



REGULAR MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: December 16, 2025

Where: Government Center Board Room

The public is invited to watch the meeting live on YouTube

4:30 p.m.

1) J. Mark Wedel, County Board Chair

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

4:30 p.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 but will take the information for consideration as 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 prior to the meeting. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from this Agenda and considered under a separate motion.

A) Correspondence File-

November 25, 2025 - December 15, 2025

B) Approve County Board Minutes-

November 25, 2025

C) Approve Electronic Funds Transfers

EFT Report thru 12.08.25

D) Approve Auditor Vouchers-

Auditor Warrants 11.21.25

E) Approve Auditor Vouchers-

Auditor Warrants - HHS 11.21.25

F) Adopt Resolution-

Application for Grant-in-Aid ATV trail maintenance funds

G) Approve Auditor Vouchers-

Auditor Warrants - R&B 11.26.25

H) Approve Manual Warrants/Voids/Corrections-

ELAN 11.06.25

I) Adopt Resolution-

David and Laurie Winslow application to repurchase tax-forfeited property

J) Adopt Resolution-

Robert Hill application to repurchase tax-forfeited property

K) Approve-

CY26-27 Child Support Cooperative Agreement

L) Approve Commissioner's Vouchers

Commissioner Warrants 12.05.25

M) Approve Auditor Vouchers-

Sales, Use & Diesel Tax 12.10.25

N) Adopt Resolution-

Aitkin County Electronic Funds Policy/Procedure

O) Adopt Resolution-

Reaffirm Change Funds

P) Approve Auditor Vouchers-

Auditor Warrants - HHS 12.05.25

Q) Approve Auditor Vouchers-

Auditor Warrants - HHS 12.05.25 pt. 2

R) Approve Manual Warrants/Voids/Corrections-

ELAN 11.20.25

S) Information Only

Cash Balance Report - November 2025

T) Approve-

Appointment for District 5 Board of Adjustment

U) Approve-

Appointment for District 5 Planning Commission

V) Approve-

Career Coaching Model

W) Approve-

Personnel Policy Update Article III, Section G Meal Periods

X) Approve-

Fire Protection Contract - City of Palisade

Y) Adopt Resolution-

County Liquor and 3.2% Malt Liquor Licenses for 2026

Z) Adopt Resolution-

Final Contract Payment #20254

AA) Adopt Resolution-

Final Contract Payment #20256

4:30 p.m.

- 3) Kory O'Neil – Owner
A) Purpose Driven Recovery Home Presentation

4:40 p.m.

- 4) Tara Snyder – County Recorder
A) Set Fees for Judicial Security Legislation

4:45 p.m.

- 5) Andrew Carlstrom – Environmental Services Director
A) Request a New Public Hearing Date for Shoreland Ordinance Amendments

4:50 p.m.

- 6) John Welle – County Engineer
A) Approve Equipment Purchase - Brush Machine
B) Adopt Resolutions to Change Roadway Designations

5:15 p.m.

- 7) Bobbie Danielson – Human Resources Director
A) Adopt Resolution - Resolution to Exit the Minnesota Merit System
B) Adopt Resolution - Set Elected Officials Salaries for 2026

5:23 p.m.

- 8) Board of Commissioners
A) Commissioner Committee Reports

ADJOURN

AITKIN COUNTY BOARD MINUTES**November 25, 2025****Call to Order**

The Aitkin County Board of Commissioners met the 25th day of November, 2025 at 9:00 a.m. at the Aitkin County Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Travis Leiviska, Bret Sample, Michael Kearney, County Administrator David Minke, and Administrative Assistant April Kellerman.

Approval of Agenda

Motion made by Commissioner Leiviska, seconded by Commissioner Westerlund and carried 5-0 to approve the November 25, 2025 agenda as amended. Items 12A and 12B switched order. Item 2N moved to item 2.1.

There was no Citizens' Public Comment

Consent Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Sample and carried 5-0 to approve the revised Consent Agenda as follows.

- A) Correspondence File November 12, 2025 to November 24, 2025;
- B) Approve November 12, 2025 County Board Minutes;
- C) Approve Electronic Funds Transfers Report thru 11.17.25 with a total of \$1,292,296.65;
- D) Approve Auditor Vouchers – Auditor Warrants paid 11.07.25: Road & Bridge \$13,160.23;
- E) Approve Auditor Vouchers – Auditor Warrants paid 11.10.25: Health & Human Services \$59,644.51
- F) Approve Auditor Vouchers – Sales Use and Diesel Tax paid 11.10.25: General Fund \$40.46, Road & Bridge \$1,795.66, Trust \$21.60, Long Lake Conservation Center \$173.60, Parks \$417.79 for a total of \$2,479.11;
- G) Approve Manual Warrants/Voids/Corrections – Elan Paid 10.23.2025: General Fund \$2,161.04, Forest Development \$209.56, Health & Human Services \$1,506.31 for a total of \$3,876.91;
- H) Approve Auditor Vouchers – Auditor Warrants paid 11.17.25: Health & Human Services \$59,644.51
- I) Approve Manual Warrants/Voids/Corrections – Manual Warrants paid 11.14.25: General Fund \$660.29, State \$163,862.64, Taxes & Penalties \$508.00 for a total of \$165,030.69
- J) Adopt Resolution #20251125-118: County On, Off and Sunday Sale Liquor License – Kirby's Place LLC;
- K) Approve Human Trafficking Joint Powers Agreement;
- L) Information Only on Cash Balance Report – October 2025
- M) Approve Auditor Vouchers – Auditor Warrants – Tax Settlements paid 11.21.25: Townships/Cities/ARDC/ Ambulance \$3,664,600.16;
- N) Approve Out of State Travel (moved to item 2.1);
- O) Approve Commissioner Vouchers – Commissioner Warrants paid 11.21.25: General Fund \$181,264.76, Road & Bridge \$280,057.20, Health & Human Services \$2,413.80, State \$8,590.74, Trust \$13,302.54, Forest Development \$1,819.60, Long Lake Conservation Center \$9,691.49, Parks \$2,576.14 for a total of \$499,716.27;
- P) Adopt Resolution #20251125-119: SAP 001-614-017 Resolution for LRIP Grant Application

2.1) Motion by Commissioner Westerlund, seconded by Commissioner Leiviska and carried 4-1 with Commissioners Wedel, Westerlund, Leiviska and Kearney voting yes and Commissioner Sample

AITKIN COUNTY BOARD MINUTES

November 25, 2025

voting no to Approve Out-of-State Travel for Commissioners Kearney and Leiviska to attend the 2026 NACo Annual Legislative Conference in Washington, DC on February 21-24, 2026.

Regular Agenda

Kara Lindstrom – Field Representative for Congressman Stauber presented information on current issues.

Motion by Commissioner Sample, seconded by Commissioner Kearney and carried 5-0 to Set the Public Hearing for Shoreland Ordinance Amendments on Tuesday, December 16, 2025 at 4:30 p.m. at the Aitkin County Government Center 3rd Floor Board Room.

Motion by Commissioner Sample, seconded by Commissioner Westerlund and carried 5-0 to Approve New Permitting and Registration Software, subject to review by County Attorney.

Motion by Commissioner Westerlund, seconded by Commissioner Sample and carried 5-0 to Issue a Request For Proposal (RFP) to operate the Aitkin County Recycling Center and County recycling drop-off locations.

Motion by Commissioner Leiviska, seconded by Commissioner Sample and carried 5-0 to Approve North Memorial Health Care Agreement for 2026 in the amount of \$43,000.

Motion by Commissioner Leiviska, seconded by Commissioner Westerlund and carried 5-0 to Adopt Resolution **#20251125-120** Supporting Repeal of Minnesota's Nuclear Power Moratorium.

Motion by Commissioner Westerlund, seconded by Commissioner Kearney and carried 5-0 to Approve State Bonding Grant Agreement in the amount of \$2 million for Health & Human Services Building Remodel.

Motion by Commissioner Kearney, seconded by Commissioner Leiviska and carried 5-0 to Adopt Resolution **#20251125-121** to Award Contract #20261 with S&R Reinforcing Inc. in the amount of \$1,852,457.81.

Motion by Commissioner Sample, seconded by Commissioner Leiviska and carried 5-0 to Adopt Resolution **#20251125-122** to Vacate Portion of CSAH 38 Right of Way.

John Welle – County Engineer presented Public Info/Input Meeting at 10:00 a.m. for Proposed Changes to Road Designations. Comment made by: Tom Veenker, Chairman of Wealthwood Township.

Motion by Commissioner Leiviska, seconded by Commissioner Westerlund and carried 5-0 to Affirm there are no funds available for a 2026 Pictometry flight.

Motion by Commissioner Westerlund, seconded by Commissioner Sample and carried, all members voted to Officially Reject Bids for the construction of the Mille Lacs ATV Trail project #2020-10981.

Chair Wedel called a recess at 10:25 a.m.
The Board reconvened at 10:32 a.m.

AITKIN COUNTY BOARD MINUTES

November 25, 2025

Motion by Commissioner Leiviska, seconded by Commissioner Sample and carried 3-2 with Commissioners Wedel, Leiviska and Sample voting yes and Commissioners Westerlund and Kearney voting no to Adopt Resolution **#20251125-123**, with for 2026 Appropriations:

Dues		
North Counties Land Use Coordinating Board (10-921.6240)	\$2,000	
MN Rural Counties Caucus (MRCC) (01-44.6844)	\$2,300	
Association of MN Counties (AMC) (01-44.6845)	\$15,477	
Arrowhead Counties (01-44.6846)	\$2,750	
Joint Counties Natural Resource Board (10-921.6240)	\$1,000	
Joint Powers		
East Central Regional Library (Dept 500-500.6801)	\$272,818	
Airport-McGregor (Dept 700-903.6801)	\$17,160	
Airport-Aitkin (Dept 700-903.6800)	\$60,000	
Mississippi Headwaters Board (Dept 600-552.6847)	\$1,500	
Appropriations		
Soil and Water (Dept 600-552.6801)	\$81,549	\$68,849 County Allocation \$7,700 LCWP \$5,000 Ag Inspector
C.A.R.E. (Dept 500-502.6848)	\$55,000	
Historical Society (Dept 500-501.6801)	\$26,250	
Historical Society Insurance (Dept 500)	\$6,263	
Ag Society (Dept 600-550.6801)	\$14,000	
Ag Society Capital Improvement (Dept 600-550.6843)	\$10,000	
Ag Society Insurance (Dept 600)	\$11,465	
Support Within Reach (01-44.6847)	\$3,000	
Total Dues & Appropriations	\$582,532	

Motion by Commissioner Kearney, seconded by Commissioner Leiviska and carried 4-1 with Commissioners Wedel, Westerlund, Leiviska and Kearney voting yes and Commissioner Sample voting no to Adopt Resolution **#20251125-124** setting the 2026 County Commissioner's salary at \$38,693.03. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

Motion by Commissioner Leiviska, seconded by Commissioner Sample and carried 3-2 with Commissioners Wedel, Leiviska and Sample voting yes and Commissioners Westerlund and Kearney voting no to Adopt Resolution **#20251125-125** Approving an Off Sale Liquor License for OM Malmo, LLC dba Malmo Market 32060 220th St, Aitkin, MN 56431.

Mark Jeffers – Economic Development Coordinator presented an Economic Development Update.

Motion by Commissioner Westerlund, seconded by Commissioner Kearney and carried 5-0 to Approve Agreement – Minnesota Housing Finance Agency for the Minnesota City participation program for 2026.

Mark Jeffers – Economic Development Coordinator presented Strategic Plan and Revitalization Updates.

Health & Human Services Revitalization Team (Sarah Johnson, Brenda Butterfield, Jon Moen & Nikki Laird) presented H&HS Psychological Safety Survey Results & team Updates.

AITKIN COUNTY BOARD MINUTES

November 25, 2025

Chair Wedel called a recess at 12:07 p.m.
The Board reconvened at 12:11 p.m.

Motion by Commissioner Sample, seconded by Commissioner Kearney and carried 5-0 to Ratify the 2026-2028 Teamsters Non-Licensed Essential Unit Agreement.

Motion by Commissioner Kearney, seconded by Commissioner Westerlund and carried 5-0 to Ratify the 2026-2028 LELS Licensed Essentials Unit Agreement.

Motion by Commissioner Westerlund, seconded by Commissioner Kearney and carried 5-0 to Approve Job Re-evaluation (Accounting Technician, HHS Dept.).

Commissioner Committee Reports

The Board discussed: Lakes & Pines, Historical Society, Aitkin County CARE Board, Arrowhead Counties Association, Arrowhead Regional Development Committee, Budget Committee, Aitkin Airport Commission, Aitkin County Water Planning Task Force, Aquatic Invasive Species, Sobriety Court

Adjourn

Motion by Commissioner Kearney, seconded by Commissioner Sample and carried 5-0 yes to adjourn the meeting at 12:26 p.m. with the next meeting on Tuesday, December 16, 2025 at the Aitkin County Government Center.

