert, Trustee

Doreen Hulbert, Trustee

Kevin H. Hulbert

Duane C. Hulbert

Gary W. Hulbert

STATE OF _____)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____ 2025 by David L. Hulbert and Doreen Hulbert, trustees under the David Hulbert Living Trust dated August 27, 1988, Kevin H. Hulbert, Duane C. Hulbert, and Gary W. Hulbert.

Notary Public
My Commission Expires: _____

Exhibit A

Legal Description of Burdened Property

The Southeast Quarter of the Southwest Quarter (SE $\frac{1}{4}$ SW $\frac{1}{4}$), the Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ SE $\frac{1}{4}$), and the Southeast Quarter of the Southeast Quarter (SE $\frac{1}{4}$ SE $\frac{1}{4}$) all in Section 32, Township 43 North, Range 23 West, Aitkin County, Minnesota;

AND

The Southwest Quarter of the Southwest Quarter (SW $\frac{1}{4}$ SW $\frac{1}{4}$), the Southeast Quarter Southwest Quarter (SE $\frac{1}{4}$ SW $\frac{1}{4}$), and Southwest Quarter Southeast Quarter (SW $\frac{1}{4}$ SE $\frac{1}{4}$) all in Section 33, Township 43 North, Range 23 West, Aitkin County, Minnesota.

Exhibit B

Legal Description of Benefitted Property

The East Half (E ½) of Section Four (4), Township Forty-two (42), Range Twenty-three (23), except that part lying East of the Snake River, Kanabec County, Minnesota, together with a cartway easement over the South 2 rods of the East 200 feet of the Southwest Quarter of the Southwest Quarter (SW ¼ SW ¼), the South 2 rods of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) and the South 2 rods of the West 100 feet of the Southwest Quarter of the Southeast Quarter (SW ¼ SE ¼), Section 33, Township 43, Range 23, Aitkin County

Exhibit C

Legal Description of Easement Area

A 66.00 foot wide easement for ingress and egress and utility purposes over, under and across that part of the Southeast Quarter of the Southwest Quarter and that part of the Southwest Quarter of the Southeast Quarter and that part of the Southeast Quarter of the Southeast Quarter, all in Section 32, and that part of the Southwest Quarter of the Southwest Quarter and that part of the Southeast Quarter of the Southwest Quarter and that part of the Southwest Quarter of the Southeast Quarter, all in Section 33, all of the above being in Township 43 North, Range 23 West, Aitkin County, Minnesota. The southerly line of said easement is described as follows:

Beginning at the southwest corner of said Southeast Quarter of the Southwest Quarter, Section 32;

thence on an assumed bearing of South 88 degrees 36 minutes 20 seconds East along the south line of said Southeast Quarter of the Southwest Quarter, Section 32, a distance of 1315.77 feet to the south quarter corner of said Section 32;

thence South 88 degrees 37 minutes 13 seconds East along the south line of the Southeast Quarter, said Section 32, a distance of 182.97 feet;

thence North 84 degrees 30 minutes 25 seconds East 234.66 feet;

thence easterly along a tangential curve, concave to the south, radius 1261.33 feet, central angle 12 degrees 15 minutes 47 seconds 269.96 feet;

thence South 83 degrees 13 minutes 48 seconds East along tangent 168.80 feet;

thence South 87 degrees 41 minutes 12 seconds East 213.51 feet;

thence South 84 degrees 13 minutes 46 seconds East 159.75 feet to the south line of the Southeast Quarter, said Section 32;

thence South 88 degrees 37 minutes 13 seconds East along said south line of the Southeast Quarter, Section 32, a distance of 189.71 feet;

thence easterly along a tangential curve, concave to the north, radius 1162.98 feet, central angle 07 degrees 47 minutes 34 seconds 158.18 feet;

thence North 83 degrees 35 minutes 13 seconds East along tangent 308.05 feet;

thence easterly along a tangential curve, concave to the south, radius 1667.56 feet, central angle 21 degrees 11 minutes 20 seconds 616.69 feet;

thence South 75 degrees 13 minutes 27 seconds East along tangent 45.28 feet;

thence easterly along a tangential curve, concave to the north, radius 112.94 feet, central angle 50 degrees 01 minutes 39 seconds 98.61 feet;

thence North 54 degrees 44 minutes 54 seconds East along tangent 26.39 feet;

thence northeasterly along a tangential curve, concave to the southeast, radius 207.16 feet, central angle 15 degrees 17 minutes 25 seconds 55.28 feet;

thence North 70 degrees 02 minutes 19 seconds East along tangent 120.86 feet;

thence northeasterly along a tangential curve, concave to the northwest, radius 183.62 feet, central angle 48 degrees 10 minutes 38 seconds 154.39 feet;

thence North 21 degrees 51 minutes 41 seconds East along tangent 121.69 feet;

thence northeasterly along a tangential curve, concave to the southeast, radius 168.06 feet, central angle 46 degrees 34 minutes 01 seconds 136.59 feet;

thence North 68 degrees 25 minutes 42 seconds East along tangent 143.67 feet;

thence easterly along a tangential curve, concave to the south, radius 285.20 feet, central angle 29 degrees 24 minutes 18 seconds 146.37 feet;

thence South 82 degrees 10 minutes 00 seconds East along tangent 273.57 feet;

thence South 77 degrees 33 minutes 51 seconds East 136.70 feet;

thence South 17 degrees 15 minutes 22 seconds West 184.18 feet;

thence South 18 degrees 18 minutes 55 seconds East 128.00 feet;

thence North 88 degrees 07 minutes 32 seconds East 108.36 feet;

thence South 86 degrees 36 minutes 50 seconds East 212.97 feet;

thence South 83 degrees 16 minutes 28 seconds East 159.42 feet;

thence South 73 degrees 41 minutes 42 seconds East 119.61 feet;

thence South 55 degrees 18 minutes 32 seconds East 164.52 feet;

thence North 79 degrees 45 minutes 03 seconds East 73.17 feet;

thence northeasterly along a tangential curve, concave to the northwest, radius 306.60 feet, central angle 71 degrees 00 minutes 31 seconds 379.98 feet;

thence North 08 degrees 44 minutes 32 seconds East along tangent 125.06 feet;

thence South 87 degrees 31 minutes 16 seconds East 123.20 feet;

thence South 66 degrees 36 minutes 20 seconds East 376.41 feet;

thence South 80 degrees 52 minutes 07 seconds East 114.49 feet;

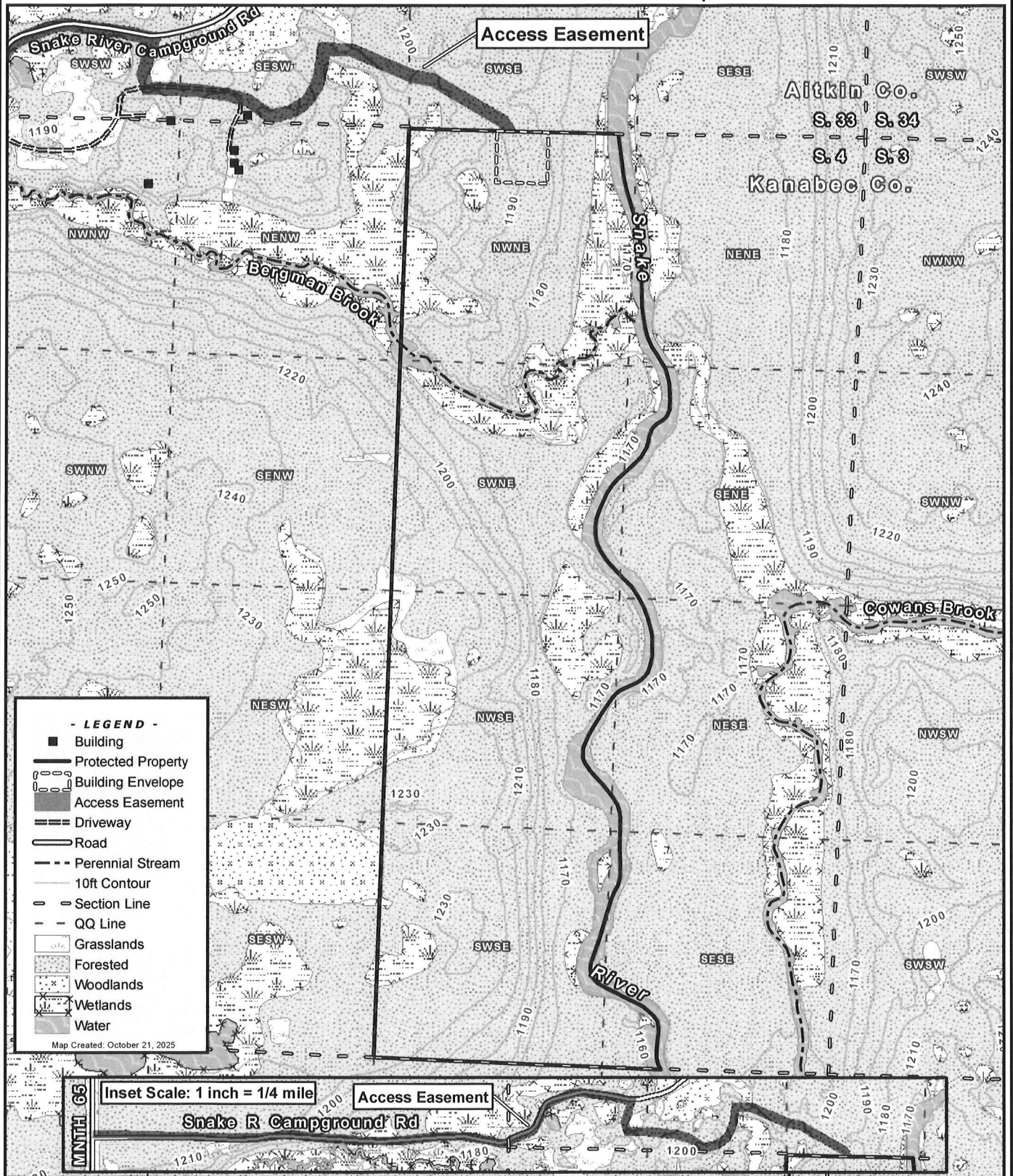
thence South 60 degrees 08 minutes 58 seconds East 460.74 feet;

thence South 31 degrees 43 minutes 03 seconds East 48.70 feet to the south line of said Southwest Quarter of the Southeast Quarter, Section 33 and said southerly line there terminating.

The northerly sideline is to be prolonged to terminate on said south line of the Southwest Quarter of the Southeast Quarter, Section 33.

Exhibit D

Access Easement Map



Map Resource Information

Protected Property, Section Lines, Buildings, Roads, Driveways & Minor Roads, Contours, Cultivated Land, Forested, Grasslands, Woodlands, Wetlands & Water created by Community GIS Services Inc.

Users of map agree and acknowledge that Community GIS Services Inc. and the Minnesota Land Trust cannot be held liable for accuracy of GIS material provided. GIS materials should not be relied upon to establish legal title, boundary lines, or locations of improvements.

