



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: Appointment for District 5 Board of Adjustment

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Andrew Carlstrom	Department: Planning & Zoning
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director	Estimated Time Needed: 5 minutes
Summary of Issue: In accordance with Section 10 of the Aitkin County Zoning Ordinance, I am requesting the appointment of Ms. Jane Bristow to the Board of Adjustment for District 5 in Aitkin County. Jane has served faithfully and has been a very valuable member of the Board of Adjustment since 2023. There were no other applications received for this position. Please see attached application.	
Alternatives, Options, Effects on Others/Comments: Motion to deny Jane Bristow as District 5 representative on the Board of Adjustment	
Recommended Action/Motion: Motion to approve the appointment of Jane Bristow as District 5 representative on the Board of Adjustment	
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 1050.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	

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

MINNESOTA OPEN APPOINTMENT ACT

APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

BOARD of Adjustment

AITKIN COUNTY COMMISSIONER DISTRICT 5

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 have been on the BOA for the last 3 years and
would be happy to stay on for another term. I have
learned how important the board is, especially regarding
land use, protection and environmental concerns. I believe
my background as a Realtor has been a benefit to me
as a board member but also being on the board
has been a benefit to me as a Realtor.

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

Signature of Applicant

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 X

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

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

NAME OF APPLICANT

STREET ADDRESS OF APPLICANT

PHONE NUMBERS

321 Oakwood Drive Road

DAYS 612-387-5116

Will City, MN 55718

EVENINGS none

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term # _____