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

David J. Minke, County Administrator
Clerk to the County Board



Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 12/16/2025

Title of Item: EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru 12/8/2025		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

ELECTRONIC FUNDS TRANSFER
Thru December 8, 2025 Board Meeting December 16, 2025

Abstract Number	Date	Amount	Reason
22434	11/21/2025	\$2,667,541.47	Auditor Abstract
22435	11/21/2025	\$225,463.24	Commissioner Abstract
22437	11/21/2025	\$18,881.99	Auditor Abstract
22438	11/20/2025	\$3,262.25	Manual Abstract
22439	11/26/2025	\$774,349.14	Payroll Abstract
22440	11/26/2025	\$19,713.51	Auditor Abstract
22442	11/26/2025	\$5,297.22	Manual Abstract
22443	12/5/2025	\$205,411.72	Commissioner Abstract
22444	12/4/2025	\$2,249.41	Manual Abstract
22445	12/10/2025	\$1,259.83	Auditor Abstract
22446	12/5/2025	\$73,836.61	Auditor Abstract
			\$0
			Voids/No ACH
			22436
			22441
			22447
			\$3,997,266.39

S:Board Report:2025 EFT Board Report Thru Date

WLB1
11/19/25 3:51PM

Aitkin County

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



2D

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLB1
11/19/25 3:51PM
11 Forest Development

Aitkin County

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



Vendor No.	Name	Amount			
86198	Aitkin Co Treasurer	1,343.52	8 Transactions		
11 Fund Total:		1,343.52	Forest Development	1 Vendors	8 Transactions
Final Total:		1,343.52	1 Vendors	8 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
11	1,343.52	Forest Development
All Funds	1,343.52	Total

Approved by,

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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>			
10481	Ahonen/Brittney	328.21	2 Transactions
13725	Beartooth Hardware Inc	22.99	1 Transactions
10627	Capello/Nicholas	978.76	8 Transactions
10735	Children Youth & Families Dept	399.82	3 Transactions
13545	Contegrity Group, Inc.	20,269.17	2 Transactions
10342	DHS-Anoka Metro Rtc	500.00	1 Transactions
9220	Dhs-Msop	11,501.00	4 Transactions
89965	DHS-ST PETER-SEE LIST	3,881.20	1 Transactions
1754	Garrison Disposal Company, Inc	5,974.00	1 Transactions
10652	Gilb/Zachary	178.15	3 Transactions
10826	Hallberg Engineering	1,000.00	1 Transactions
10605	Herrick/Richard	245.36	1 Transactions
10762	JK Mechanical & Electrical Contractors	32,538.93	1 Transactions
10456	King/Miranda	79.27	2 Transactions
6110	Lakes & Pines CAC, Inc	7,165.53	1 Transactions
9456	Meger/Shanda	318.57	3 Transactions
5910	Mille Lacs Band Family Services	8,573.36	6 Transactions
9908	Office of the Secretary of State	120.00	1 Transactions
10264	Perspective Enterprises	507.00	1 Transactions
10770	Pool/Jaime	93.65	2 Transactions
10116	Pratt/Sarah	54.54	3 Transactions
13624	Quadient Leasing USA, Inc	2,518.83	3 Transactions
9489	Redwood Toxicology Laboratory, Inc	194.07	3 Transactions
10341	Rian/Jesse	3,000.00	1 Transactions
13876	SCHOENROCK/ADAM	248.14	2 Transactions
86177	Sheriff Aitkin County	120.00	2 Transactions
13729	SIMS/MEGAN REBECCA	322.74	1 Transactions
10819	St Germain Glass	10,061.45	1 Transactions
10828	Sunbelt Rentals, Inc	7,257.60	1 Transactions
10530	The Therapist PLC	1,170.00	6 Transactions
4777	Thelen Heating & Roofing Inc	26,885.00	1 Transactions
10930	Tidholm Productions	1,556.22	1 Transactions
9268	VFW Post 1727, Roberts-Glad Post 1727	222.13	1 Transactions
13084	WELLNESS IN THE WOODS	1,750.00	1 Transactions
5128	Widseth Smith & Nolting Inc	10,858.05	1 Transactions

crs1

11/20/25

11:32AM

Health & Human Services

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 3

Vendor Name

No.

Amount

Final Total

160,893.74

35 Vendors

73 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	160,893.74	Health & Human Services
All Funds	160,893.74	Total

Approved by,

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Board of County Commissioners Agenda Request

2F
Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: Application for Grant-in-Aid ATV trail maintenance funds

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: The attached resolution is required to apply for the 2026 State Grant-in-Aid (GIA) maintenance funds for the Northwoods Regional ATV trail system.		
Alternatives, Options, Effects on Others/Comments: Adopt resolution for 2026 ATV Trail Funding.		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

Resolution #20251216-xxx 2026 - ALL TERRAIN VEHICLE TRAIL FUNDING

WHEREAS, Local units of government can apply for State aid for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 90% reimbursement of costs of grooming and maintenance, and

WHEREAS, Aitkin County does not have the facilities to maintain the entire trail system in Aitkin County, and

WHEREAS, Clubs wish to contract with the County for maintaining these trails, and

WHEREAS, These trails benefit the recreation, resort, tourism, industry, and economy of Aitkin County,

NOW THEREFORE, BE IT RESOLVED, That the Aitkin County Trail Administrator be authorized to apply for Grants-in-Aid assistance funds for All Terrain Vehicle Trail maintenance and grooming for the following trail:

Northwoods Regional ATV trail which consists of the following segments: South Soo Line, North Soo Line, Axtell ATV technical riding area, Rabey Line, Blind Lake, Redtop, Moose River Connector, Lawler, Blind Lake Connector Trail, Rat Lake Connector Trail, Hill City Connector Trail and Solana ATV Trails.

BE IT FURTHER RESOLVED, That the Aitkin County Trail Administrator be authorized to contract for the development, maintenance and grooming of the aforementioned trails with qualified, interested clubs.

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

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

WLB1
11/25/25 10:11AM

Aitkin County

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



2G

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Vendor	<u>Name</u>	<u>Amount</u>			
7050	Anderson Brothers Construction	16,904.75	1	Transactions	
9741	REDSTONE CONSTRUCTION, LLC	2,808.76	1	Transactions	
3 Fund Total:		19,713.51	Road & Bridge		2 Vendors
Final Total:		19,713.51	2 Vendors		2 Transactions

Aitkin County

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



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	19,713.51	Road & Bridge
All Funds	19,713.51	Total

Approved by,

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WLB1
11/21/25 1:44PM

1 General Fund

Aitkin County



2H

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

Page 2

Vendor No.	Name	Amount			
10789	Old National Bank (ELAN)	4,883.10	22 Transactions		
1 Fund Total:		4,883.10	General Fund	1 Vendors	22 Transactions

WLB1

11/21/25

1:44PM

19 Long Lake Conservation Cen

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 3

Vendor	<u>Name</u>	<u>Amount</u>			
10789	Old National Bank (ELAN)	39.30	3 Transactions		
19 Fund Total:		39.30	Long Lake Conservation Center	1 Vendors	3 Transactions
Final Total:		4,922.40	2 Vendors	25 Transactions	

WLB1

11/21/25

1:45PM

5 Health & Human Services

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

Vendor	<u>Name</u>	<u>Amount</u>			
10789	Old National Bank (ELAN)	2,505.04	11 Transactions		
5 Fund Total:		2,505.04	Health & Human Services	1 Vendors	11 Transactions
Final Total:		2,505.04	1 Vendors	11 Transactions	

WLB1
11/21/25 1:44PM

3 Road & Bridge

Aitkin County



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

Page 2

Vendor No.	Name	Amount			
10789	Old National Bank (ELAN)	551.29	3 Transactions		
3 Fund Total:		551.29	Road & Bridge	1 Vendors	3 Transactions
Final Total:		551.29	1 Vendors	3 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	4,883.10	General Fund	
19	39.30	Long Lake Conservation Center	
All Funds	4,922.40	Total	Approved by,
		
		

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	2,505.04	Health & Human Services
All Funds	2,505.04	Total

Approved by,

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	3	551.29	Road & Bridge	
	All Funds	551.29	Total	Approved by,
			
			

Total Elan pd 11.6.25 = \$7978.73



Board of County Commissioners Agenda Request

21
Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: David and Laurie Winslow application to repurchase tax-forfeited property

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>S 282.241 allows application to repurchase tax-forfeited property by an owner/heir/mortgagee/representative of heirs of a vested interest in the property at the time of forfeiture, have the privilege to make written application to the Aitkin County Board requesting to be allowed to repurchase this property.</p> <p>David and Laurie Winslow, owners at the time of forfeiture, have made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land:</p> <p>Parcel #29-1-515904 Undivided 1/10 Interest in Lot 3 Block 1 of Pierce Addition Sec: 26 Twp: 49 Rge: 23</p> <p>Property will revert to the owners at the time of forfeiture.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution allowing repurchase of tax forfeited property.		
Financial Impact: <p><i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p>		

To the Honorable Board of County Commissioners of

Aitkin County, Minnesota.

I, the undersigned owner-mortgagee-heir-representative of heirs haurie Winslow at the time of forfeiture of the parcel of land situated in the County of Aitkin State of Minnesota, described as follows, to-wit: undivided 1/10 int. in Lot 3 Blk 1 of Pierce Addition

do hereby make application for the purchase of said parcel... of land from the State of Minnesota, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

In support of this application for the repurchase of said land I make the following statement:

(a) That hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit: We really did not know that we were that far behind. I had made a couple of payments but it was not enough to ~~cover~~ cover the balance in full. We moved and neglected to change our address and did not receive tax statements or notices. Everything is now updated.

(b) That the repurchase of said land by me will promote and best serve the public interest, because we will develop the property for lake access

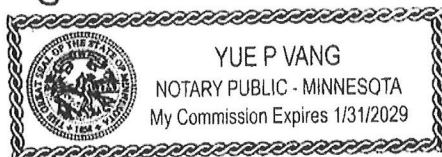
State of Minnesota

County of Ramsey

The foregoing instrument was acknowledged before me this 29th day of October, 2028, by

Yue P Vang

Notarial Seal



A handwritten signature in black ink, appearing to be "Haurie Winslow".

Owner-Mortgagee-Heir-Representative of Heirs

A handwritten signature in black ink, appearing to be "Yue P Vang".

Signature of person taking acknowledgement

NO DELINQUENT TAXES AND TRANSFER ENTERED
THIS 16 DAY OF Dec 20 19
CERTIFICATE OF REAL ESTATE VALUE
(☒ FILED - CRV# 47056) NOT REQUIRED

Kuk Pysar

AITKIN COUNTY AUDITOR

Elizabeth Harmon
DEPUTY



A454723

Office of the County Recorder
Aitkin County, Minnesota

I HEREBY CERTIFY THE WITHIN INSTRUMENT WAS
FILED, AND/OR RECORDED ON 12/16/2019 9:00 AM

PACKAGE: 64581

REC FEE: \$46.00

Michael T. Moriarty, Aitkin County Recorder

WARRANTY DEED

Individual(s) to Individual(s)

Minnesota Uniform Conveyancing Blanks
Form 10.1.1 (2016)

eCRV number: 1044725

DEED TAX DUE: \$ 125.40

DATE: December 4, 2019

FOR VALUABLE CONSIDERATION,

CHRISTOPHER W. MELMER AND AMY K. MELMER, MARRIED TO EACH OTHER, ("Grantor"),

hereby conveys and warrants to

DAVID WINSLOW AND LAURIE WINSLOW, ("Grantee"), as

(Check only one box.) ☐ tenants in common, (If more than one Grantee is named above and either no box is checked or both boxes are checked, this conveyance is made to the named Grantees as tenants in common.)
☒ joint tenants,

real property in AITKIN County, MINNESOTA legally described as follows:

→ Lot Five (5), Block Two (2), Pierce Addition, AND an undivided 1/10th interest in Lot Three (3), Block One (1) of the Pierce Addition, according to the filed and recorded plat thereof, Aitkin County, Minnesota.

Abstract Property.