Site: Snake River - Tract: Hulbert

Kanabec County - Twp. 42 N Rng. 23 W Sec. 4



Scale:
1" = 800'

0 400 800 1,600 Feet





Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Aitkin County 4-H Program Update

☒ REGULAR AGENDA ☐ CONSENT AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☒ Information Only
Submitted by: Tony Hansen, Extension Regional Director		Department: Extension
Presenter (Name and Title): Julianna Langlois, 4-H Youth Development Educator, Tony Hansen, Regional Director		Estimated Time Needed: 20 Minutes
Summary of Issue: Providing an update from the Aitkin County 4-H program.		
Alternatives, Options, Effects on Others/Comments: N/A		
Recommended Action/Motion: N/A		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i>		



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Aitkin County 4-H Program Update October 2025



Julianna Langlois, Extension Educator, 4-H Youth Development
Tony Hansen, Regional Director, NE Region

MAKING A DIFFERENCE IN MINNESOTA: ENVIRONMENT + FOOD & AGRICULTURE + COMMUNITIES + FAMILIES + YOUTH



Jenna Claypool
Regional Extension Educator,
Volunteer Systems



David Foley
Regional Extension Educator,
Animal Science



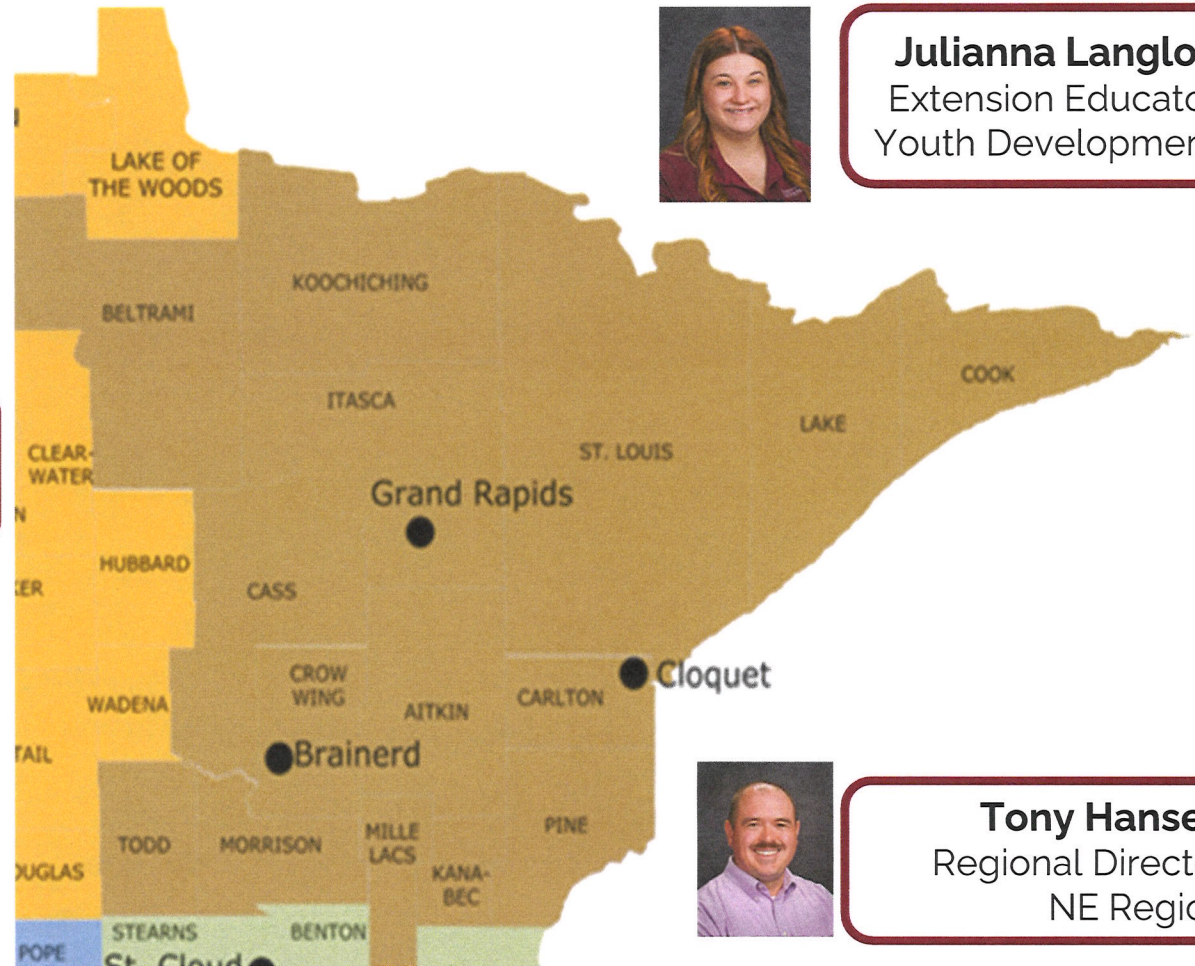
Cassie Girling
Regional Extension Educator,
Civic Engagement & Leadership



Lori Hall
Regional Extension Educator,
Operations



Jan Derdowski
NE Program Leader, Youth
Development



Julianna Langlois
Extension Educator,
Youth Development



Tony Hansen
Regional Director
NE Region





Positive youth development in 4-H:

- builds skills in young people so they are able to learn and lead in a global society
- educates adults to work effectively with youth
- partners with communities to create supportive social environments that help youth thrive



4-H is thriving in our community and across Minnesota

193 youth in Aitkin County

51 adult volunteers in
Aitkin County

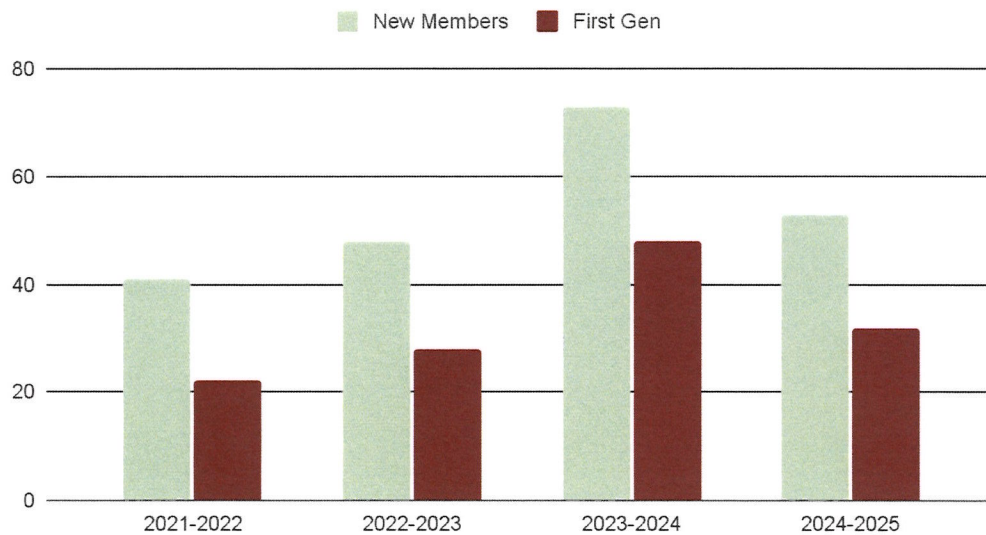


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Reaching new audiences

Aitkin 4-H Youth Enrollment



2021-2022

- 41 new members

2022-2023

- 48 new members

2023-2024

- 73 new members

2024-2025

- 53 new members



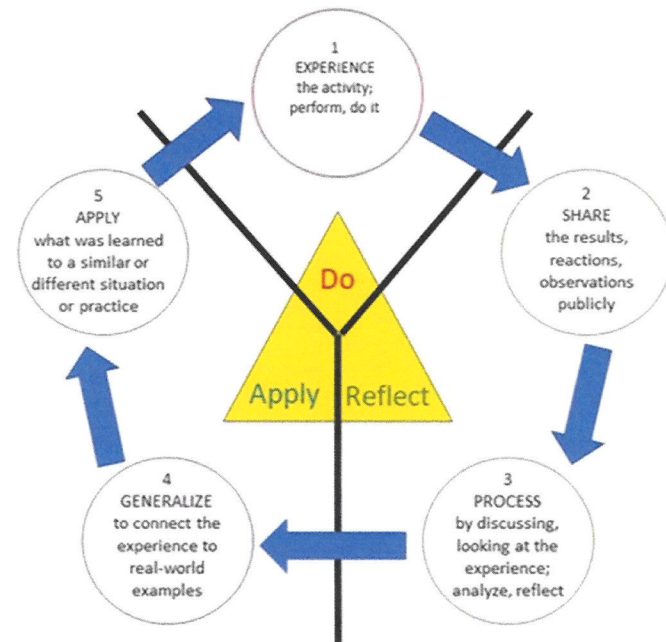
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Why do we offer showcases?

Do, reflect, apply

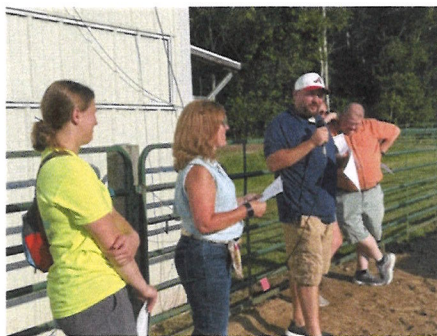
- Skill building
- Communication skills
- Continued learning



Aitkin County Showcases - Local Events

Aitkin County Fair

- 128 youth
- 6 clubs



Aitkin County Dog Show

- 8 youth



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Regional & State Showcase Participation

State Fair

- Livestock - 11 youth & 4 chaperones
- General - 8 youth

Northeast Livestock Show

- 12 youth

State Shoot

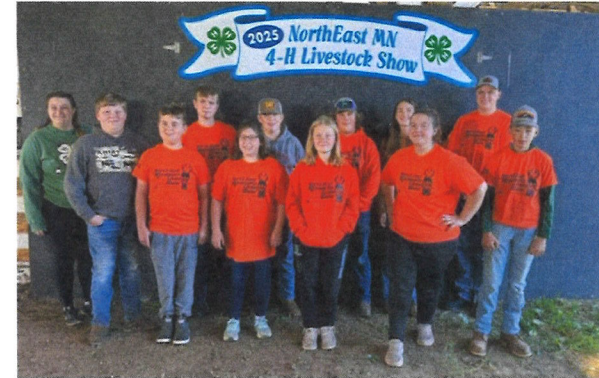
- 14 youth

State Horse

- 7 youth

State Dog

- 1 youth

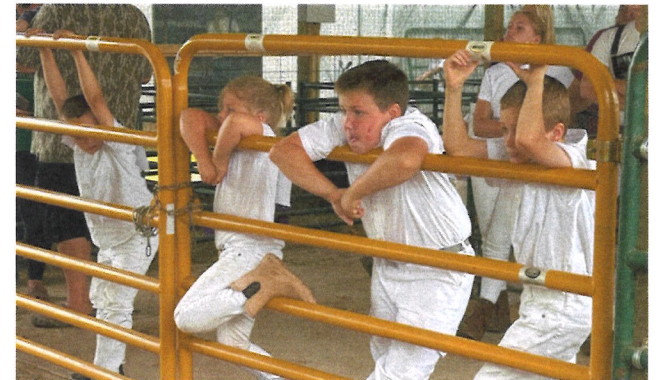


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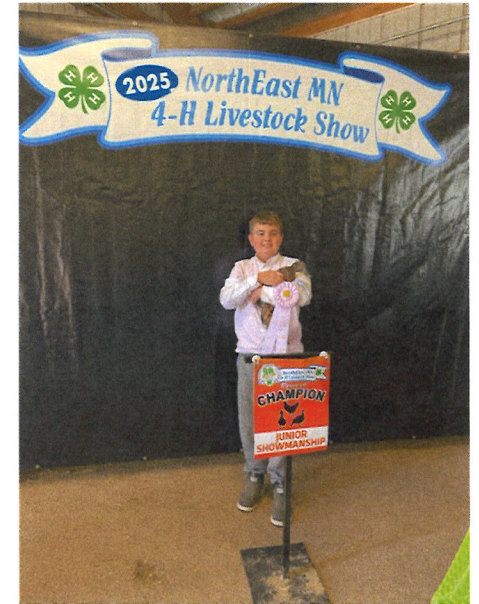
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Youth Outcome Survey

- What is the most important thing you learned in 4-H this year?
 - That 4-H and the fair is fun!
 - Listen and participate in my surroundings
 - How to be a better rider and expand my riding knowledge
 - Leadership
 - How to speak up at club meetings
 - How to help with younger members
 - How to stay connected to my community while being away
 - To have friends
 - How to work in a group / team work
 - To keep trying
 - It's good to learn new things
 - How much of an impact I have on others
 - I learned I can be a writer / author
 - How to make a motion
 - Never to give up
 - How to use the center of thirds on pictures
 - To do your best doesn't mean to overdo yourself



**What is participating in these learning activities
and events like for the youth?
Ask our youth!**



What's next in the 4-H year?