☐ Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Check applicable box:

- ☒ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. If electronically filed, insert WDC number: _____
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

AITKIN COUNTY DEED TAX

No. 11836 Date 12-16-19

125.40 Dollars Paid

Elizabeth Harmon
COUNTY TREASURER

By _____ Deputy

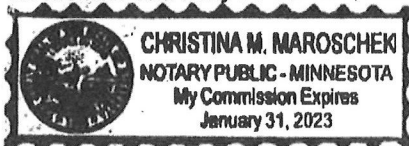
Grantor

Christopher W. Melmer

Amy K. Melmer

State of MINNESOTA, County of ANOKA

This instrument was acknowledged before me on December 4, 2019, by
Christopher W. Melmer and Amy K. Melmer, married to each other



Christina M. Maroschek

Title (and Rank):

My commission expires:

1/31/23

THIS INSTRUMENT WAS DRAFTED BY:

Entitle, Inc.
860 Blue Gentian Road, Suite 190
Eagan, MN 55121
(952)831-1110
File No. EN19-8301

TAX STATEMENTS FOR THE REAL PROPERTY
DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

David Winslow and Laurie Winslow
2413 S. 9th Street
Minneapolis, MN 55406

Owner Name(s) Winslow, David and Laurie
Parcel Number(s): 29-1-515904
Number of Parcels 1
Property Classification non-homestead
Forfeiture date: 8/1/2025
Calculated to: 10/31/2025

Repurchase Amount	\$	390.21
State Deed(s)	\$	25.00
Forfeiture Process Cost	\$	100.00
Recording	\$	46.00
Deed tax **	0.33% \$	1.65
Well Certificate	\$	-
Sheriff Cost	\$	40.00
Land Department Cost	\$	200.00
Court Letter Fee-Auditor	\$	6.90
Insurance	\$	-
Repurchase Cost	\$	809.76



CASHIER'S CHECK

No. 0239525125

DATE: October 29, 2025

PAY EIGHT HUNDRED AND NINE DOLLARS AND 76 CENTS

\$ 809.76

TO THE
ORDER OF: AITKIN COUNTY

MEMO:

Location: 239 Silver Lake
U.S. Bank, National Association
Minneapolis, MN 55480


AUTHORIZED SIGNATURE

092-900
383

Security Features Included. Details on Back.



Resolution #20251216-xxx David and Laurie Winslow Repurchase Resolution

WHEREAS, David and Laurie Winslow were the owners at the time of forfeiture. (Applicants) and,

WHEREAS, the Applicants have made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

Parcel #29-1-515904

Undivided 1/10 Interest in Lot 3 Block 1 of Pierce Addition Sec: 26 Twp: 49 Rge: 23

WHEREAS, said Applicants have set forth in their application that:

- A. Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

We really did not know we were that far behind. I had made a couple of payments but it was not enough to cover the balance in full. We moved and neglected to change our address and did not receive tax statements or notices. Everything is now updated.

- B. That the repurchase of said land by me will promote and best serve the public interest because:

We will develop the property for lake access.

WHEREAS, the Applicants have made payment of all delinquent taxes of properties.

WHEREAS, this board is of the opinion that said application should be granted for such reasons.

NOW, THEREFORE BE IT RESOLVED, that the application of David and Laurie Winslow for the purchase of the above-described parcel of tax-forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

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



Board of County Commissioners Agenda Request

2J
Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: Robert Hill application to repurchase tax-forfeited property

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>S 282.241 allows application to repurchase tax-forfeited property by an owner/heir/mortgagee/representative of heirs of a vested interest in the property at the time of forfeiture, have the privilege to make written application to the Aitkin County Board requesting to be allowed to repurchase this property.</p> <p>Robert Hill, heir to the owner at the time of forfeiture, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land:</p> <p>Parcel #29-1-249900 Lot 15 and N 1/2 of Lot 16, Block 20, Sheshebe Point Third Addn. Sec: 27 Twp: 49 Rge: 23</p> <p>Property will revert to the owner at the time of forfeiture.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution allowing repurchase of tax forfeited property.		
Financial Impact: <p><i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p>		

To the Honorable Board of County Commissioners of

Aitkin

County, Minnesota.

I, the undersigned owner-mortgagee-heir-representative of heirs Joseph H. Hill, at the time of forfeiture of the parcel of land situated in the County of Aitkin, State of Minnesota, described as follows, to-wit:

Lot 15 and the North half of Lot 16, Block 10,
Sheshebe Point 3rd Addition, Aitkin County, Minnesota.

do hereby make application for the purchase of said parcel... of land from the State of Minnesota, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

In support of this application for the repurchase of said land I make the following statement:

(a) That hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

Financial hardship prevented me from paying taxes prior to forfeiture. The funds from the sale of the property will be allocated to my son's trust. I have an agreement now to sell the property.

(b) That the repurchase of said land by me will promote and best serve the public interest, because

The property will be sold to someone who will maintain and improve it.

State of Minnesota

County of Hennepin

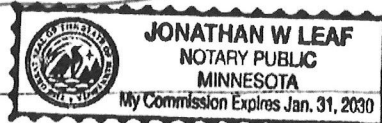
The foregoing instrument was acknowledged before me this 20th day of November, 2025, by

Robert J. Hill

Notarial Seal

Joseph H. Hill
Owner-Mortgagee-Heir-Representative of Heirs

Robert J. Hill
Signature of person taking acknowledgement



Filed in my office this _____
day of _____, 19 _____

County Auditor

Resolution authorizing repurchase adopted
this _____ day of _____, 19 _____

County Auditor

Repurchase made this _____ day of
_____, 19 _____

County Auditor

Certificate of purchase forwarded to
Commissioner of Taxation this _____ day of
_____, 19 _____

County Auditor

No delinquent taxes and transfer entered; Certificate
of Real Estate Value (✓) filed () not required
Certificate of Real Estate Value No. 14575
Mar 2, 1990

Vernon P. Datzler
County Auditor
by Debbie Datzler
Deputy

STATE DEED TAX DUE HEREON: \$ 99.00

Date: February 26, 1990

(reserved for recording data)

FOR VALUABLE CONSIDERATION, Art E. Ahlm and Delores J. Ahlm, husband and
wife, (marital status) , Grantor(s),

hereby convey (s) and warrant (s) to Joseph H. Hill, Grantee(s),
real property in Aitkin County, Minnesota, described as follows:

Lot 15 and North Half of Lot 16, Block 20, of "Sheshebe Point Third Addition"
according to the plat on file in the office of the Aitkin County Recorder

Subject to easements, reservations and restrictions, if any, of record

(if more space is needed, continue on back)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

AITKIN COUNTY DEED TAX

No 14 Date March 2, 1990
\$ 99.00 Dollars Paid
Vernon P. Datzler
County Treasurer
Affix Deed Tax Stamp Here
By Debbie Datzler Deputy

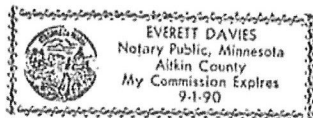
Art E. Ahlm
Art E. Ahlm
Delores J. Ahlm
Delores J. Ahlm

STATE OF MINNESOTA

COUNTY OF Aitkin } ss.

The foregoing instrument was acknowledged before me this 2nd day of March, 1990,
by Art E. Ahlm and Delores J. Ahlm, husband and wife, Grantor(s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)



SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

Tax Statements for the real property described in this instrument should
be sent to (Include name and address of Grantee):

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS)

LAW OFFICE OF STEPHEN M. BAKER
BOX 586 - WALKER MN 56484

Remain the Same

200

Joseph H. Hill
HCR 3: R 139
McGregor, MN 55760

3-2-11

RECORDED ☒
TRACT INDEX ☒
GRANTOR ☒
GRANTEE ☒
COMPARED ☒

COUNTY RECORDER
AITKIN COUNTY, MINNESOTA

FILED

MAR 2 '90 11A M

Ernest R. Rasmussen
As Doc. No.

260633

STATE OF MINNESOTA

COUNTY OF RAMSEY

DISTRICT COURT
PROBATE DIVISION
SECOND JUDICIAL DISTRICT

FILED

Court File No. 62-PR-11-616

Estate of

Joseph Hardy Hill,

JAN 09 2012

COURT ADMINISTRATOR
BY [Signature] DEPUTY

LETTERS

☒ TESTAMENTARY

☐ OF GENERAL ADMINISTRATION

Decedent

1. The Decedent died on May 23, 2011.
2. Robert Jon Hill has been appointed Personal Representative of Decedent's Estate in

- ☒ an unsupervised
☐ a supervised administration

and is now qualified to act as Personal Representative of the Estate and has authority to administer the Estate according to law.

(COURT SEAL)

James H. Clark Jr.
Judge
Date Jan. 9, 2012

^{12th} November 25
Christine Halyant

Owner Name(s)	Hill, Joseph H
Parcel Number(s):	29-1-249900
Number of Parcels	1
Property Classification:	non-homestead
Forfeiture date:	8/1/2025
Calculated to:	11/30/2025

Repurchase Amount	\$	8,357.14
State Deed(s)	\$	25.00
Forfeiture Process Cost	\$	100.00
Recording	\$	46.00
Deed tax *	0.33% \$	27.58
Well Certificate	\$	-
Sheriff Cost	\$	40.00
Land Department Cost	\$	200.00
Court Letter Fee-Auditor	\$	6.90
Insurance	\$	-
Repurchase Cost	\$	8,802.62

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE ICON AND FOIL HOLOGRAM.



BRIDGEWATER BANK

CASHIER'S CHECK

062118

November 25, 2025

PAY
TO THE
ORDER
OF

AITKIN COUNTY

\$8,802.62

**** Eight Thousand Eight Hundred Two and 62/100****

PURCHASER JONATHAN W LEAF

MEMO

VALID VALID
VALID VALID V
VALID VALID V
VALID VALID V

AUTHORIZED SIGNATURE



Resolution #20251216-xxx Joseph Hill Repurchase Resolution

WHEREAS, Joseph Hill was an heir of the owner at the time of forfeiture. (Applicant) and,

WHEREAS, the Applicant has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

Parcel #29-1-249900

Lot 15 and N ½ of Lot 16, Block 20, Sheshebe Point Third Addn. Sec: 27 Twp: 49 Rge: 23

WHEREAS, said Applicant has set forth in their application that:

- A. Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

Financial hardship prevented me from paying taxes prior to forfeiture. The funds from the sale of the property will be allocated to my son's trust. I have an agreement now to sell the property.

- B. That the repurchase of said land by me will promote and best serve the public interest because:

The property will be sold to someone who will maintain and improve it.

WHEREAS, the Applicant has made payment of all delinquent taxes of properties.

WHEREAS, this board is of the opinion that said application should be granted for such reasons.

NOW, THEREFORE BE IT RESOLVED, that the application of Joseph Hill for the purchase of the above-described parcel of tax-forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

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



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: Approval of CY26-27 Child Support Cooperative Agreement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Paula Arimborgo		Department: H&HS Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Request approval of the CY26-27 Child Support Cooperative Agreement.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend motion to approve the CY26-27 Child Support Cooperative Agreement.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		



HEALTH & HUMAN SERVICES

Aitkin County
204 1st Street NW
Aitkin, MN 56431

Phone: 218-927-7200
Toll Free: 800-328-3744
Fax: 218-927-7210

Contract

2026-2027 Child Support Cooperative Agreement

Objective

To enter into a Cooperative Agreement to the set forth respective responsibilities in providing child support services between Aitkin County and the Department of Human Services.

Opportunity

To define the mutual responsibilities and agreements between Aitkin County Child Support, Attorney's and Sheriff's office and Department of Human Services.

Existing or New Contract

This contract is an existing contract.

Changes to Existing Contract

There are no changes to this contract.

Timeline for Execution

January 1, 2026, to December 31, 2027

Conclusion

ACHHS is seeking approval of this contract.

**State of Minnesota - County
Child Support Program
Cooperative Agreement**

CY 2026 – 2027

STATE OF MINNESOTA-COUNTY COOPERATIVE AGREEMENT COVERING THE
ADMINISTRATION OF CHILD SUPPORT,
ESTABLISHMENT OF PATERNITY, AND MEDICAL SUPPORT LIABILITY PROGRAMS
BY AND BETWEEN:

The Minnesota Department of Children, Youth, and Families
Child Support and
AITKIN _____ County

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State Copy []
County Copy []

**CY 2026-2027 STATE OF MINNESOTA-COUNTY COOPERATIVE AGREEMENT
COVERING THE ADMINISTRATION OF CHILD SUPPORT,
ESTABLISHMENT OF PATERNITY, AND MEDICAL SUPPORT LIABILITY PROGRAMS
BY AND BETWEEN:**

The Minnesota Department of Children, Youth, and Families
Child Support Division And
AITKIN _____ County

THIS COOPERATIVE AGREEMENT (hereinafter referred to as “Cooperative Agreement”) is made and entered into for the period of January 1, 2026, through December 31, 2027, by and between the Minnesota Department of Children, Youth, and Families, Child Support Division, hereinafter referred to as “STATE,” and the Governing Board of AITKIN _____ County (hereinafter referred to as “COUNTY”) and its designated Child Support Office (hereinafter referred to as “County IV-D Agency” or “IV-D Agency”). STATE and COUNTY are hereinafter collectively referred to as “the Parties”.

RECITALS

WHEREAS, STATE is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, section 471.59;

WHEREAS, COUNTY is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, section 471.59;

WHEREAS, the County IV-D Agency is responsible for local operation of child support services under Minnesota Statutes, section 393.07, subdivision 3; and

WHEREAS, the above-referenced entities wish to enter into this Cooperative Agreement to set forth their respective responsibilities in providing services necessary to the operation of the child support enforcement program under Title IV-D of the Social Security Act, 42 United States Code (U.S.C.), sections 651 through 699b; and enter this agreement to meet the requirements of 45 Code of Federal Regulations (C.F.R.), sections 303.107 and 302.34.

NOW, THEREFORE, in consideration of the mutual responsibilities and agreements hereinafter set forth, the STATE and the COUNTY agree as follows:

COOPERATIVE AGREEMENT

1. **Definitions.** The following definitions apply to the terms used in this Cooperative Agreement unless the context clearly requires otherwise:
 - 1.1 **Administrative Instructions.** Administrative instructions are from the STATE to the COUNTY on administrative or financial matters.
 - 1.2 **Business Day.** Business day means a day on which STATE offices are open for regular business.
 - 1.3 **Calendar Day.** Calendar day means each day shown on the calendar, including weekends and holidays.
 - 1.4 **Central Registry.** The Central Registry is the STATE unit of government responsible for receiving, disseminating, and overseeing the processing of all incoming interstate IV-D cases.
 - 1.5 **Cooperating Agency.** A Cooperating Agency is the County Sheriff or County Attorney who provides child support services for the COUNTY pursuant to a Cooperative Arrangement. "Cooperating Agencies" refers to both the County Sheriff and the County Attorney.
 - 1.6 **Cooperative Arrangement.** A Cooperative Arrangement is the standard template, which is paired to the Cooperative Agreement as Attachment A. This standard template must be used by the COUNTY when securing services from the County Attorney and the County Sheriff for the operation of the IV-D Program.
 - 1.7 **Cooperative Agreement Manager.** The Cooperative Agreement Manager is the contact person for each of the parties. The STATE's Cooperative Agreement Manager is the official contact with the COUNTY and is responsible for enforcing provisions of the Cooperative Agreement and assuring the provisions are carried out by the COUNTY.
 - 1.8 **Cooperative Agreement Review Committee (CARC).** The CARC shall be responsible for representing the COUNTY and County Attorney offices in seeking policy dispute resolution under the Cooperative Agreement and Cooperative Arrangement. The CARC members are appointed by the STATE Child Support Division (CSD) Director, in consultation with Counties and County Attorneys, and shall be comprised of three County Directors and three County Attorneys.

- 1.9 County Attorney.** Minnesota County Attorney means the attorney under Minnesota Statutes, chapter 388 and section 393.11, subdivision 2, who is employed by or contracted under a Cooperative Arrangement by the governing board of the COUNTY to provide support enforcement services specified under this Cooperative Agreement.
- 1.10 County Sheriff.** Minnesota County Sheriff means the sheriff under Minnesota Statutes, chapter 387, who is employed by or contracted under a Cooperative Arrangement by the governing board of the COUNTY to provide support enforcement services specified under this Cooperative Agreement.
- 1.11 Governing Board of a County.** The Governing Board of a County means the governing body of the local unit of government responsible for the administration of public welfare programs and services, including child support, in the county or multi- county area. This may include County Boards, organized under Minnesota Statutes, chapter 375; local social service agencies, organized under Minnesota Statutes, chapter 393; Hospital Commissions, as empowered by Minnesota Statutes, chapter 393; Human Services Boards, organized under Minnesota Statutes, chapter 402; Service Delivery Authorities, organized under Minnesota Statutes, chapter 402A; or any other local unit of government which is responsible for the administration of child support enforcement services for the local area.
- 1.12 IV-D Program.** The Minnesota programs provided for by Title IV-D of the federal Social Security Act, 42 C.F.R., sections 651 through 699b, in accordance with the language of Minnesota Statutes, chapter 518A and other state and federal statutes, federal regulations, and controlling court cases in effect during the term of this Cooperative Agreement.
- 1.13 Participant.** A participant is an IV-D case participant, including an individual that is listed as a case member in an open IV-D support case.
- 1.14 Parties.** The collective Parties, STATE and COUNTY.
- 1.15 PRISM.** “PRISM” means the Providing Resources to Improve Support in Minnesota system, the statewide child support database and associated programming, which the STATE owns and maintains.
- 1.16 Program Instructions.** Program Instructions are directives from the STATE to the COUNTY on how to follow federal and state law and regulations.
- 1.17 IV-D Program Requirements.** IV-D Program Requirements are the state and federal law requirements of the IV-D program.

1.18 State Disbursement Unit (SDU). “SDU” means the State Disbursement Unit responsible for centralized receipt and distribution of child support and other support- related payments. The SDU includes the activities and staff at the Minnesota Child Support Payment Center (CSPC), located in St. Paul, Minnesota.

1.19 User Documentation. User documentation is material contained in STATE’s eMilo and SIR MILO websites and available at www.dhssir.cty.dhs.state.mn.us/PRISM.

2. Appointment of Cooperative Agreement Manager. Each of the parties shall have a Cooperative Agreement Manager. The STATE’s Cooperative Agreement Manager is the Child Support Division (CSD) Division Director or designee. The COUNTY’s Cooperative Agreement Manager is the individual responsible for administration of the Cooperative Agreement as designated by the Governing Board of the COUNTY.

2.1 Contact Information for Cooperative Agreement Managers.

STATE: Michele Schreifels, Director Michele.Schreifels@state.mn.us, CSD, 444 Lafayette, 3S, St. Paul, MN, 55155, 651-539-7907, or successor.

COUNTY Cooperative Agreement manager or successor: Name and E-mail Address:

Sarah Pratt

Sarah.pratt@aitkincountymn.gov

3. COUNTY’s Duties and Responsibilities. The COUNTY shall:

3.1 General Requirements. Implement and administer the responsibilities specified in this Cooperative Agreement pursuant to the requirements of the IV-D Program. The COUNTY agrees that the functions performed and services provided or purchased by the COUNTY, as specified in this Cooperative Agreement, shall be in accordance with applicable state and federal law, User documentation, STATE and federal Office of Child Support Enforcement (OCSE) published material and correspondence, county messages, state and federally approved corrective action plans, and fiscal audits as applicable. Unless otherwise stated, on-line manuals take precedence over paper manuals.

3.1.1 Policy Conflict. If the STATE issues any of the following items that bring existing policy into question, the COUNTY has ninety (90) calendar days from the date of issuance of the policy or court decision (or 90 calendar days from the date a bill becomes law) to

make a written objection to the legal risk associated with the new or changed policy, direction, or law:

- new or changed policy;
- new or changed procedures;
- newly published Court decisions; or
- newly published state or federal law.

Once the STATE receives the written objection, the STATE shall meet with the COUNTY and any other relevant stakeholders. The stakeholders shall attempt to resolve the objection informally. The STATE may agree to reimburse the COUNTY for costs arising from adhering to the STATE's policy or direction as described in section 11.2.3 without resorting to the procedural requirements of section 11. Within thirty (30) days of meeting with COUNTY, the STATE will issue a determination.

Notwithstanding the procedural requirements of section 11, if the Parties do not agree upon an informal resolution, the COUNTY may utilize the formal dispute resolution procedure identified in Section 11.2.

3.2 Provide Services. Provide all appropriate IV-D Program services. These services include, but are not limited to, case intake and assessment; establishment of paternity; location of absent parents; establishment of enforceable basic support obligations; enforcement of payment of child and spousal support obligations; and establishment and enforcement of medical and child care support obligations.

3.2.1 Provide Customer Service. Provide direct customer service by responding to all inquiries from IV-D participants and the general public, including those inquiries related to centralized child support services. The COUNTY shall respond to participant inquiries and complaints referred from the STATE according to the policies and procedure outlined in section 3.1.

3.3 Hold Harmless. Except as provided in section 3.1.1, each Party is responsible for its own acts or omissions while performing the services described in this Cooperative Agreement.

3.4 Cooperative Arrangements. Establish and maintain written Cooperative Arrangements between the COUNTY and other county officials who have a statutory obligation pursuant to 45 C.F.R., section 302.34 to cooperate with the STATE and COUNTY as necessary to provide services required under the IV-D Program in compliance with this Cooperative Agreement.

Counties, County Attorneys, and County Sheriffs must use the standard Cooperative Arrangement, named as **Attachment A**, to ensure statewide uniformity and meet minimum federal requirements in accordance with 45 C.F.R., section 303.107. Administrative reimbursement is available for services provided under a Cooperative Arrangement for the calendar quarter during which the Parties execute the Cooperative Arrangement and for subsequent calendar quarters that the Cooperative Arrangement is in effect. If no signed Cooperative Arrangement is in place for a calendar quarter, no federal reimbursement is available for that calendar quarter.

Submit copies of the signed Cooperative Arrangements to the Child Support Division by February 28, 2026. The STATE must review the Cooperative Arrangements and notify the COUNTY within twenty (20) business days if the Cooperative Arrangement, on its face, fails to meet the minimum specifications required under this policy.

COUNTY shall provide a signed copy of each Cooperative Arrangement to the Child Support Division no later than March 31, 2026, in order to claim IV-D federal financial participation (FFP) reimbursement for cooperative agency expenses incurred during the first quarter of the calendar year.

If, at any time during the Cooperative Agreement, the COUNTY enters into Cooperative Arrangements with additional cooperating agencies, the COUNTY must immediately send a copy of the new Cooperative Arrangement to the Child Support Division.

The COUNTY may not claim IV-D FFP reimbursement for cooperative agency expenses incurred for any calendar quarter when copies of appropriately signed Cooperative Arrangements are not provided to the Child Support Division by the end of that calendar quarter.

3.5 Purchase of Services Agreements. As necessary, enter into agreements to purchase services to the extent that payment for such services does not exceed the amount reasonable and necessary to assure the quality of such services. The COUNTY must fully document in the COUNTY records its determination that the amounts are reasonable and necessary. The COUNTY must require debarment certification from contractors who do or may receive federal funds, pursuant to the requirements of section 12.3 below. STATE supervision of purchase of service agreements is limited to those for which FFP is available under the IV-D regulations.

3.6 Notification of Appeals. With the County Attorney, notify the CSD Division Deputy Director within seven (7) business days of any IV-D case that is

appealed to the Minnesota Court of Appeals, the Minnesota Supreme Court, or federal court by either one of the child support case participants or the COUNTY. The STATE will review the appeal and consult with the County Attorney and the Office of the Attorney General as necessary.

3.6.1 Notice of Substantive Adverse Decisions. The COUNTY shall also report to the CSD Division Deputy Director any child support orders or judgments that call into question the constitutionality or enforceability of child support statutes or program instructions.

3.7 Internet Access. Have and maintain access to the Internet for all of the COUNTY caseworkers.

3.8 Provide Information. Provide any information requested for state and federal program reviews and audits.

3.9 Information Technology Security. Provide for information technology security in accordance with the STATE's policies and procedures.

3.9.1 COUNTY Security Officer. Designate an employee as COUNTY Security Officer or Backup COUNTY Officer to be responsible for ensuring compliance with security precautions for state-owned computer equipment, data confidentiality, and user access.

3.9.2 Security Policies, Procedures and Guidelines. Adhere to the STATE's policies and procedures as provided in STATE's:

- Data Practices Manual;
- Information Policy Standards;
- Program instructions; and
- Office of Information Security instructions.

3.10 Cooperation with Other Agencies. Agree that the COUNTY, in administering the requirements of the IV-D Program, will cooperate with other Minnesota county, tribal, and state-operated economic support agencies, and other Minnesota state agencies to the extent authorized by state and federal law.

3.11 Providing Resources to Improve Support in Minnesota System (PRISM). Cooperate with the operation of and to use the Providing Resources to Improve Support in Minnesota System or its successor system (both hereinafter referred to as "PRISM") as agreed upon by the STATE and the COUNTY. The COUNTY and STATE shall work together to ensure the efficient and effective operation of automated systems in support of the programs covered by this Cooperative Agreement. Both Parties acknowledge a joint responsibility to work cooperatively to identify system deficiencies and

operational problems. The STATE acknowledges its responsibility to maintain PRISM in maximum functional status for the benefit of all COUNTY and state users. The STATE shall take all necessary actions to assure the uninterrupted availability of PRISM during normal business hours.

3.11.1 Maintain Automation Equipment. Maintain and not alter or add to any child support automation equipment that is physically installed by the STATE unless prior approval is given. Any costs incurred by the COUNTY because of STATE approved equipment moves shall be reimbursed per the applicable FFP rate.

3.11.2 No Alteration of Software. Agree that neither COUNTY nor other COUNTY staff persons working under the Cooperative Arrangement for the COUNTY will alter State of Minnesota provided software or add software programs that will adversely affect child support automation in the COUNTY without the permission of the STATE.