Celebration of Achievement

- An event to celebrate youth and volunteer accomplishments & kick off the new 4-H year!



Trainings

- Annual Volunteer Training
- Club Leader Training
- Youth Officer Training



Programming & Fundraisers

- Project Bowl
- Cloverbud Project Club
- Fruit Sale
- Spring Fling





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Thank you for your time and support!

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Aitkin County Showcase Data

October 1st, 2025

Local Showcases

Aitkin County Fair

This year at the Aitkin County Fair, the 4-H program had many youth participate. In total, 4-H'ers had almost 1,300 entries in both livestock projects and general projects. There were 128 youth that participated and 6 clubs that participated in the showcase. New additions from 2024 that continued into 2025 included an exhibitor connection night in which youth and families were invited to play games, meet fairboard members and superintendents, and review the rules of the grounds. A general project celebration at the Windy River Stage was held in which all youth that received Grand, Reserve, and Blue champion awards were recognized. The costume classes for youth exhibiting livestock were an exciting continuation. Thank you to Commissioner Travis

Leiviska, State Representative Ron Kresha and his wife Wendy, County Auditor Kathleen Ryan, Soil and Water Employee Ellie Joing, and all for judging the costume classes for us! To learn more about 4-H at the Aitkin County Fair and local showcases, you can view the Aitkin County Fair 2025 presentation slides at z.umn.edu/ACF2025.



Aitkin County 4-H Dog Show

This year at the Aitkin County 4-H Dog Show, we had 8 youth participate. Of the 8 youth, one youth was a Cloverbud. Cloverbuds in the 4-H program are youth in grades K-2 and the focus of Cloverbuds is learning their interests and participation to start to gain knowledge and skills. Competition isn't introduced to these youth until grade 3 with competition increasing at grade 6 with additional opportunities to be eligible for some state events and programs. The Aitkin County 4-H Dog Show held 4 different classes: agility, obedience, showmanship, and rally.

Regional Showcases

Regional Project Bowl Competition

Two teams of youth decided to adventure into the world of Project Bowl. Each project area that a team wishes to compete in is given specific resources to study from, quizzed on their knowledge of the 4-H project area, and compete in a double elimination bracket against other teams. Aitkin's teams, the Lippity Lops (rabbit) & Potatoes Prodigies (horse), competed at the regional competition in Bemidji in early April. The Lippity Lops were the Grand Champions of the Junior Rabbit Division while Potato's Prodigies were the Reserve Champions of the Junior Horse Division and both advanced to the State Competition.



Northeast Livestock Show

The Northeast Livestock Show is an additional opportunity for youth in the Northeast Region to compete in the livestock project areas 4-H offers. To qualify to compete at the show, youth must have earned a blue ribbon with their animal at the county fair 4-H showcase. This year was the 90th annual show and 11 youth from Aitkin County 4-H participated with champions in the rabbit and poultry projects. Livestock projects represented by Aitkin 4-H included 3 beef, 1 sheep, 3 poultry, and 4 rabbit. Complete results have yet to be announced so stay tuned on our Facebook page (<https://www.facebook.com/AitkinCounty4H>) for the latest results!



State Showcases

State Project Bowl

At the State Competition, The Mighty Mighty Thumpers placed 7th in their division and are planning for next year's practices, team names, mascot, and matching outfits!

Aitkin County 4-H at the Minnesota State Fair 2025

State Fair - Livestock Encampment

The first 4 days of the Minnesota State Fair are dedicated to the 4-H Livestock Encampment. This year the Aitkin 4-H program sent a delegation of 11 youth and 4 volunteers with the following species: 3 beef, 2 dairy, 1 swine, 2 rabbit, 1 meat goat, and 2 dairy goats. In addition to showing their livestock projects, youth also participate in herdsmanship, interviews, and Speaking Up for Animal Agriculture which is an event in which youth educate the public about their livestock project and animal agriculture. Aitkin represented themselves well and had the following results:

Youth Results

Beef

- Jace N. - Red Angus Cow Calf Pair - 4th & Green in Showmanship
- Nathan T. - Commercial Cow Calf Pair - 4th & Green in Showmanship
- Garrett T. - Prospect Steer Calf - 5th & Green in Showmanship

Dairy Goat

- Owen C. - 3-4yr old Milking Doe - Nigerian Dwarf - 2nd & Showmanship - Blue
- RaeLynne R. - Junior Doe Kid - Nigerian Dwarf - 4th & Showmanship - Blue

Meat Goat

- Ellie D. - Senior Breeding Doe Kid - Green & Showmanship - Green

Swine

- Noelan J. - Registered Market Barrow - Green

Dairy

- Lily J. - Ayrshire Junior Yearling - 7th - Red
- Elsie S. - Jersey Junior Yearling - 6th - Blue

Rabbits

- Cami M. - Mini Rex Junior Doe - Blue - 2nd
- Henry N. - Polish Senior Buck - Blue - 5th

Rabbit Poster

- Jerome J. - Rabbit Poster - Blue



Herdsmanship Awards

- Beef - 1st Place
- Goat - 1st Place
- Dairy - 2nd Place
- Swine - 2nd Place

Livestock Interviews

- Camille M. - Rabbit Interview Finalist

Speaking Up for Animal Agriculture

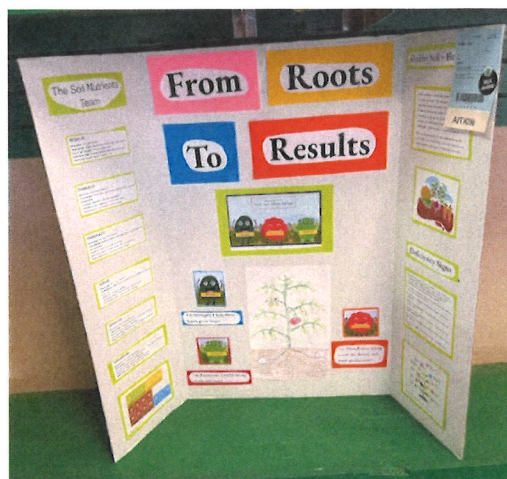
- Aitkin Beef Youth - 3rd Place



State Fair - General Encampment

After the livestock encampment, 8 youth and 2 clubs also attended the Minnesota State Fair with their general projects such as: club banners, foods & nutrition, needle arts, child & family development, crafts, photography, plant & soil science. Below are the results:

- Busy Beavers Club Banner - Blue
- Cedarbrook Club Banner - Blue
- Hannah B. - Food Preservation - Red
- Gwen V. - Food Preservation - Blue
- Claire H. - Foods - Red
- Norah R. - Needle Arts - Purple
- Ellie D. - Child & Family Development - Blue
- Jerome J. - Crafts - Blue
- Zoey H. - Photography - Blue
- Jack V. - Plant & Soil Science - Blue



State Shoot

Throughout the summer, we have practices for our shooting sports program. These practices are led by screened and certified instructors that not only help youth perfect their marksmanship skills, but also encourages them to be stewards of the land. Aitkin 4-H has seen a rapid growth in youth that are participating in the program and have certified more volunteers to be able to offer the following disciplines: archery, trap, air rifle/air pistol, and muzzleloading. To be eligible to participate in the State Shoot event, youth must complete 15 hours of practice and 8 hours of wildlife education. This year, Aitkin sent a delegation of 14 youth to the state shoot event. Below are the results

Teams

JR Teams

- Archery Compound Team - 15th place

INT Teams

- .22 Target Grade - 6th place
- 3-Position Air - 13th place
- Air Pistol 1 Hand - 3rd place
- Archery Compound - 18th place

SR Teams

- Archery Compound - 7th place
- Trap - 16th place

- Cami M. - 73rd place
- Henry N. - 95th place
- Isabel M. - 101st place

SR Class C Archery

- Reese W. - 8th place
- Owen C. - 16th place

3D Archery JR Class C

- Kortney K. - 46th place
- Zackery K. - 50th place

Archery - Individual

JR Class C Archery

- Aurora P. - 59th place
- Gwen V. - 72nd place
- Emilee H. - 83rd place
- Zackery K. - 100th place
- Kortney K. - 101st place

INT Class C Archery

- Levi M. - 60th place

Trap - Individual

Intermediate Trap

- Hunter V. - 5th place
- Jack V. - 71st place

Senior Trap

- Reese W. - 21st place
- Josie O. - 40th place

3 Position Air Rifle / Air Pistol 2 hands

INT 3 Position Air Rifle

- Isabel M. - 52nd place

JR Air Pistol

- Kortney K. - 2nd place - 1 hand
- Kortney K. - 16th place - 2 hand
- Zackery K. - 37th place - 2 hand

INT Air Pistol

State Horse

This year, the Aitkin 4-H program had a delegation of 7 youth that attended the State Horse Show. Youth must show at a local showcase and earn points to be awarded a State Horse Show trip. Additionally, youth may only exhibit in the classes that they received a blue ribbon in at the county level at the state level. Due to renovations to the Lee Warner Coliseum, the State Horse Show was held on two separate weekends. This year, two youth from Aitkin County 4-H participated in the Miniature Horse show. The following are the results from the Aitkin delegation at the State Horse Show:

Horse Riding Classes:

Auli V.

- 4th Place in Barrels

Audrianna S.

- 4th Place in Poles

Ava M.

- 9th Place in Key Race

Lindan K.

- 9th Place in Showmanship

- Cami M. - 9th place - 1 hand

INT .22 Rifle

- Levi M. - 23rd place - Field Grade
- Henry N. - 25th place - Field Grade
- Cami M. - 25th place - Target Grade



Isabella S.

Miniature Horse Classes:

Camille M.

- 9th Place in Costume Class

Dixie R.