3.11.3 Authorized Access to Automation Equipment. Ensure that all automation equipment connected to the State of Minnesota computer reporting network is not accessible to persons other than those authorized by the COUNTY Security Officer for purposes of program administration and shall specifically limit such access in each Cooperative Arrangement.

3.12 Cost-Sharing Allocation Plan. Reimburse the STATE under an approved cost-sharing allocation plan if automation equipment, software, or services are used for any purpose or program other than child support or program administration.

3.13 Maintain PRISM Financial Records. Be responsible to maintain and update PRISM financial information including the following:

3.13.1 Enter Court Order and Balance Information. Enter court order and account balance information in a timely manner and make appropriate adjusting entries as necessary, to ensure distribution and allocation of payments pursuant to the state statute and federal distribution hierarchy.

3.13.2 Receipt and Disbursement (R&D) Adjustments. Perform adjustments to receipt and disbursement amounts in accordance with the STATE's policies and procedures.

3.14 Failure to Maintain PRISM Financial Records. Be responsible for court-ordered reimbursement to case participants when the reimbursement is

caused by the failure of the COUNTY to maintain proper PRISM financial records.

- 3.15 Reimbursement for Failure to Follow Policy and Instructions.** Be responsible for reimbursement to case participants when the reimbursement is caused by the failure of the COUNTY to follow state and federal laws, Department of Children, Youth, and Families written policy directives, program instructions, or published IV-D directives that are appropriately and timely communicated to the COUNTY by the STATE or in the case of worker error. In the event of a dispute, the COUNTY may follow the procedures under Section 11.
- 3.16 Collections, Receipts, and Disbursements.** Pursuant to program instructions, (1) redirect all child support payments to the CSPC; and (2) forward any child support or other support related payments received by the COUNTY to the CSPC for receipting into PRISM within 24 hours.
- 3.17 Records Maintenance.** Maintain such records, case files, reports, evaluations, documents and accounting procedures and practices that the STATE specifies as necessary for STATE monitoring and auditing. Maintenance of such records, irrespective of the reporting requirements, is subject to STATE records retention schedules or directives allowing destruction of records. The COUNTY shall furnish such reports and documents to the STATE in the format and according to the schedules, as the STATE requires. The COUNTY must ensure that these reports comply with STATE reporting instructions. The STATE shall evaluate and monitor compliance with reporting instructions.
- 3.18 Confidentiality of Records.** Comply with the terms of the Information Privacy and Security Agreement (IPSA) that has been separately executed by the Parties (which is incorporated by reference into and made a part of this Cooperative Agreement) and with any successor agreement thereto, and with all applicable federal and state law governing the privacy and security of personally identifiable information about participants and others (PII). PII includes but is not limited to an individual's name, address, federal tax information (FTI), Social Security Number (SSN), and other private data on individuals (as defined in Minnesota Statutes, section 13.02, subdivision 12), whether maintained on PRISM or elsewhere by the COUNTY. The COUNTY shall develop, maintain, and enforce policies, procedures and appropriate administrative, technical, and physical safeguards to ensure PII is adequately protected against improper access, use, and disclosure. The COUNTY shall also ensure that its employees and subcontractors receive training regarding the requirements of applicable laws, including but not limited to the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes,

chapter 13 and the Tax Information Security Guidelines for Federal, State and Local Agencies (26 U.S.C. 6103 and IRS Publication 1075), and that its use of PII by employees is appropriately monitored.

3.18.1 Cooperating Agencies and Compliance with Regulations. Ensure that Cooperating Agencies have available all information necessary to perform under the Cooperative Arrangement. The COUNTY will include in the Cooperative Arrangement language that addresses compliance with state and federal privacy and confidentiality laws and regulations. This language shall specify that the cooperating COUNTY will be responsible for safeguarding the confidentiality of said information and using said information exclusively for the purposes allowed by federal law, state law, and federal regulations governing the operation of the IV-D Program. The COUNTY and/or COUNTY security staff have the responsibility to ensure that requested access to PRISM meets the requirement of the access being necessary solely for the purposes of administration of the IV-D Program. Any request that does not meet that requirement must be denied at the local level. All requests for PRISM access must be approved by the appropriate County Security Officer before state security staff will process the request.

3.18.2 Others Requesting PRISM Information or Access for the Purpose of the Administration of the Child Support Program. In the event that other individuals or other county programs request information from or access to the PRISM system through the COUNTY, the COUNTY shall recommend and grant access only for the purposes allowed by the federal and state law and regulations governing the operation of the IV-D Program. The COUNTY will submit appropriate signed data sharing agreements or individual confidentiality agreements as defined by the STATE prior to the STATE granting such access. The agreements will address compliance with relevant state and federal privacy and confidentiality laws and regulations specifying that any individual granted access will be responsible for safeguarding the confidentiality of said information and using said information exclusively for the purpose of the IV-D Program. COUNTY and/or COUNTY security staff will have the responsibility to ensure that requested information from or access to PRISM meets the requirement(s) for the purposes of administration of the Child Support Program.

Any request that does not meet that requirement must be denied at the local level. The appropriate COUNTY Security Officer or backup security officer must approve all requests for PRISM access or PRISM

information before STATE security staff will process the request. The COUNTY is responsible for ensuring that the third party complies with all data privacy laws and regulations. This provision does not prevent COUNTY from sharing information with case participants, courts, and authorized third parties pursuant to Minnesota Statutes, chapters 256; 257; 518A; 518C; 571; and Minnesota Statutes, section 13.46.

3.18.3 Other Parties Requesting Access to PRISM or PRISM Information.

Refer requests for access by third parties to information maintained by the PRISM system for reasons other than the purposes allowed by the federal and state law and regulations governing the operation of the IV-D program to the STATE. If the STATE releases county-specific data, the STATE will notify the COUNTY that is the subject of the request.

3.18.4 Not a “Business Associate Agreement.” This Agreement does not create a “business associate” relationship nor does it constitute a “business associate agreement” as defined in the Health Insurance Portability and Accountability Act (HIPAA).

3.19 Federal Parent Locator Service. Agree to comply with Federal and State privacy laws and regulations and the applicable provisions of the U.S. Department of Health and Human Services’ Office of the Chief Information Officer (HHS-OCIO) Policy for Information Systems Security and Privacy (IS2P) and the Automated Systems for Child Support Enforcement: A Guide for States (Federal Certification Guide). Agree to the required Federal Parent Locator Service (FPLS) cooperative agreement language for ensuring the confidentiality of FPLS, stated below.

The STATE is responsible for the issuance of User Documentation to COUNTY, which communicates the detailed requirements for the confidentiality of FPLS information.

The COUNTY shall to comply with and assume responsibility for compliance by its employees, agents, contractors and subcontractors with the following requirements:

- (1) The COUNTY shall submit requests to the FPLS solely to locate a parent for the purpose of establishing paternity, securing child support, or when applicable, to locate a parent in a paternal kidnapping case, establish or enforce a child custody or visitation order, and for other purposes specified in federal law and regulations.
- (2) The COUNTY shall educate all authorized personnel that access FPLS information on the confidentiality and security requirements of FPLS

information, the safeguards required to protect FPLS information and child support program information, and the penalties for non-compliance.

- (3) The COUNTY shall restrict access to FPLS to authorized personnel who need the FPLS information to perform their official duties. The COUNTY must maintain a list of employees, agents, contractors and subcontractors with authorized access.
- (4) The COUNTY shall label all reports containing FPLS and to store all material containing FPLS in a locked container when the material is not in use.
- (5) The COUNTY shall immediately report any incident involving unauthorized access to or disclosure of FPLS information to the STATE.

3.20 IRS Language for General Services. The COUNTY shall comply with all Internal Revenue Service (IRS) procedures and safeguards (26 U.S.C., sections 6103 and 7213). The COUNTY agrees to the required IRS cooperative agreement language for ensuring the confidentiality of IRS information stated below.

The STATE is responsible for the issuance of User Documentation to the COUNTY, which communicates the detailed requirements for the confidentiality of IRS information.

3.20.1 Performance. In performance of this Cooperative Agreement, the COUNTY shall comply with and assume responsibility for compliance by its employees with the following Internal Revenue Service requirements as well as any other IRS requirements set forth in the Data Sharing Agreement:

- (1) All work is under the supervision of the COUNTY or the COUNTY's responsible employees.
- (2) The COUNTY and the COUNTY's employees with access to or who use FTI must meet the background check requirements defined in current STATE policy and background check requirements defined in IRS Publication 1075 when implemented in the state.
- (3) Any federal tax return or return information provided or made available by the IRS must be used only for carrying out the provisions of this Cooperative Agreement. The COUNTY must treat information contained in material provided by the IRS as confidential and not divulge or make it known in any manner to any person except as may be necessary in the performance of this Cooperative Agreement.

Disclosure to anyone other than an officer or employee of the COUNTY is prohibited.

- (4) All federal tax returns and return information provided by the IRS must be accounted for upon receipt, and properly stored before, during, and after processing. In addition, all related output must be given the same level of protection as required for the source material.
- (5) The COUNTY certifies that the IRS data processed during the performance of this Cooperative Agreement will be completely purged from all data storage components of its computer facility at the time the work is completed. If immediate purging of all data storage components is not possible, the COUNTY certifies that it safeguards any IRS data remaining as required by law in an appropriate storage component to prevent unauthorized disclosures and completes logging of said data as required by IRS Publication 1075.
- (6) The COUNTY must give the STATE or its designee any spoilage or any intermediate hard copy printout that may result during the processing of IRS data. When this is not possible, the COUNTY is responsible for the destruction of the spoilage or any intermediate hard copy printouts, and must provide the STATE or its designee with a written statement containing the date of destruction, description of material destroyed, and the method used.
- (7) All computer systems processing, storing, or transmitting of Federal tax information provided by the IRS must meet the requirements defined in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to Federal tax information.
- (8) The COUNTY shall not subcontract work involving Federal tax information (FTI) furnished under this Cooperative Agreement without prior written notice to the IRS, pursuant to IRS Publication 1075, Sections 2.E.6.2 and 1.9.4. Granting a contractor access to FTI must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the STATE's files for review. As part of the certification and, at least annually afterwards,

contractors should be advised of the provisions of Internal Revenue Code (IRC) Sections 7431, 7213, and 7213A. The training provided before the initial certification and annually thereafter must also cover the incident response policy, procedure for reporting unauthorized disclosures, and data breaches. For both the initial certification and the annual certification, the contractor should sign, with either ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

- (9) The COUNTY must maintain a list of employees and subcontractors with authorized access. The COUNTY must provide such list to the STATE and, upon request, to the IRS reviewing office.
- (10) The COUNTY shall immediately report to the STATE any incident involving an actual or suspected unauthorized access, use or disclosure of FTI information, in accordance with the requirements provided in User Documentation.
- (11) The STATE has the right to revoke the County's access to federal tax information, including federal tax information on the statewide child support computer system (PRISM) if the COUNTY fails to provide the safeguards described above.

3.20.2 Criminal/Civil Sanctions:

- (1) Each officer or employee of the COUNTY to whom federal tax returns or return information is or may be disclosed will be notified in writing by the COUNTY that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution. The COUNTY shall also notify each such officer and employee that any such unauthorized further disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure.

These penalties are prescribed by IRC sections 7213 and 7431 and set forth at 26 C.F.R., section 301.6103(n)-1.

- (2) Each officer or employee of the COUNTY to whom federal tax returns or return information is disclosed or may be disclosed shall be

notified in writing by the COUNTY that any federal tax return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this Cooperative Agreement. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the Cooperative Agreement. Inspection by or disclosure to anyone without an official need to know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. The COUNTY shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of \$1,000 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. These penalties are prescribed by Internal Revenue Code sections 7213A and 7431.

- (3) Additionally, it is incumbent upon the COUNTY to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. section 552a. Specifically, 5 U.S.C., section 552a(i)(1), which is made applicable to COUNTY by 5 U.S.C., section 552a(m)(1), provides that any officer or employee of a COUNTY, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established hereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

3.20.3 Inspection. The COUNTY will complete a tri-annual COUNTY Inspection Report, administered by the STATE's IV-D program and will remedy any identified issues regarding secure FTI use and storage. The IRS and the STATE, with 24-hour notice, shall have the right to send its officers and employees into the offices of the COUNTY for inspection of the facilities and operations performing any work containing or relating to FTI to determine compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning

tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. On the basis of such inspection, corrective actions may be required in cases where the COUNTY is found to be noncompliant with required safeguards.

- 3.21 Bonding.** In accordance with 45 C.F.R., section 302.19, the STATE is required to ensure that every person who has access to or control over funds collected under the program is covered by a bond against loss resulting from employee dishonesty. The COUNTY must bond any employee, who, as a regular part of his or her job, receives, disburses, handles, or has access to support collections. Bonding is required due to the ability to access funds in PRISM through financial adjustments.

The COUNTY must have a minimum bonding amount of thirty thousand dollars (\$30,000) per employee. The STATE has determined this amount is sufficient to cover employee dishonesty. If the COUNTY does not have a bonding policy in place, it may establish a self-bonding system to satisfy the bonding requirements.

The minimum bonding amount does not reduce or limit the ultimate liability of the COUNTY for losses of support collections from the STATE's IV-D program.

The STATE will not collect bonding information for individual counties. The COUNTY must maintain all bonding information and is subject to the State Audit.

4. STATE's Duties and Responsibilities. The STATE shall:

- 4.1 General Requirements.** Perform the duties and responsibilities specified in this Cooperative Agreement in accordance with state and federal statutes, federal regulations, and controlling court cases that are in effect during the term of this Cooperative Agreement.
- 4.2 CSD Memos/Child Support Bulletins.** Maintain an index, accessible to COUNTY child support staff and County Attorneys, listing all the current COUNTY child support directives and COUNTY child support bulletins released during the Cooperative Agreement year that apply to the IV-D Program.
- 4.3 Program Instructions.** Provide notification of new pending program instructions, administrative instructions and IV-D requirements within thirty (30) calendar days of first becoming aware of them.

Develop and maintain programs and administrative instructions for administrative and child support activities relating to the IV-D Program conforming to state and federal statutes, state administrative rules, federal regulations and controlling court cases. Cite applicable state and federal statutes and federal regulations in new program and administrative instructions. The STATE will incorporate such citation in the Child Support User Documentation.

4.3.1 Program Instruction Change. If, after notification of new pending program instructions, the COUNTY reasonably believes that the proposed change will have a significant financial impact on the COUNTY, the COUNTY may request from the STATE a thirty (30) calendar day comment period. The request for a comment period shall be made in writing to the Child Support Division Deputy Director within ten (10) calendar days of the notification of pending program instructions and shall be accompanied by a brief written explanation of the anticipated financial impact on the COUNTY and why the COUNTY believes the impact is significant. The comment period shall be granted if (a) written request is timely made and if (b) the change is not the result of implementation of state and federal statutes, rules and regulations, court orders, or settlement agreements arising from litigation.

The STATE shall consider the fiscal impact on the COUNTY before implementing the change in requirements. It is not the STATE's intent to unilaterally impose any new, unbudgeted programs on the COUNTY.

4.3.2 Reasonable Time Period to Implement. Allow the COUNTY a reasonable time period in which to fully implement program instructions. Program instructions, which are the result of changes in federal or state laws, rules and regulations or court actions, may be implemented by the STATE in accordance with the implementation timeframes of the federal or state laws, rules and regulations, or court action.

4.3.3 Extension of Time Period to Implement. Allow the COUNTY to request an extension of the time period for implementing program instructions or requirements, which have a significant impact on the COUNTY and are not mandated by state or federal law or court order. The COUNTY may submit documentation of the hardship imposed, and the STATE may grant a reasonable exception to the implementation requirements.

- 4.4 Monitoring.** Have the discretion to monitor the COUNTY's responsibilities as defined in this Cooperative Agreement, conduct performance reviews, make recommendations concerning the overall administrative efficiency of the program, and require corrective action as applicable.
- 4.5 Comprehensive Training.** Provide comprehensive statewide training for COUNTY personnel including, but not limited to, new worker training, training related to new initiatives and PRISM enhancement, and other continuing training related to the IV-D Program. Training programs and curriculum shall be determined in consultation with the County Training Workgroup. Child Support training materials shall be made available to the COUNTY. Provision of classroom training and onsite training is subject to CSD budget limitations.
- 4.6 Information to the Public.** Provide the public with information on the Child Support Program per the requirements of 45 C.F.R., section 302.30.
- 4.7 Standard Cooperative Agreements.** Use the standard Cooperative Agreements that conform to state and federal laws when contracting with counties.
- 4.8 Central Registry.** Provide Central Registry services to counties.
- 4.9 PRISM Maintenance.** Ensure ongoing maintenance of PRISM.
- 4.10 PRISM Enhancement.** Responsible for the modification and enhancement of the PRISM system in order to meet federal program requirements and ensure that the system operates efficiently and in a manner that supports COUNTY program operations and performance improvements. The STATE shall take all necessary actions to modify the IV-A to IV-D (MAXIS/PRISM) computer interfaces, implement purging and archiving and fully utilize all funds authorized by the legislature for the modification and enhancement of PRISM.
- 4.11 Ownership of Software.** Retain all ownership rights in any STATE owned software or modifications thereof and associated documentation designed, developed, or installed because of this Cooperative Agreement.
- 4.12 Tax Intercept.** Certify arrears for tax intercept and other certifiable debts using PRISM account balances, as well as receive, distribute, and disburse tax intercept funds centrally through PRISM, and make information available in PRISM and other reports.

- 4.13 New Hire Reporting.** Ensure employer compliance with the reporting requirements under the Work Reporting System, Minnesota Statutes, section 142A.29.
- 4.14 Provide Direct Program Assistance to COUNTY.** Maintain a Help Desk/Call Center or otherwise maintain a system to provide direct program assistance to the COUNTY, including assistance related to child support policy, PRISM processing, tax refund intercept processing, central receipt and disbursement and other centralized child support processes.
- 4.15 Delegation of Authority.** Delegate to the County Attorney, as set forth in Minnesota Statutes, section 393.11, subdivision 2, its authority to provide IV-D Program legal services by appearing (a) on behalf of COUNTY in the expedited process, (b) in district court, and (c) in appellate court. The STATE shall assist the County Attorney in preparation of appeals as appropriate.
- 4.16 Confidentiality of Records.** Agree to comply with the applicable federal and state laws and STATE regulations concerning confidentiality of participant and PRISM records.

5. Procurement.

- 5.1 Equipment.** The COUNTY may purchase and install equipment in accordance with the STATE's manuals and procedures and industry best practices. The COUNTY shall be responsible for inventory, maintenance, replacement, and security of all such equipment.

The COUNTY shall keep all STATE-owned equipment that is located in the COUNTY in a secure place and compensate the STATE for any theft, damage, or other loss of equipment if the STATE's prescribed security precautions have not been met.

6. Allocations.

- 6.1 Standards of Performance and Performance Based Allocation.** The STATE shall specify standards of performance and budget an allocation to the COUNTY as its proportionate share of dollars for performance-based funding. The STATE shall distribute the available incentive funding to counties under Minnesota Statutes, sections 518A.84.
- 6.2 COUNTY Contribution.** The COUNTY agrees that performance incentives allocated to the COUNTY must be used to supplement and not supplant other funds used to carry out the child support program. The COUNTY shall maintain a minimum county contribution from local budget resources. The

minimum COUNTY contribution level for each year is computed with federal fiscal year 1998 as the base year. Under 45 C.F.R., section 305.35, a base amount of spending is determined by subtracting the amount of federal and state incentive funds earned by the COUNTY program for Federal Fiscal Year 1998 from the total amount expended by the county in the program during the same year.

This Federal Fiscal Year 1998 base year amount plus the last four (4) quarters of federal and state incentive payments earned (calculated on a rolling basis) becomes the COUNTY's estimated minimum reinvestment amount.

The COUNTY must maintain this estimated minimum reinvestment amount of county spending to demonstrate it is supplementing not supplanting. For up-to-date county estimated reinvestment amounts, refer to the Net County Admin [Report](#) available on CountyLink.

At federal fiscal year end, the STATE will reconcile each county's minimum reinvestment amount to their actual federal fiscal year expenditures. Any county whose federal fiscal year expenditures do not exceed their minimum reinvestment amount, will be responsible for the difference. The STATE will reduce their next quarterly incentive payment by that amount.

7. **Funding.** The COUNTY agrees that the obligations of the STATE under this Cooperative Agreement are limited by and contingent upon state and federal legislative authorization and budget appropriations. If, during the term of this Cooperative Agreement, the budget appropriations which fund the STATE, the COUNTY, and services under this Cooperative Agreement are not made, are repealed, or reduced by actions of the Legislature, Congress, or otherwise, the STATE's and the COUNTY's obligations under this Cooperative Agreement will be reduced, suspended, or cancelled, as deemed appropriate at the STATE's sole discretion.
8. **Federal Reimbursement.** The STATE shall reimburse the COUNTY for the functions it performs and services it provides or purchases as set forth in Section 3. Payments by the STATE under this Cooperative Agreement are contingent upon:
 - (a) substantial compliance by the COUNTY of all responsibilities identified in this Cooperative Agreement, and in accordance with state and federal laws;
 - (b) authorization of Minnesota and federal laws and availability of state and federal funds; and
 - (c) approval of cost allocation plans and of expenditures for non-expendable personal property by state and federal cost allocation units.

The COUNTY must certify that any claim for reimbursement through federal financial participation (FFP) complies with the limits on FFP for IV-D expenditures

listed in 45 C.F.R., part 304. If the COUNTY has questions about whether or not an expense is eligible for reimbursement, the COUNTY may contact the STATE for guidance.

8.1 County Income Maintenance Claims. Claims for reimbursement must be submitted electronically pursuant to the requirements of the STATE's cost reporting system. Child Support costs must be reported quarterly on the DHS-2550 Income Maintenance Expense Report and must be submitted via web-based application to the STATE on or before the 20th day of the month following the quarter for which reimbursement is being claimed. If the 20th day of the month falls on a Saturday, the due date for the expenditure report is Friday the 19th; if the 20th is a Sunday, it is due on Monday the 21st.

For all claims submitted timely, the STATE will issue the reimbursement payment by Electronic Fund Transfer. Said reimbursements are subject to reduction and/or recovery as provided in this Cooperative Agreement. Late expenditure reports will be processed in the following quarterly payment cycle.

Reimbursement payments will be made quarterly. The reimbursement payment for each quarter consists of the current quarter's federal financial participation (FFP) amount plus/minus any adjustments for prior quarters.

8.1.1 County-wide Indirect Claim. The COUNTY must submit cost allocation plans containing methodology and resulting amounts for eligible countywide indirect expenses incurred in the delivery of the IV-D Program. These plans must be certified by an independent auditing firm and be received by the STATE Financial Operations Division (FOD) by February 15th of each calendar year. Only countywide indirect costs that comply with the limitations of 45 C.F.R., part 304, and other federal and state limitations on indirect cost are eligible expenses.

One-fourth (25%) of the annual Child Support amount from the cost allocation plan will be the eligible county-wide indirect expense amount to be reimbursed each quarter. The reimbursement payment for each quarter will consist of the current quarter's federal financial participation (FFP) amount plus/minus any adjustments for prior quarters.

8.2 Adjusted Reimbursement Claims. The COUNTY may submit adjustments to prior quarter DHS-2550 expenditure reports up to one year from the original quarter ending date. Child Support reimbursements resulting from

expenditure adjustments for prior quarters will be paid as part of the normal quarterly payment process.

8.3 Non-Compliance. The STATE may withhold or withdraw funds from the COUNTY when it is in non-compliance with this Cooperative Agreement or IV-D Program Requirements subject to the terms of this Cooperative Agreement. The STATE may withhold or withdraw funds if the STATE determines that the activities performed by the COUNTY do not meet state or federal statutes and requirements, following an opportunity for corrective actions as described in Section 8.3.1 (Compliance Review).

If there is a delay or failure to perform when such delay or failure is due to an uncontrollable circumstance that was unforeseeable, the County shall be excused from timely performance because of the uncontrollable circumstance. Uncontrollable circumstances shall include fire, flood, epidemic, wars, acts of God, unusually severe weather, or actions of public authorities that cause an inability to perform work. The COUNTY shall communicate the uncontrollable circumstance to the State as quickly as practical.

The COUNTY will begin performance as soon as the consequences of the uncontrollable circumstance are remedied to such an extent that the COUNTY is able to begin performance.

8.3.1 Compliance Review. The STATE will notify the COUNTY of items that require corrective action and the need for the COUNTY to develop and submit a Corrective Action Plan. The COUNTY must submit its response within ten (10) calendar days of the date of the notice under this section, unless the STATE approves an extension.

A failure by the COUNTY to implement fully a STATE approved Corrective Action Plan shall result in a payment reduction to be determined by the STATE.

8.3.2 Advance Notice. The STATE shall provide thirty (30) calendar days advance notice to the COUNTY when it intends to withhold or withdraw a payment pursuant to Section 8.3.1 (Non-Compliance). The STATE will schedule a conference to attempt resolve the issue that gave rise to the notice before the imposition of the withholding or withdrawal. After the conference, if there is an impasse, the COUNTY may appeal the STATE's decision as provided by Section 11 of this Cooperative Agreement.