State Dog

Youth in the Dog Project worked all summer with their dogs to compete at the Aitkin County 4-H Dog Show. At the State Dog Show, 1 youth and 2 dogs represented the local program in the following classes: obedience, agility, jumpers, showmanship, and rally. To qualify for the State Dog Show, you must have obtained a blue ribbon in the class at the county level. Below are the results from the State Dog Show:

Camille M., Gretta, & Carmen

- Open Showmanship - Blue
- Beginner Rally - Blue
- Graduate Beginner Obedience - Blue
- Agility Jumpers 1A - Red
- Elementary Agility - White



Looking Ahead

As we move into October, the next 4-H year starts! Our next event is our Celebration of Achievement and Council meeting in which we elect new youth officers for the year and celebrate all of the accomplishments of youth in the previous 4-H year. Youth are also looking forward to the results on their project records and program participation resume records to learn more about what they can improve on for next year and how to deepen their exploration of their interests.

Thank you!

The youth, volunteers, families, and local extension educator thank you for your support of Aitkin County 4-H. We invite you to stay connected with us via our Facebook page (<https://www.facebook.com/AitkinCounty4H>), our instagram page (<https://www.instagram.com/aitkin4h>), or directly with the local Extension Educator, Julianna Langlois, at 218-927-2538 or langl148@umn.edu.

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Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Appointment of Aitkin County HRA Commissioner

☒ REGULAR AGENDA

☐ CONSENT AGENDA

Action Requested:

☒ Approve/Deny Motion

☐ Adopt Resolution (attach draft)

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

☐ Direction Requested

☐ Discussion Item

☐ Information Only

Submitted by:

Teresa Smude, Executive Director

Department:

Aitkin County HRA

Presenter (Name and Title):

Teresa Smude, Executive Director

Estimated Time Needed:

5 minutes

Summary of Issue:

Attached please find an Application for Service for Edward Anderson to be re-appointed for a five year term to the Aitkin County Housing and Redevelopment Authority board of commissioners.

Pursuant to statute, all appointments to the HRA board must be made by the County Commissioners.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to approve appointment of Edward Anderson as commissioner on the Aitkin County HRA Board.

Financial Impact:

Is there a cost associated with this request?

☐ Yes

☒ No

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

MINNESOTA OPEN APPOINTMENT ACT

APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Housing and Redevelopment Authority of Aitkin County

AITKIN COUNTY COMMISSIONER DISTRICT At Large

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I'd like to continue the work of the HRA providing
housing to those who otherwise would have fewer options.
We're doing good work and I'd like to be part of that.
Also through the work of our Executive Director we've secured
millions in funding to improve facilities and frankly
provide work opportunities for the community

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Edward Anderson
Signature of Applicant

October 15, 2025

Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes _____ No _____

Is this application submitted at the suggestion of appointing authority? Yes _____ No _____

**Please return application to the Aitkin County Administrator's office, located at
307 2nd Street NW – Room 310, Aitkin, MN 56431**

NAME OF APPLICANT: Edward Anderson

STREET ADDRESS OF APPLICANT:

42987 Daisy Street

Aitkin, MN 56431

PHONE NUMBERS:

DAYS _____

EVENINGS 218-838-2089

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____



Board of County Commissioners Agenda Request

4B

Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Appointment of County Commissioner Liaison to HRA Board



REGULAR AGENDA



CONSENT AGENDA

Action Requested:



Approve/Deny Motion



Adopt Resolution (attach draft)



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



Direction Requested



Discussion Item



Information Only

Submitted by:

Teresa Smude, Executive Director

Department:

Aitkin County HRA

Presenter (Name and Title):

Teresa Smude, Executive Director

Estimated Time Needed:

5 minutes

Summary of Issue:

The Aitkin County Housing and Redevelopment Authority (HRA) requests that the County Board of Commissioners designate one of its members to serve as liaison to the HRA board.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to appoint a County Commissioner to serve as liaison to the Aitkin County HRA Board.

Financial Impact:

Is there a cost associated with this request?



Yes



No

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

Is this budgeted?



Yes



No

Please Explain:

County Commissioner Liaison to the Housing and Redevelopment Authority of Aitkin County Board

Purpose:

The County Commissioner Liaison serves as the official representative of the County Board of Commissioners to the Housing and Redevelopment Authority of Aitkin County (HRA). The position exists to facilitate effective communication, coordination, and policy alignment between the County Board and the HRA Board.

Scope of Role:

The liaison provides a direct channel for the exchange of information and perspectives between the two governing bodies. The liaison's role is advisory in nature and does not include administrative or supervisory authority over HRA operations, staff, or programs.

Duties and Responsibilities:

1. **Participation:** Attend meetings of the HRA Board and participate in discussions to remain informed of the Authority's activities, programs, and financial matters.
2. **Reporting:** Provide regular updates to the County Board regarding HRA initiatives, accomplishments, and issues of mutual concern.
3. **Communication of Priorities:** Convey County Board goals, policy directions, and strategic housing or redevelopment objectives to the HRA Board.
4. **Coordination:** Promote collaboration and consistency between County and HRA efforts to address local housing, community development, and economic revitalization needs.
5. **Advisory Function:** Offer input and guidance on matters of countywide significance while recognizing the HRA's statutory independence and operational authority.

Voting Status:

Unless formally appointed by the County Board of Commissioners as a member of the HRA Board in accordance with **Minnesota Statutes, Section 469.006**, the County Commissioner Liaison serves in a **non-voting advisory capacity**.

Selection and Term:

The County Board of Commissioners shall designate one of its members to serve as liaison to the HRA Board. The liaison shall be appointed by motion or resolution of the County Board at its annual organizational meeting or as otherwise determined by the Board. The liaison shall serve at the pleasure of the County Board, with the term customarily aligned to the calendar year or until a successor is appointed.



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Northwoods Regional ATV Trail Alliance Award

☒ REGULAR AGENDA ☐ CONSENT AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i> ☐ Direction Requested ☐ Discussion Item ☒ Information Only	
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Perry May, Northwoods Regional ATV Trail Alliance		Estimated Time Needed: 15 Minutes
Summary of Issue: During the National Off-Highway Vehicle Conservation Council (NOHVCC) Annual Conference held in Bend, Oregon on October 9-11, the Northwoods Regional ATV Trail Alliance was selected as the national club/association of the year. Perry May from the Alliance would like to give a short summary of the award and background on the growth of the trails and Alliance.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: 		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: Public Hearing for New Off Sale Liquor License - OM Malmo LLC dba Malmo Market

☒ REGULAR AGENDA ☐ CONSENT AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Hold Public Hearing <i>*provide copy of hearing notice that was published</i> ☐ Direction Requested ☐ Discussion Item ☐ Information Only	
Submitted by: Auditor's Office		Department: Auditor's Office
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed: 20 Minutes
Summary of Issue: Hold Public Hearing at 10:00 AM on Tuesday, October 28, 2025 for a new Off Sale Liquor License for OM Malmo, LLC d/b/a Malmo Market. An application for an Off Sale Liquor License was received from OM Malmo, LLC d/b/a Malmo Market, located in Malmo Township. An "Off Sale" License has not previously been issued for this property location or this establishment. Therefore, a Public Hearing for all those who wish to be heard on the request for granting an "Off Sale" License must be held per MN Statutes 340A.405. The purpose of the Public Hearing is to receive public comment on the granting of an off-sale license. Attached is the notice of the public hearing and the proposed resolution.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Hold Public Hearing		
Financial Impact: Is there a cost associated with this request? ☐ Yes ☒ No What is the total cost, with tax and shipping? \$ Is this budgeted? ☐ Yes ☐ No Please Explain:		



EAST CENTRAL MINNESOTA

-Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully. If changes are needed, please contact us prior to deadline at
Cambridge (763) 691-6000 or email at publicnotice@apgecm.com

Ad Proof

Not Actual Size

AITKIN COUNTY NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Aitkin County Board of Commissioners on Tuesday, October 28, 2025 at 10 AM, in the Government Center located at 307 2nd Street NW, Aitkin, Minnesota, to consider a request by the license applicant for an "Off Sale Liquor License". License Applicant: OM Malmo, LLC, d/b/a Malmo Market in Malmo Township.

All individuals are welcome to attend and provide comment but are encouraged to submit such in writing before the Public Hearing. Please send comments by October 28, 2025 to Kathleen Ryan, County Auditor at kathy.ryan@aitkincountymn.gov or 307 2nd Street NW, Room 121, Aitkin MN 56431.

Dated this 23rd day of September 2025.

/s/ Kathleen Ryan
Aitkin County Auditor

Published in the
Aitkin Independent Age
October 15, 22, 2025
1492356

Date: 10/22/25

Account #: 483161

Customer: AITKIN COUNTY AUDITOR

Address: 307 2ND ST NW, RM 121
AITKIN

Telephone: (218) 927-7354
Fax:

Publications:

Aitkin Independent Age

Ad ID: 1492356
Copy Line: Oct 28 PH liquor license

PO Number:

Start: 10/15/25

Stop: 10/22/2025

Total Cost: \$81.00

of Lines: 37

Total Depth: 4.111

of Inserts: 2

Ad Class: 150

Phone # (763) 691-6000

Email: publicnotice@apgecm.com

Rep No: MA700

Contract-Gross

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

ADOPTED October 28, 2025

By Commissioner: xxx

20251028-xxx

Off Sale Liquor License - OM Malmo, LLC dba Malmo Market

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following new liquor license for a period of October 28, 2025 - December 31, 2025:

“OFF” Sale:

Application for new County Off Sale Liquor License for OM Malmo, LLC dba Malmo Market. –
Malmo Township

This establishment has an address of 32060 220th St, Aitkin, MN 56431

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, David J. Minke, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of October 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of October 2025

David J. Minke
County Administrator



Board of County Commissioners Agenda Request

6B
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: New Off Sale Liquor License - OM Malmo LLC dba Malmo Market

☒ REGULAR AGENDA ☐ CONSENT AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Information Only
Submitted by: Auditor's Office		Department: Auditor's Office
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed: 5 Minutes
Summary of Issue: Application for new County Off Sale Liquor License for OM Malmo, LLC d/b/a Malmo Market, located in Malmo Township, license for a period of October 28, 2025 - December 31, 2025. This establishment has an address of 32060 220th St, Aitkin, MN 56431		
Alternatives, Options, Effects on Others/Comments: Motion to deny resolution for Off Sale Liquor License - OM Malmo, LLC dba Malmo Market		
Recommended Action/Motion: Motion to Adopt Resolution for Off Sale Liquor License - OM Malmo, LLC dba Malmo Market		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i>		

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

ADOPTED October 28, 2025

By Commissioner: xxx

20251028-xxx

Off Sale Liquor License - OM Malmo, LLC dba Malmo Market

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following new liquor license for a period of October 28, 2025 - December 31, 2025:

“OFF” Sale:

Application for new County Off Sale Liquor License for OM Malmo, LLC dba Malmo Market. –
Malmo Township

This establishment has an address of 32060 220th St, Aitkin, MN 56431

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, David J. Minke, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of October 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of October 2025

David J. Minke
County Administrator



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: 10-28-25

Title of Item: Proposed Changes to Roadway Designations

☒ REGULAR AGENDA ☐ CONSENT AGENDA ☐ INFORMATION ONLY	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing*
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 30 minutes
Summary of Issue: See attached summary for proposed changes to various segments of CSAH, CR, and Unorganized Township Roads..		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion only for potential future action.		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>		

Proposed Changes to Roadway Designations

There are three systems of Roads Maintained by Aitkin County:

1. County State-Aid Highway (CSAH)
 - 382 miles
 - i. 250 miles paved
 - ii. 132 miles gravel-surfaced
 - Generally higher traffic
 - Secondary roads that connect other secondary roads and major highway corridors
2. County Roads (CR)
 - 135 miles
 - i. 27 miles paved
 - ii. 108 miles gravel-surfaced
 - Generally lower traffic
 - Secondary roads that connect other secondary roads and major highway corridors
3. Unorganized Township Roads
 - 38 miles, all gravel-surfaced
 - Generally local, very low volume roads that are used primarily for local traffic
 - Often are dead-end roads

Change the Designation of CSAH and CR Routes

There are two main reasons for the proposal to change the designation of CSAH and CR routes at this time. First, in the coming years, CSAH 5 through the Kimberly area will be improved to a paved route with a sequence of projects in 2026 and 2028. When completed, the continuous improved route between CSAH 4 and TH 210 will consist of 3.1 miles of CR 53 and 4.7 miles of CSAH 5. For route continuity, CSAH 5 should follow the improved route to/from CSAH 4 rather than meandering through 6 miles of graveled surface road between CR 53 and State Highway 47. Upon the changed designation, CSAH 5 would be a continuous paved route between CSAH 4 and State Highway 210. The existing segment of CSAH 5 from CR 53 to TH 47 would become a county road. This change would result in a net reduction of 3.6 miles to our CSAH system

The second reason involves CR 51, which is a 4.9 mile segment of gravel surfaced road between TH 18 in Wealthwood and CSAH 28. It's likely that the first phase of construction to improve this segment to a paved road will be included in our 5-year Capital Road Improvement Plan within the next two years. If this route were to remain as a county

road designation, the two-phase, \$6 million project would require either an extended period of time to pay for it with local levy funds or a significant increase to the \$740,000 that we levy annually for county road improvements. Changing this route to a CSAH route and being able to utilize CSAH funding will allow the improvement of this segment to be completed sooner and at a lower cost to Aitkin County property owners. Because of its location on the highway system in that area, it fits very well on the CSAH system. Changing this 4.9-mile route to a CSAH route, combined with the 3.6-mile reduction from CSAH 5 as outlined previously would result in a net 1.3-mile addition to our CSAH system.

Simply adding mileage to our CSAH system is not a feasible option, as state-aid rules require a process whereby the County Engineers Screening Board scrutinizes any mileage request. Being granted an additional 1.2 miles is extremely unlikely since Aitkin County already has a large CSAH system compared to the size of our CR system. Therefore, additional changes would be needed to achieve a zero net gain of CSAH mileage. The proposal to accomplish this with further changing the designation of CSAH 26, CR 75, and CR 81, is outlined as follows:

Change 15.8 miles from CSAH to CR:

- a. 5.7 miles of CSAH 5 to CR 55
- b. 1.0 mile of CSAH 5 to CR 50
- c. 9.1 miles of CSAH 26 to CR 51

Change 15.8 miles from CR to CSAH:

- a. 3.1 miles of CR 53 to CSAH 5
- b. 4.9 miles of CR 51 to CSAH 42
- c. 6.8 miles of CR 75 to CSAH 27
- d. 1.0 miles of CR 81 to CSAH 43

The attached map shows these changed designations. Note that the 4.2 mile segment of CSAH 34 from CSAH 2 to CR 75 would also be re-numbered to CSAH 27 for continuity.

Change the Designation of CR and Unorganized Township Routes

There are two unorganized township routes in Unorganized Townships 52-24 and 52-27 that carry significant volumes of thru-traffic and connect secondary roads and major highway corridors. Both of these routes need significant gravel road improvements that are difficult to complete with very limited unorganized township funds.

There are also two segments of CR 68 in Unorganized Townships 50-26 and 50-27 that are dead-end local routes and carry primarily local traffic. Both of these routes would

be more appropriately designated as unorganized township roads. Note that the middle portion of CR 68 from State Highway 169 to CSAH 29 would remain as a CR.

The proposed changes to the CR and Unorganized Township road systems are summarized as follows:

Change 4.0 miles from Unorganized Township to CR:

- a. 2 miles of 420th Avenue (Miller Road) from CR 67 to State Highway 200 in Unorganized Township 52-27 to CR 52
- b. 2 miles of 250th Avenue (Rabey road) from State Highway 200 to Itasca CR 448 in Unorganized Township 52-24 to CR 53

Change 3.2 miles from CR to Unorganized Township:

- a. 2 miles of CR 68 (540th Lane) from CSAH 29 to 410th Lane in Unorganized Township 50-27
- b. 1.2 miles of CR 68 (540th Lane) from US Hwy 169 to end of road in Unorganized Township 50-26

The attached map shows these system revisions.

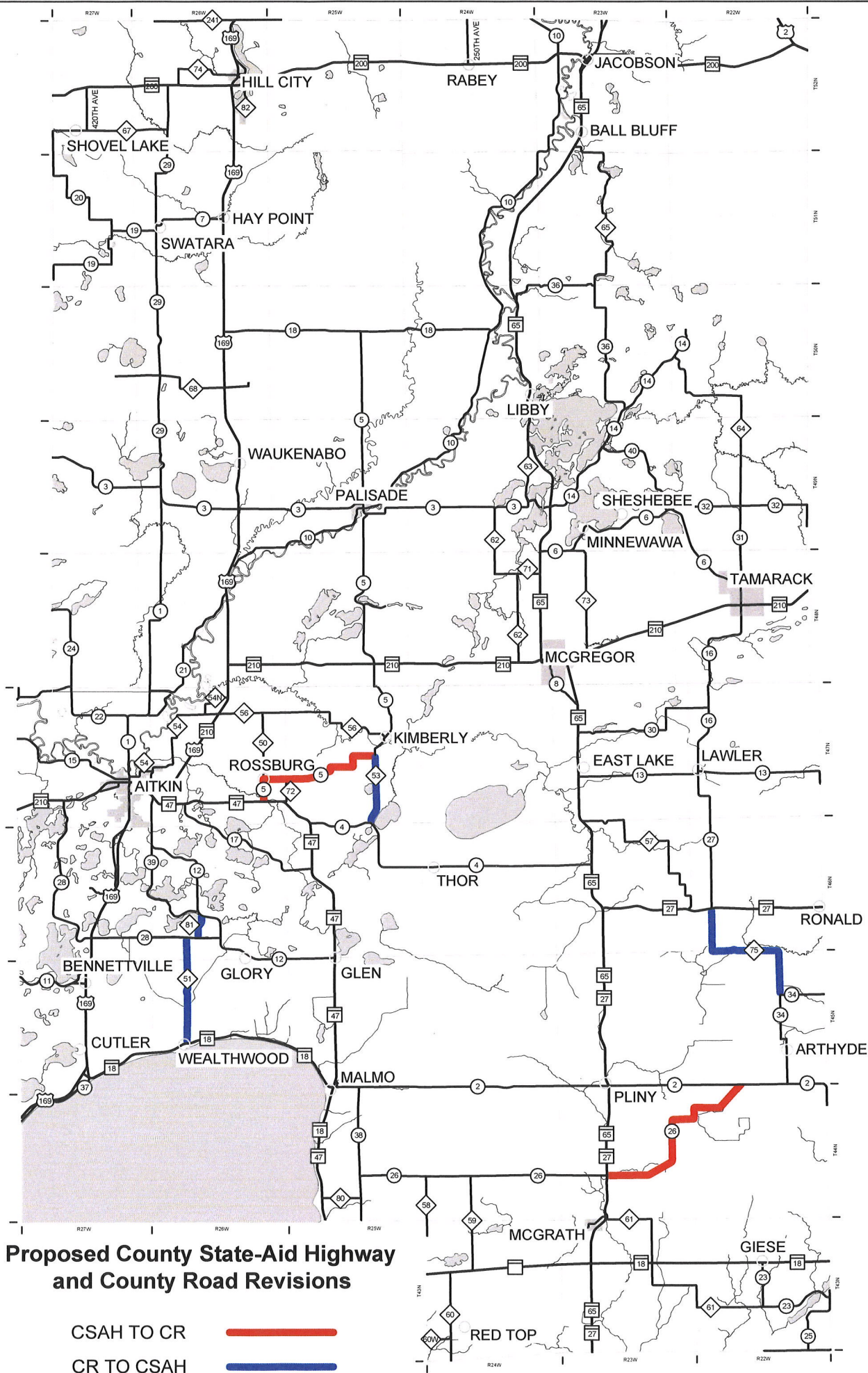
Addition of CR route

Access to our Gun Lake Pit includes an 0.6-mile segment of 439th Lane from 309th Place to CH 5. Much of this road has an extensive history dating back to 1988 of easements being granted, a cartway being established by Fleming Township, and recent court action to grant legal access to properties on the north side of Wilkins Lake. Ongoing maintenance of this road is a combination of work done by Aitkin County as a pit access road, with other private individuals also performing various maintenance activities. To clarify access to the Gun Lake Pit and to allow maintenance of this road by Aitkin County, designation of this 0.6 mile segment as a county road is being requested.

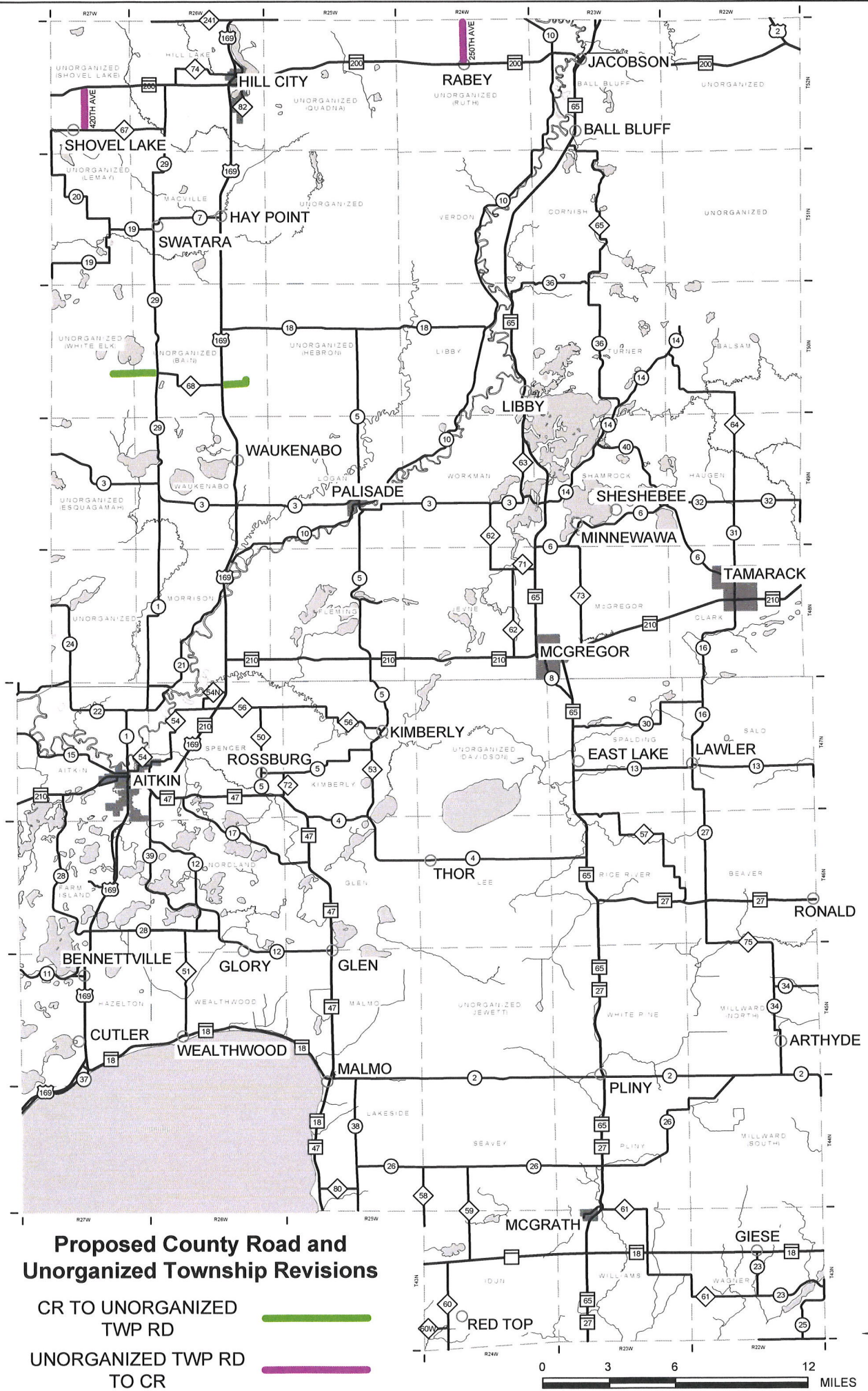
Designate 0.6 mile of private road to CR:

- a. 0.6 miles of private road from 309th Place to CSAH 5 as CR 78

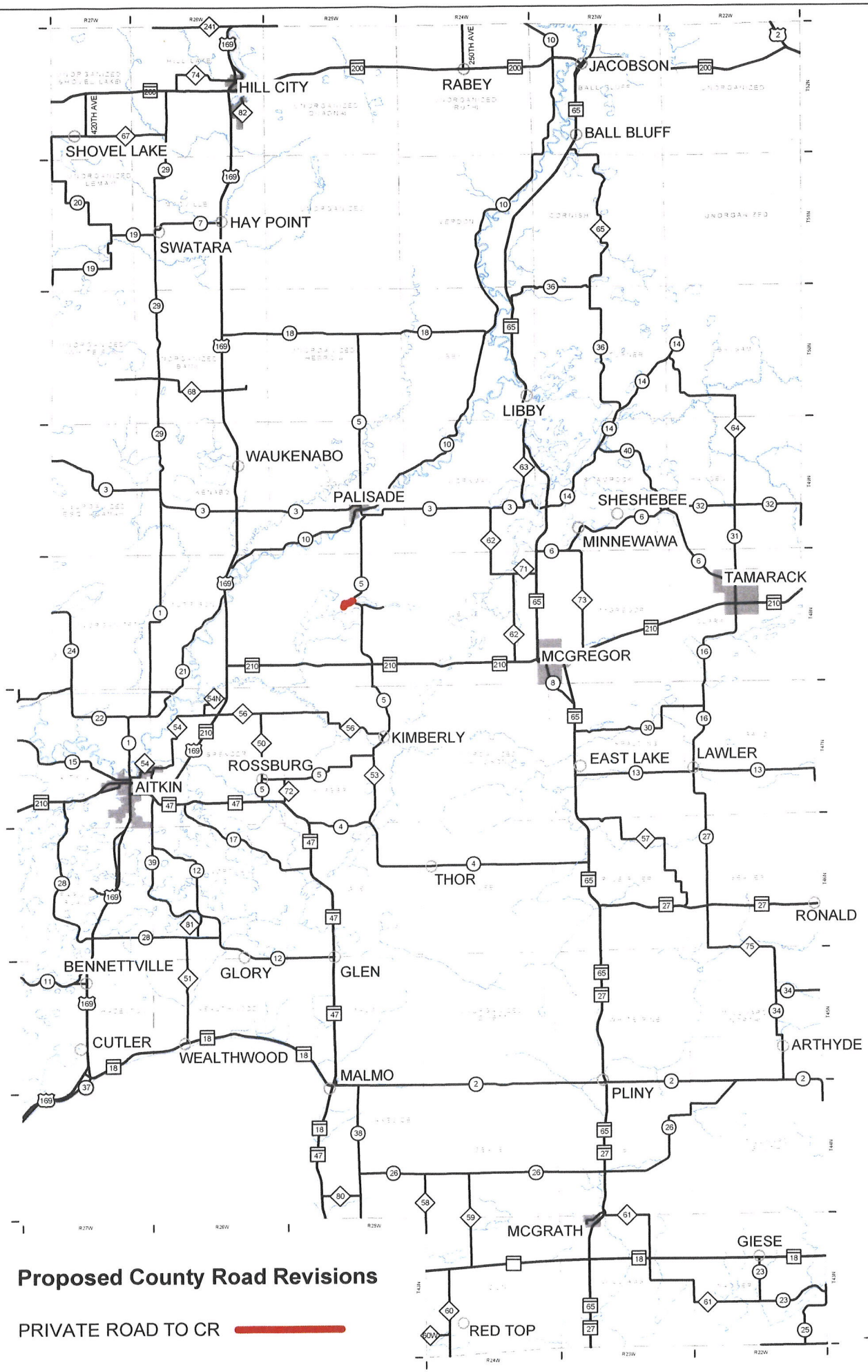
The attached map shows this system revision.



Aitkin County, MN



Aitkin County, MN



Proposed County Road Revisions

PRIVATE ROAD TO CR



Aitkin County, MN



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: 2025 3rd Quarter Budget Report

☒ REGULAR AGENDA ☐ CONSENT AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i> ☐ Direction Requested ☒ Discussion Item ☐ Information Only	
Submitted by: David Minke		Department: Administration
Presenter (Name and Title): David Minke, County Administrator		Estimated Time Needed: 10 minutes
Summary of Issue: Present and discuss 2025 3rd Quarter Budget Report.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion Item.		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>		



AITKIN COUNTY ADMINISTRATION

Aitkin County Government Center
307 2nd Street NW, Room 310
Aitkin, MN 56431

david.minke@aitkincountymn.gov
Phone: 218-927-7276
Fax: 218-927-7374

To: Aitkin County Commissioners
From: David Minke, County Administrator
Date: October 22, 2025
Subject: 3rd Quarter Budget Update

One of the duties of the County Administrator is to “manage” the budget. I interpret “managing the budget” as (1) working with department heads and others to ensure that the budget is implemented as approved by the county board and (2) periodically updating the county board.

My intent is to give you a quarterly report that provides a high-level snapshot of revenue and expenditures measured against the budget in four charts. The attached four charts are all measured as percentages of the approved budget as of the end of September, or 75% through the year.

Chart 1 compares revenue and expenditure in the General Fund, Road and Bridge Fund, Health and Human Services Fund and total all county funds. These three funds encompass most of the county’s financial activity and staff. The remaining columns represent the total of all county funds.

Overall, the General Fund is tracking well as measured against budget for both revenues and expenditures. Revenue is at 67%. This number does not include the 2nd half property tax payment or County Program Aid payment. Expenditures are at 68%, which is fine for this point in the year.

The Road and Bridge Fund is at 82% revenue and 91% expenditures. Although both are above 75% it is not a concern as those numbers are driven by the timing of the projects, payments, and reimbursements.

The HHS fund revenue is at 71% and expenditures are at 78%. Expenditures are tracking a little bit high and are explained below under Chart 4.

The total county revenue through September 30th is 83% of budget and the expenditures are at 84%. These numbers capture some unbudgeted activity such as the economic development loan fund, coronavirus relief fund, and the opioid settlement fund.

Chart 2 shows the revenue in the General Fund by budget department for funds with \$100,000 or more of budgeted revenue. Assessor is near 100% as most revenue is the township assessments which are fully collected. The jail and solid waste are underperforming. In the jail, most of the shortfall is accounted for by the lack of boarding revenue and the budgeted use of fund balance. Fund balance does not appear as a revenue, so it skews actual to budget comparisons. There is not concern in Solid Waste as the majority of revenue is from the property tax levy and the 2nd half payment has not been accounted for. Additionally, there is \$45,000 in fund balance included in the budget, which is not a revenue.

Chart 3 shows expenditures in the General Fund by operating departments over \$100,000. Most departments are tracking around 70%-75%. A few departments are spending well below budget.

Administration is at 48% due to vacancy savings. Buildings shows as significantly under budget. The roof replacement costs of nearly \$370,000 will appear in the October activity. As Jim Bright noted in his update, the project came in under budget. The U of M Extension is at 48% because it does not show the 2nd half contract payment.

The one department that is trending significantly over budget is Community Corrections. This situation is the result of higher than budgeted detention costs and it is anticipated that this line item will be over budget for the year.

Total General Fund expenditures are at 68%.

Chart 4 shows a little more detail in the HHS fund by breaking out spending in the major program areas of Public Health, Income Maintenance and Social Services. The chart shows the spending trending high due to planned spending of reserves. These expenses include approximately \$270,000 in building related costs for the remodel project and about \$55,000 in technology costs. These costs are spread across the three program areas.