8.4 Disallowances. The STATE shall recover from the COUNTY any state or federal fiscal disallowances or sanctions attributable to actions of the COUNTY, Cooperating Agencies, or the COUNTY's subcontractors. If federal fiscal disallowances or sanctions are based on either a statewide sample or a categorical disallowance imposed across the State, the STATE shall recover the proportional share of the disallowance or sanction from the COUNTY.

8.5 Conditions of Payment. All services and reporting provided by the COUNTY pursuant to this Cooperative Agreement shall be performed to the satisfaction of the STATE, as determined at the sole discretion of its authorized agent, and in accord with all applicable federal, state and local laws, rules and regulations. The STATE reserves the right to suspend, reduce, or terminate the distribution of child support funds to the COUNTY for services or reporting provided pursuant to Section 8.1 of this Cooperative Agreement found by the STATE to be unsatisfactory or in violation of federal or state laws and regulations.

8.6 Payment recoupment. The COUNTY must reimburse the STATE upon demand, or the STATE may deduct from future payments made pursuant to this Agreement, any amounts paid by the STATE under this Cooperative Agreement, for which required reports have not been received, or for which the COUNTY's books, records or other documents are not sufficient to clearly substantiate that those amounts were used by the COUNTY to perform the services described in this Cooperative Agreement.

9. Program Operation: Records, Reporting, Monitoring, and Security.

9.1 Record Keeping Requirements. At least forty-five (45) calendar days prior to the effective date of any STATE reporting or record keeping requirement issued after the beginning of the Cooperative Agreement period, the STATE shall provide the COUNTY with written notice of such a proposed reporting or record keeping requirement and allow the COUNTY an opportunity to review and comment on such a requirement. Reporting and record keeping requirements which are the result of changes in federal or state laws, rules and regulations or any court actions may be implemented by the STATE without strict compliance with the above-stated notice and comment requirements. However, the STATE shall make reasonable efforts to solicit comments from the COUNTY prior to implementing such record keeping and reporting requirements.

9.2 Records Maintenance. The COUNTY shall maintain such case files, fiscal records, financial statements, and necessary evidences of accounting procedures and practices sufficient to document the funding received and disbursements made under this Cooperative Agreement.

The COUNTY shall maintain such records, reports, evaluations, or other documents that the STATE specifies are needed for monitoring and auditing. Maintenance of such records, irrespective of the reporting requirements, is subject to manual provisions allowing destruction of records. The COUNTY shall furnish such reports and documents to the STATE in the format and according to the schedules, as the STATE requires. These reports must comply with STATE reporting instructions. The STATE shall evaluate and monitor compliance with reporting instructions.

9.3 Records Availability. All records maintained by the COUNTY pursuant to this Cooperative Agreement shall be available to the STATE on request and with adequate notice for inspection, examination, or audit. Except when the STATE determines that unusual or exigent circumstances exist, the STATE will give the COUNTY at least five (5) business days written notice, unless the COUNTY consents to a shorter timeframe. The STATE shall monitor its request for reports and evaluations to eliminate present and prevent future duplicate requests being sent to the COUNTY.

9.4 Federal or State Authority to Review Documents. Notwithstanding the above, nothing in this Cooperative Agreement shall be construed to limit, modify or extinguish any federal or state legal authority to inspect, audit or have access to any records, financial statements or other reports maintained by the COUNTY or to modify or limit the COUNTY's legal obligation to maintain any record or report required by state or federal statutes, rules or regulations.

9.5 Records Security and Access. Access to and confidentiality of all records and reports shall be maintained in compliance with the applicable federal and state laws, including Minnesota Statutes, chapter 13. Each party is responsible for compliance with state and federal data privacy laws and agreements.

10. Annual Audit.

10.1 Compliance with Single Audit Act. All sub-recipients receiving \$500,000 or more of federal assistance in a fiscal year will obtain a financial and compliance audit made in accordance with the Single Audit Act, Office of Budget and Management (OMB) Circular A-133. The COUNTY certifies it will comply with the Single Audit Act, OMB Circular A-133, if applicable. Failure to comply with these requirements could result in forfeiture of federal funds.

10.2 State Audits. Under Minnesota Statutes, section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of the

COUNTY and its employees, agents, or subcontractors relevant to this contract will be made available and subject to examination by the STATE, including the contracting Agency/Division, Legislative Auditor, and State Auditor for a minimum of six years from the end of this contract.

10.3 Audit Disallowance.

10.3.1 The COUNTY's Liability. The COUNTY shall be liable for the entire amount of the audit adjustment attributed directly to the COUNTY. If the STATE receives a federal audit adjustment based on a statewide random sample, the actual amount of a disallowance against the COUNTY shall be determined pursuant to Minnesota Statutes, section 256.01, subdivision 2(r).

10.3.2 Fiscal Sanction. No fiscal sanction shall be taken against the COUNTY unless it is based upon a specific law, regulation, rule, administrative instruction, or program instruction that was: (a) effective during the time period which is being audited, and (b) communicated to the COUNTY head or designee in writing by the STATE or the federal government prior to the time period audited. No state audit adjustment for failure to meet the requirements of Section 3.1 and 3.2 shall be imposed for sixty (60) calendar days after the date the COUNTY receives written notice of the requirement. The STATE may extend the 60-day hold-harmless period upon COUNTY's proof of hardship. The 60-day hold-harmless period is not required if the State has been assessed a federal fiscal penalty because federal law, federal regulations, or court order mandated the requirement and held the State to a more restrictive time period, or the requirement is the result of state law, administrative rules, or court order that imposes a more restrictive time period and the imposition of a state fiscal penalty. These conditions in no way negate the COUNTY's responsibility to implement policies and instructions by their effective dates.

10.4 Audit Adjustments

10.4.1 Audit Adjustment Determination. If, pursuant to an audit under Section 10, it is determined that there is an error in the COUNTY's fiscal and service records for this Cooperative Agreement or previous Cooperative Agreements, the STATE will take steps to recover or otherwise adjust the COUNTY's reimbursement under the Cooperative Agreement. The STATE shall limit the increase or decrease to the audited error and shall confer with the COUNTY before increasing or decreasing the monthly payment for this

Cooperative Agreement. The Parties may negotiate the timing and amount of the adjustment at the COUNTY's request.

10.4.2 Payment Adjustments. The Parties shall attempt to negotiate the timing and payment schedule of any adjustments under this Section. The STATE may adjust subsequent claims for reimbursement by any audit exception or non-compliance exception up to the amount of the exception.

11. Administrative Review. The COUNTY shall be entitled to an administrative review if both of the following occur:

1. The STATE and the COUNTY disagree about the interpretation of any provision of this Cooperative Agreement; and
2. The disagreement concerns: (a) reconciliation of claims and reimbursements (review is through STATE conference); (b) any financial audit of the COUNTY as described in this Cooperative Agreement (review is through the audit resolution policy); (c) any compliance review of the County as described in section 8.3; or (d) any federal audit of the COUNTY or the STATE.

11.1 Review Process. The COUNTY's method of resolving any dispute or controversy arising out of or relating to this Cooperative Agreement shall be the complaint process provided in this subsection. The COUNTY may address a written complaint to the CSD Division Deputy Director at the Minnesota Department of Children Youth and Families at the following address: CSD Division Deputy Director, 444 Lafayette Road North, St. Paul, MN 55155. The CSD Division Director shall respond in writing within ten (10) business days. Time periods may be extended by written agreement of the STATE and the COUNTY. If the COUNTY is not satisfied with the response, the COUNTY may request a review of the decision using the process in Section 11.2.

11.2 Administrative Appeal. If the STATE and the COUNTY disagree about the interpretation of any provision of this Cooperative Agreement and a substantial interest of the COUNTY is at risk by an action of the STATE, and the dispute is not resolved in the complaint process described above or in the process described in Section 3.1.1, the COUNTY may then submit the dispute to the Department of Children, Youth, and Families (DCYF) for administrative appeal.

11.2.1 Notice of Demand for Appeal. Notice of a request for an administrative appeal, along with the written appeal and all supporting documentation must be submitted to the Administrative

Law Attorney (ALA) at the DCYF Office of General Counsel, 444 Lafayette Road, St. Paul, MN. 55164 within thirty (30) calendar days of the response from the CSD Division Deputy Director pursuant to Section 11.1.

11.2.2 Process. The ALA shall within seven (7) business days forward to the CSD Division Deputy Director a copy of the request for appeal and all supporting documentation provided by the COUNTY. The CSD Division Director shall submit a written response within fourteen (14) business days, along with all supporting documentation to the ALA. A copy of the response and all supporting materials must be sent to the COUNTY. The ALA shall make a determination based on the written submissions, statutes and case law if applicable. The ALA shall then recommend to the DCYF Commissioner a course of action in the appeal. The Commissioner or designee shall issue an order affirming, reversing, or modifying the action or decision of the STATE. This order is binding upon the COUNTY and the STATE unless an appeal is filed with the Ramsey County, MN District Court within thirty (30) calendar days of the Commissioner's order.

11.2.3 Policy Disputes; Limited Reimbursement Guarantee. If the ALA finds the following conditions exist:

- 1) The policy or decision has state-wide impact;
- 2) The COUNTY has identified a significant issue that poses a significant risk to the COUNTY; and
- 3) The COUNTY agrees to implement the policy or decision if the STATE reduces the risk to the COUNTY;

Then the ALA may make a recommendation to the Commissioner to direct the reimbursement of direct COUNTY costs, as described below, reasonably related to the legal risk assumed by the COUNTY for complying with the policy or direction.

Direct costs include civil damages, within tort liability limits, the costs of defense in civil litigation, the costs of appeal from district court in family, civil, and criminal cases.

12. General Provisions.

12.1 Lobbying Certification. In conformance with federal law, the authorized COUNTY representative must review and sign either the Certificate Regarding Lobbying form (Attachment B) or the Disclosure of Lobbying Activities (Attachment C) included in this document.

12.2 Debarment Certification. Debarment by State or Federal Government, or any State or Federal Departments, Commissions, Agencies or Political Subdivisions.

Pursuant to 45 C.F.R., section 92.35 and Minnesota Statutes, section 161.315, COUNTY certifies that that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

The COUNTY or any subcontractor must provide immediate written notice to the STATE if at any time the COUNTY or subcontractor learns that its certification was erroneous when submitted or had become erroneous because of changed circumstances.

12.2.1 Subcontractor Debarment. Pursuant to title 45 C.F.R., section 92.35, and Minnesota Statutes, section 161.315, the COUNTY must require certifications from its subcontractors that none of its subcontractors is presently debarred or suspended by the State or Federal Government, or any State or Federal Departments, commissions, agencies, or political subdivisions. The COUNTY'S agreement to certify all appropriate subcontractors is a material representation upon which the STATE relies in entering into this Cooperative Agreement. The COUNTY shall provide immediate written notice to the STATE if at any time it learns that any disbarment certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

The COUNTY must use the appropriate certification regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion in any subcontract, including the Cooperative Arrangement, in which federal money will be or may potentially be used.

Approved Certifications regarding disbarment are **Attachment D**.

12.3 Prohibition on Weapons. The COUNTY shall comply with all terms of the Department of Children, Youth, and Families (DCYF) policy prohibiting carrying or possessing weapons wherever and whenever the COUNTY is performing services within the scope of this Cooperative Agreement. This policy, which is located at the business location of the STATE and is available to the COUNTY upon request, is incorporated by reference into this contract. Any violations of this policy by the COUNTY or its employees may be grounds for immediate suspension of the Cooperative Agreement.

Unless otherwise directed by Ramsey County District Court Chief Judge order, the DCYF weapons provision does not apply to county attorneys and assistant county attorneys who are permitted to carry firearms in accordance with Minnesota Statutes, section 388.051, subdivision 4 which states: *“Firearms exemption. Notwithstanding section 626.84, subdivision 2, a county attorney, or an assistant county attorney appointed under section 388.10, who lawfully possesses a permit to carry a pistol issued in accordance with section 624.714 may possess and carry a firearm while on duty, unless restricted by the county attorney.”*

The DCYF weapons provision does not apply to peace officers, as defined by Minnesota Statutes, section 626.84, carrying or possessing weapons within the scope of their employment.

12.4 Provisions of Services and Programs.

12.4.1 Funding Limitations. Except as provided in state and federal statutes, the COUNTY shall perform the functions and provide the services within the limits of State and COUNTY appropriations used to match State and federal funds.

12.4.2 COUNTY Funding. Nothing in this Cooperative Agreement shall be construed to require the expenditure of COUNTY funds, except as specifically provided herein and authorized by the Governing Board of the COUNTY.

12.4.3 Lawful Power and Duties. Nothing contained in this Cooperative Agreement shall be construed to supersede the lawful power or duties of the COUNTY. The COUNTY shall carry out its responsibilities under the sections of this Cooperative Agreement through its appropriate COUNTY departments.