Chart 1
Revenue and Expenditure by Major Funds and Total County as of 9/30/25

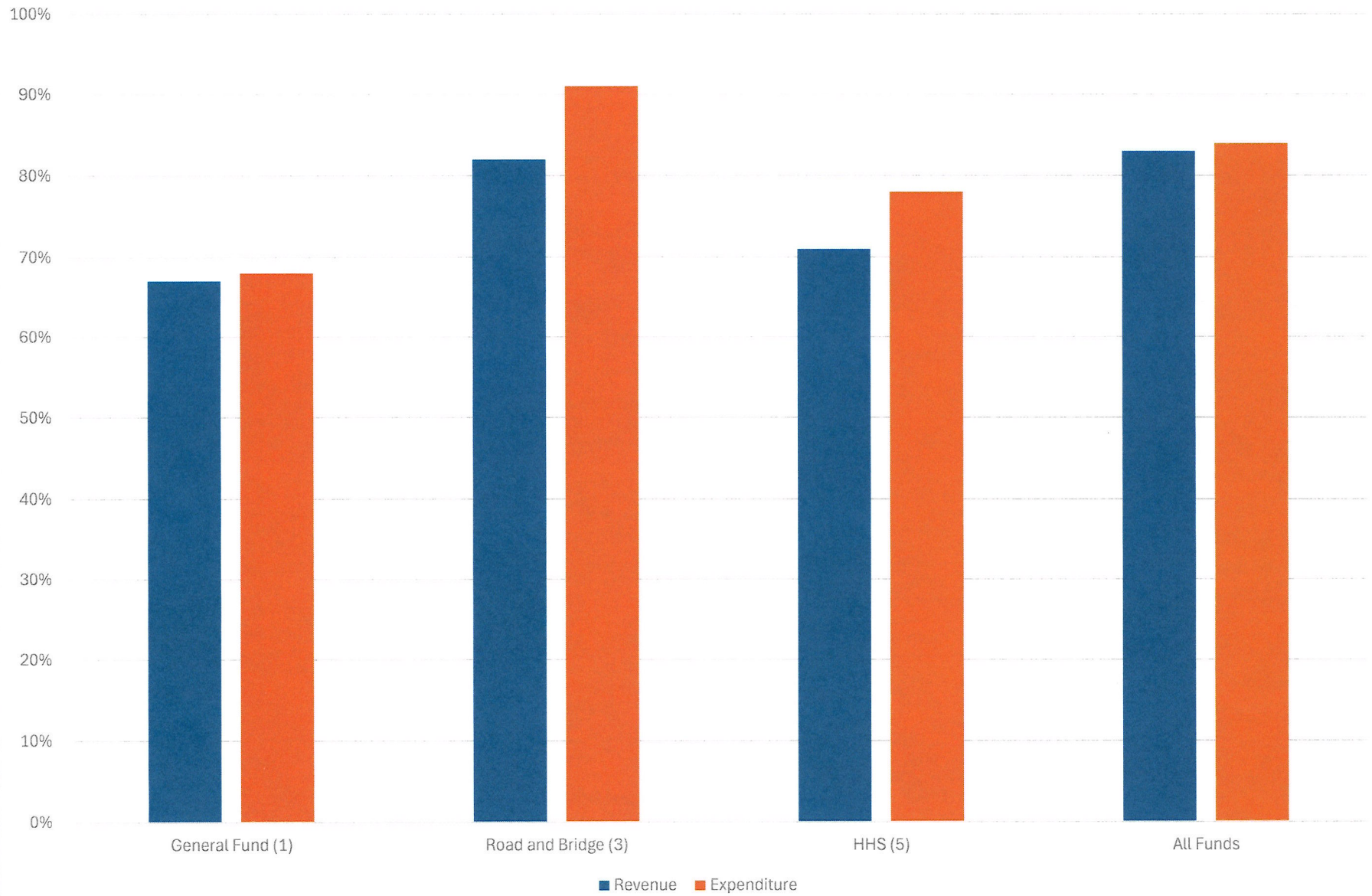


Chart 2
General Fund Revenue for Major Budget Departements as of 9/30/25

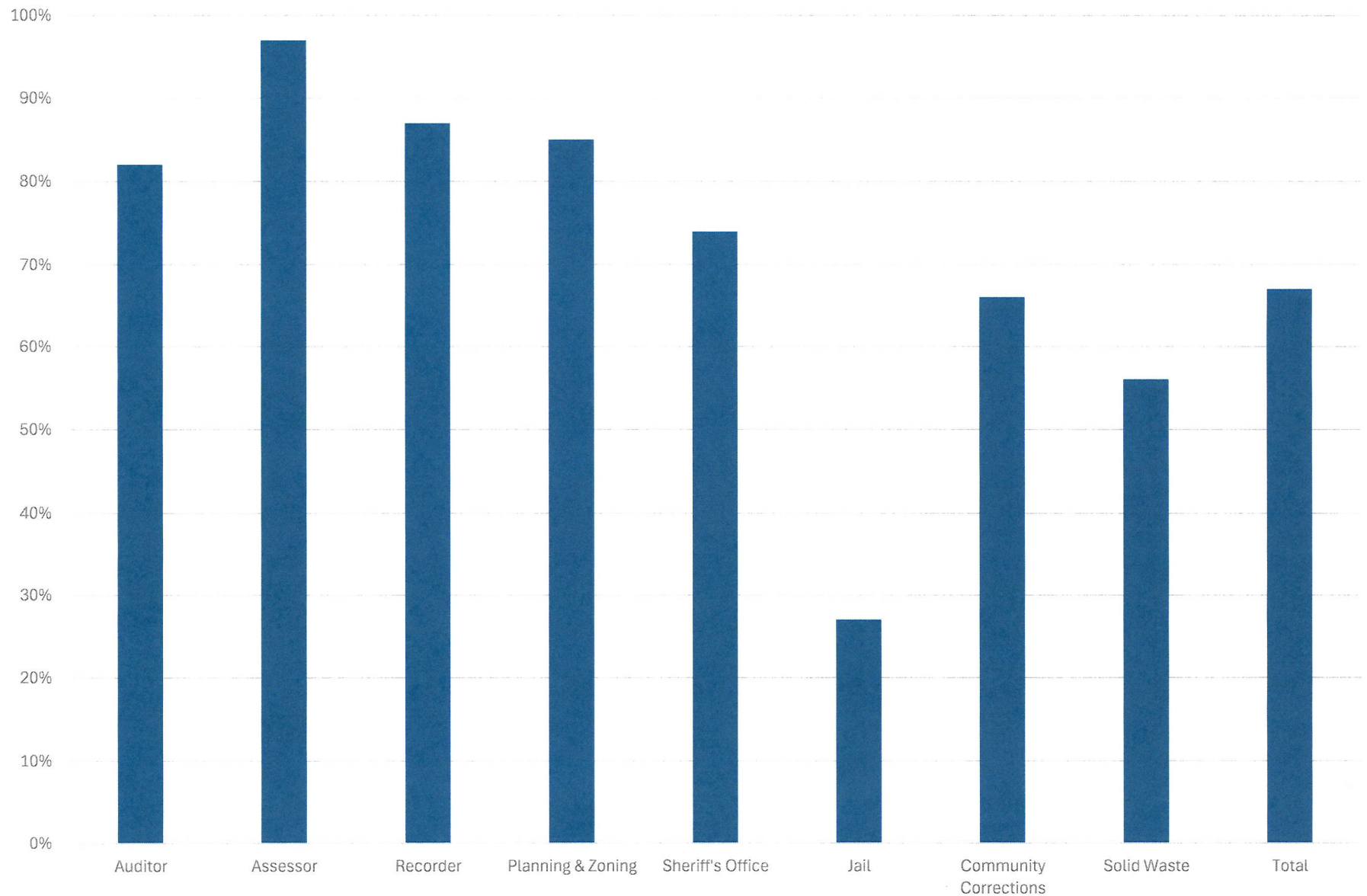


Chart 3
General Fund Expenditure by Major Budget Departements as of 9/30/25

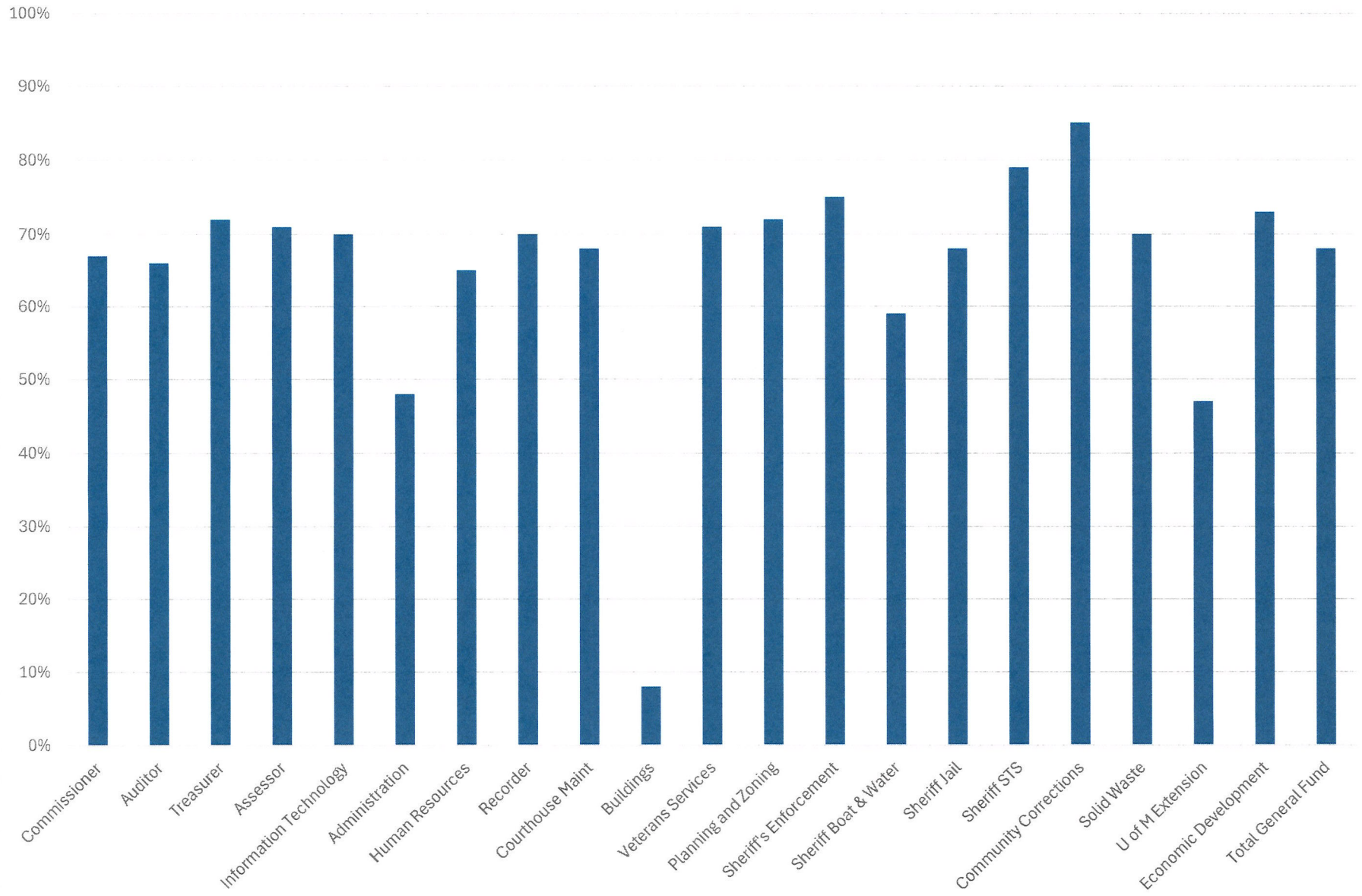
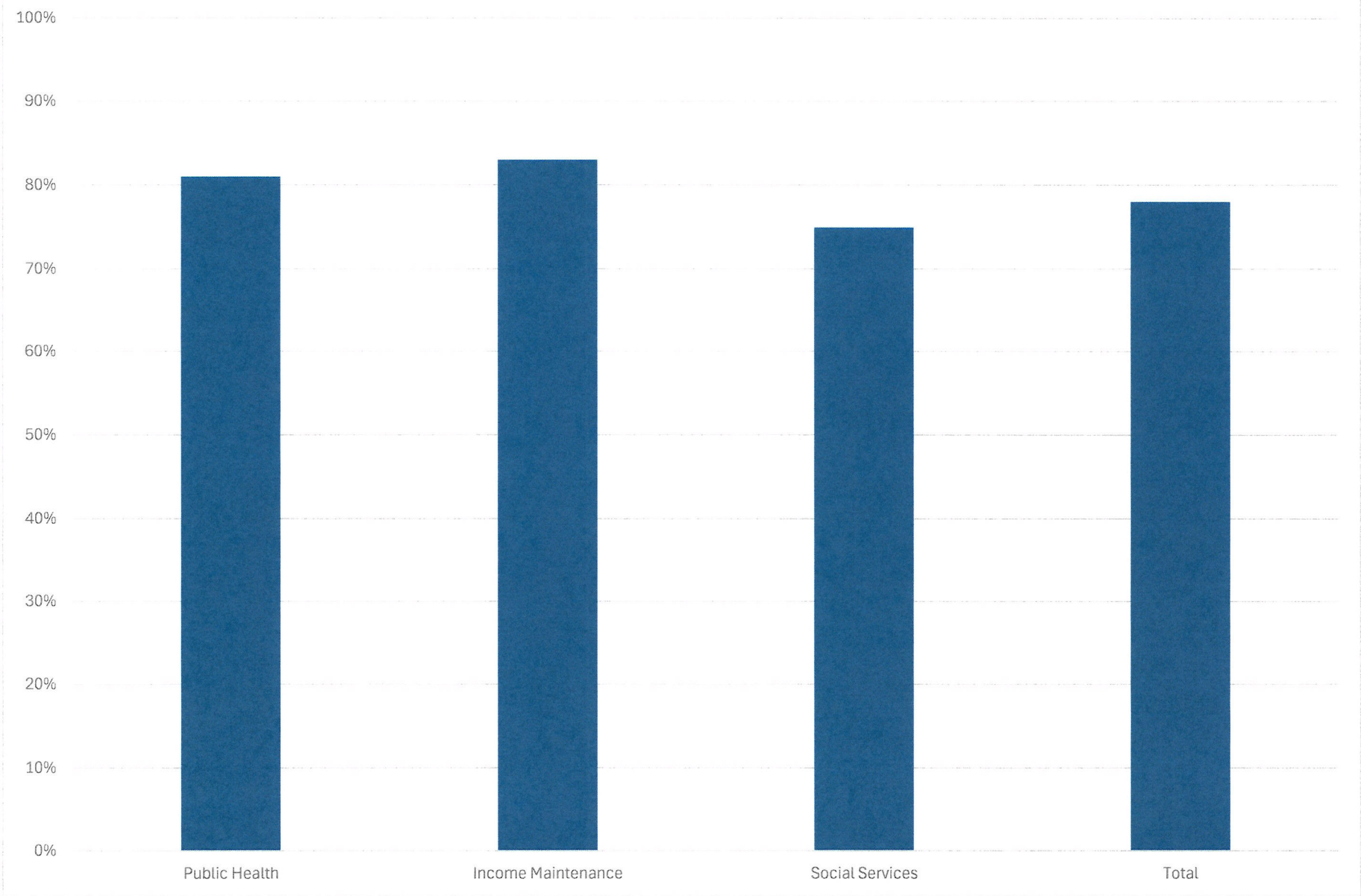


Chart 4
Health and Human Services Expenditures by Major Division as of 9/30/25





Board of County Commissioners Agenda Request

9A
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: H&HS Q3 2025 Fiscal Report

☒ REGULAR AGENDA ☐ CONSENT AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☒ Discussion Item ☐ Information Only
Submitted by: Paula Arimborgo		Department: H&HS Administration
Presenter (Name and Title): Carli Goble, Fiscal Supervisor		Estimated Time Needed: 15 min
Summary of Issue: Q3 2025 Fiscal Report presentation		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>		

Health & Human Services Fiscal Report

Q3 2025

Prepared by Carli Goble
Fiscal Supervisor

October 28, 2025



Revenues by Department

2025 Total Revenue Budget: \$8,319,281

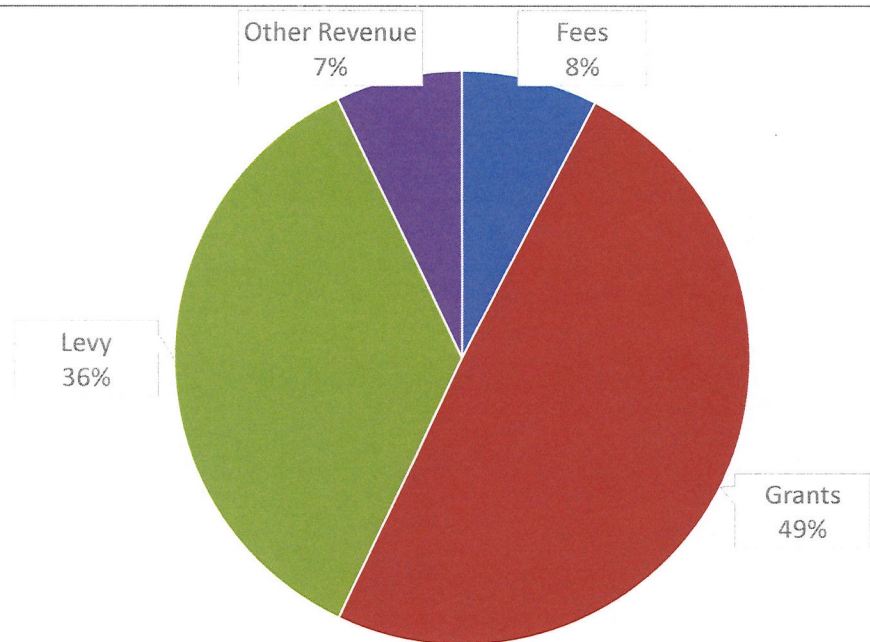
Revenue as of 09/30/2025: \$6,143,312 (74%)

-
- Public Health:
 - \$735,210 (68%)
 - Financial Services/Child Support:
 - \$1,984,782 (80%)
 - Social Services:
 - \$3,423,320 (73%)
-

Note: Majority of revenues are received in Q2 and Q4 of each year.

Revenues by Category

- Fees:
 - \$470,507 (68%)
- Grants:
 - \$3,035,387 (85%)
- Other Revenues:
 - \$437,516 (103%)
- Levy:
 - \$2,199,902 (61%)



Expenditures by Department

2025 Total Expense Budget: \$8,319,281

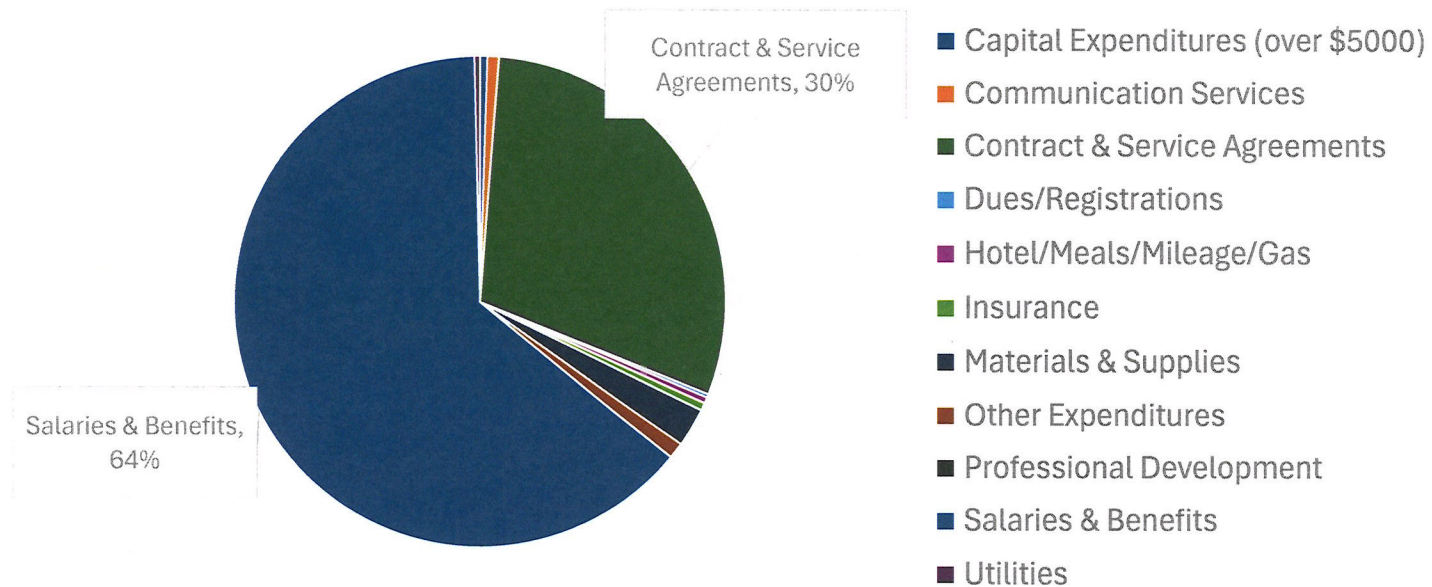
Expenses as of 09/30/2025: \$6,607,277 (79%)

-
- Public Health:
 - \$908,199 (83%)
 - Financial Services/Child Support:
 - \$1,875,750 (80%)
 - Social Services:
 - \$3,817,732 (78%)
 - Undesignated – Building Project:
 - \$5,596
-

Expenditures by Category

• Salaries/Benefits: ◦ \$4,212,931 (72%) • Communication Services: ◦ \$50,049 (81%) • Dues/Registration: ◦ \$14,998 (120%) • Utilities: ◦ \$25,214 (68%)	• Professional Development: ◦ \$1,020 (32%) • Hotel/Meals/Mileage/Gas: ◦ \$25,809 (35%) • Insurance: ◦ \$33,950 (100%) • Contracts/Service Agreements: ◦ \$1,969,678 (107%)	• Materials/Supplies: ◦ \$172,086 (106%) • Capital Expenditures: ◦ \$30,681 (25%) • Other Expenditures: ◦ \$70,862 (83%)
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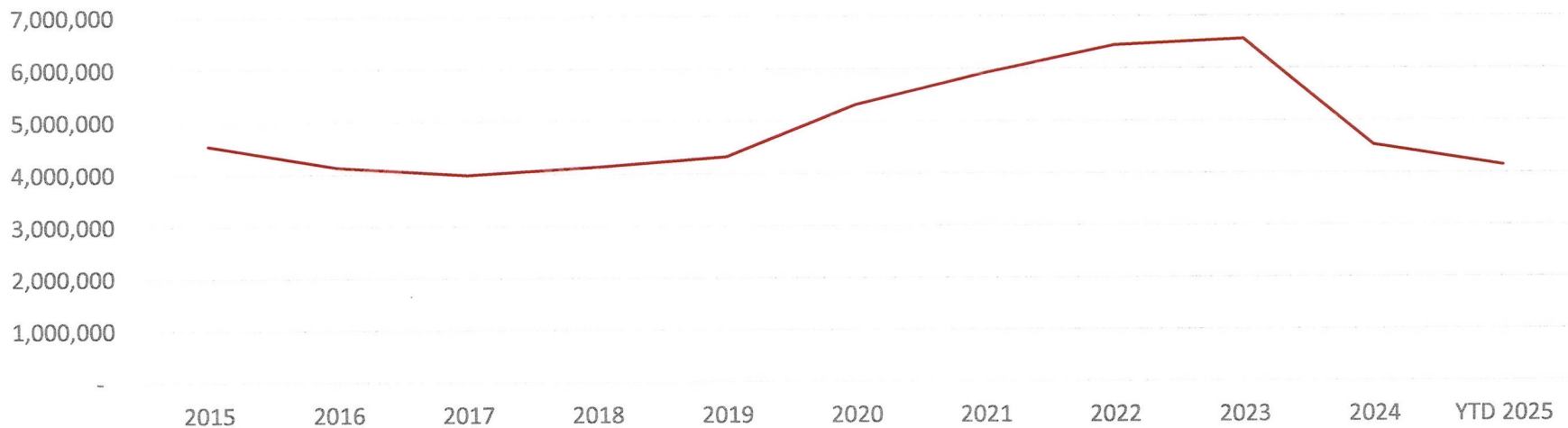
Expenditures by Category



Fund Balance Analysis

Projected to use \$0 in planned fund balance

Available Cash Balance as of 09/30/2025: \$4,137,763



Summary:

At the end of Q3 2025, should be around 75% of budgeted amounts:

Revenues are at 74%

Expenses are at 79%

Thank you!
Any questions?



Aitkin County Board of Commissioners Committee Reports Forms

10A
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 Alt.
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