12.5 Data Disclosure. Under Minnesota Statutes, section 270C.65, subdivision 3, and other applicable law, the COUNTY consents to disclosure of its Social Security Number, federal employer tax identification number, and/or Minnesota tax identification number, to the STATE, to federal and state agencies, and to state personnel involved in the approval and payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws, which could result in action requiring the COUNTY to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities. The STATE will not approve this Cooperative Agreement unless these numbers are provided by the COUNTY.

12.6 Liability. To the extent provided for in Minnesota Statutes, sections 466.01 to 466.15, the COUNTY shall be responsible for any and all claims or causes of action arising from the performance of this Cooperative Agreement by the COUNTY or COUNTY agents and/or employees. This clause shall not be construed to bar any legal remedies the COUNTY may have for the STATE'S failure to fulfill its obligations pursuant to this Cooperative Agreement. The STATE's liability, if any, shall be governed by Minnesota Statutes, section 3.736.

12.7 Voter Registration Requirement. The COUNTY certifies that it will comply with Minnesota Statutes, section 201.162 by providing voter registration services for COUNTY employees and for the public served by the COUNTY.

12.8 Conditions on the Parties' Obligations. This Cooperative Agreement is contingent upon authorization of Minnesota and United States laws and any material amendment or repeal of same affecting relevant funding to, or authority of, the STATE shall serve to terminate this agreement except as further agreed by the Parties hereto.

12.9 Governing Law, Jurisdiction and Venue. Minnesota law, without regard to its choice of law provisions, governs this Cooperative Agreement, attachments and amendments and supplements thereto. Venue for all legal proceedings arising out of this contract, or breach thereof, will be in the state or federal court, without STATE waiving its sovereign immunity, with competent jurisdiction in Ramsey County, Minnesota.

12.10 Severability. If any provision of this Cooperative Agreement is held unenforceable, then such provision will be modified to reflect the Parties' intention. All remaining provisions of this Cooperative Agreement shall remain in full force and effect.

12.11 Assignment, Amendments, Waiver, and Cooperative Agreement Complete.

12.11.1 Assignment. The COUNTY may neither assign nor transfer any rights or obligations under this Cooperative Agreement without the prior consent of the STATE and a fully executed Assignment Agreement, approved by the same Parties who executed and approved this Cooperative Agreement, or their successors in office.

12.11.2 Amendments. Any amendment to this Cooperative Agreement must be in writing and will not be effective until it has been executed and approved by the same Parties who executed and approved the original Cooperative Agreement, or their successors in office.

12.11.3 Waiver. If the STATE fails to enforce any provision of this Cooperative Agreement, that failure does not waive the provision or STATE'S right to enforce it.

12.11.4 Cooperative Agreement Complete. This Cooperative Agreement contains all negotiations and agreements between the STATE and the COUNTY. No other understanding regarding this Cooperative Agreement, whether written or oral, may be used to bind either Party.

12.11.5 Effective Date. The effective date of this Cooperative Agreement for the payment of federal funds is first date of the quarter in which the STATE and the COUNTY obtain all required signatures under Minn. Stat. §16C.05, subd. 2.

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Signature Page Follows

IN WITNESS WHEREOF, the STATE and the COUNTY agree to the terms and conditions of and have executed this Cooperative Agreement as of the day and year first above written, or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

APPROVED:

1. COUNTY

Individual certifies that they are authorized to execute this Cooperative Agreement on behalf of the County.

By: _____

Printed Name: J. Mark Wedel _____

Title: _____

Date: _____

2. MINNESOTA DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

With delegated authority

By: _____

Michele Schreifels

Director, Child Support Division

Date: _____

ATTACHMENT A

CY 2026-2027 IV-D CHILD SUPPORT COOPERATIVE ARRANGEMENT

WITH

AITKIN

OFFICES OF HUMAN SERVICES,

COUNTY SHERIFF and COUNTY ATTORNEY

The AITKIN Office of Human Services (hereinafter "COUNTY") and its designated Child Support Office (hereinafter referred to as "County IV-D Agency or IV-D Agency") and the AITKIN County Attorney (hereinafter, "County Attorney"), and the AITKIN County Sheriff (hereinafter "County Sheriff") hereby enter into the following Cooperative Arrangement.

RECITALS

Whereas, the COUNTY and its County IV-D Agency, according to Minnesota Statutes, section 393.07, subdivisions 2 and 3 and through their Cooperative Agreement with the Minnesota Department of Children, Youth, and Families, are responsible for operation of child support services;

Whereas, the COUNTY is also empowered to enter into Cooperative Arrangements with the County Sheriff and the County Attorney pursuant to Minnesota Statutes, chapter 388 and Minnesota Statutes, sections 393.11 and 471.59;

Whereas, the County Attorney is willing and able to provide legal services necessary to the operation of the child support enforcement program under Title IV-D of the Social Security Act, 42 U.S.C., sections 651 through 699Bb;

Whereas, the County Sheriff is willing and able to perform activities necessary to the operation of the child support enforcement program under Title IV-D of the Social Security Act;

Whereas, the above-referenced entities enter into this Cooperative Arrangement to set forth their respective responsibilities in providing services necessary to the operation of the child support enforcement program under Title IV-D of the Social Security Act; and

Whereas, Title IV-D of the Social Security Act, Public Law 93-647, as amended, and 45 C.F.R., section 303.107 require a Cooperative Arrangement between the COUNTY and the other county entities that are a party to this Cooperative Arrangement, namely the County Attorney and the County Sheriff, in order to compensate said county entities with respect

to reimbursement for costs incurred in providing services necessary to operate the child support enforcement system under Title IV-D of the Social Security Act.

NOW, THEREFORE, BE IT RESOLVED that the parties hereby agree as follows:

I. GENERAL TERMS

- A. ***Duration of Arrangement.*** It is agreed that this Cooperative Arrangement will commence on **January 1, 2026**, and will expire on **December 31, 2027**. The Cooperative Arrangement may be terminated earlier upon sixty (60) days written notice to all other parties. This Cooperative Arrangement shall be renewed upon written agreement of all parties.
- B. ***Effective date for payment of federal funds.*** The effective date of this Cooperative Arrangement for the payment of federal funds is the first date of the quarter in which the COUNTY, County Attorney, and County Sheriff obtain all required signatures.
- C. ***Purpose.*** The purpose of the child support program is to establish paternity and secure financial support for minor children who are living apart from one or both parents as more fully set forth in Title IV-D of the Social Security Act. In order to meet this purpose, this Cooperative Arrangement establishes procedures for the provision of services to the child support program by the County Attorney, and the County Sheriff.
- D. ***Parties.*** “Parties” means the COUNTY and the Cooperating Agencies. “Cooperative Agency” is defined in the Cooperative Agreement.
- E. ***STATE.*** “STATE” means the Minnesota Department of Children, Youth, and Families, Child Support Division.
- F. ***DCYF.*** “DCYF” means the Minnesota Department of Children, Youth, and Families
- G. ***CSD.*** “CSD” means the STATE’s Child Support Division.
- H. ***Duties.*** The specific duties of each Party are set forth more fully below. This Cooperative Arrangement also provides for reimbursing administrative costs in accordance with federal regulations and state policy.
- I. ***Amendments.*** Any amendment to this Cooperative Arrangement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Cooperative Arrangement, or their successors in office. Any amendment of this

Cooperative Arrangement must be sent to the DCYF' Deputy Director of the Child Support Division.

- J. **Records.** The parties will maintain all records, including financial records, related to all services provided under this Cooperative Arrangement for the longer of six (6) years following the end date of this agreement or as otherwise provided by law. Record maintenance will be in accordance with all federal, state, and local records retention policies, reporting and safeguarding requirements. Records related to services provided under this Cooperative Arrangement will be made available and subject to state and federal review and audit.

Pursuant to 45 C.F.R., section 303.2(c) staff with PRISM update access shall appropriately document case activity. For staff that do not have PRISM update access, the responsible party shall ensure that IV-D case activity is recorded by the appropriate staff. Said documentation shall include the date of action, a description of services rendered, and the result of the action.

All IV-D related contacts, actions and other appropriate IV-D case activity must be recorded as case events in PRISM by the COUNTY. "PRISM" is defined in the Cooperative Agreement.

Case records that are held or maintained by the COUNTY must be maintained pursuant to the requirements under 45 C.F.R., section 303.2(c) and referenced by a note in PRISM. The note must identify the nature of the records and the specific location of the records.

- K. **Applicable Laws and Policies.** All Parties will comply with Title IV-D of the Social Security Act and all applicable federal laws, regulations, action transmittals, and other directives, instructions, and requirements of the United States Department of Health and Human Services, Office of Child Support Enforcement, including but not limited to, applicable federal and state information privacy laws. All parties will comply with other applicable state statutes governing the child support program; state child support procedures; and applicable Minnesota laws and statutes.

1. **Policy Dispute**
The County Attorney may seek review of STATE policies through this section or through section 3.1.1 of the Cooperative Agreement, acting as the COUNTY.

- a. **CARC Review**
The County Attorney shall be entitled to an administrative review of the STATE's interpretation of the above policies and procedures,

if the CARC agrees that the difference in interpretation has a state-wide impact to multiple cases and the CARC agrees on a recommended resolution of the dispute. "CARC" is defined in the Cooperative Agreement.

b. Procedure

The County Attorney shall bring its disagreement with the STATE's interpretation to the CARC. The CARC shall decide whether to submit the dispute to the CSD Division Deputy Director. If a dispute is submitted to the STATE, it must clearly state the following information in writing: The disputed policy; exactly what part of the policy is disputed; the legal and/or policy reasons for the difference in interpretation; and a proposed solution to the differences in interpretation. The CSD Division Deputy Director and the CARC shall attempt to resolve the disagreement in an informal manner. If the CARC and the CSD Division Deputy Director are unable to reach an informal resolution of the policy dispute, the CARC may request the CSD Division Deputy Director to issue a written decision. The CSD Division Deputy Director shall issue a written decision as soon as practicable. If the CARC disagrees with the written decision, the CARC may seek mediation of the policy dispute through the Minnesota Office of Administrative Hearings (OAH). The County Attorney's office initiating the policy dispute shall be responsible for the payment of mediation fees. The decision of OAH is binding upon the COUNTY and the STATE unless an appeal is filed with the district court within thirty (30) calendar days of the OAH decision.

L. **Monitoring and Corrective Action.** The COUNTY's performance, as set forth in this Cooperative Arrangement, may be monitored by the STATE as needed to ensure effective implementation of its terms and to identify problems that affect the delivery of services covered by the Cooperative Arrangement. The STATE may direct the COUNTY to develop corrective action plans as necessary to avoid fiscal sanctions, which may result if the COUNTY does not meet its obligation under this Cooperative Arrangement. The COUNTY must notify the STATE of conditions that have caused or may hinder its ability to meet its obligations under this Cooperative Arrangement. The COUNTY will develop corrective action plans and comply with them. The Cooperating Agencies agree to comply with any state or federally approved corrective action plans.

M. **FFP Reimbursement for Child Support Activities.** The COUNTY agrees to comply with the provisions of 45 C.F.R., section 304.21, federal financial participation (FFP), in the costs of Cooperative Arrangements, as a condition

for FFP. The COUNTY may be reimbursed for administrative expenses incurred as a result of the activities performed under this Cooperative Arrangement. Said reimbursement shall not exceed the percentage set by federal regulations or state statutes, and it may change during a given calendar year.

The STATE will send written notification to the COUNTY as soon as the STATE is officially notified of a proposed change in the reimbursement rate for administrative expenses, and the county shall notify Cooperating Agencies as soon as they are aware of any changes.

- N. **COUNTY's Duties, Functions, and Responsibilities.** The COUNTY is responsible for administering the program to establish paternity, establish and enforce child support, medical support, and child care support orders, and to enforce spousal support orders pursuant to state and federal law.

The COUNTY will seek reimbursement for the allowable costs incurred under the terms of this Cooperative Arrangement by appropriately reporting those costs to the STATE.

II. Information Privacy

The requirements contained in the Information Privacy and Security Agreement (IPSA) that has been separately executed by COUNTY and DCYF, and any successor agreement thereto, are hereby incorporated by reference into and made part of this Cooperative Arrangement. The Parties to this Cooperative Arrangement agree that the IPSA governs the Parties' access, use, disclosure of, and responsibilities for protected information (as defined in the IPSA) administration of the Parties' administration of relating to the Title IV-D of the Social Security Act.

Additionally, the Parties agree to comply with the following provisions:

- A. **Confidentiality.** The information exchanged under this Cooperative Arrangement shall not be disclosed to individuals or agencies other than as provided in 45 C.F.R. sections 202.50 and 303.21, and as provided by the laws of the State of Minnesota. Information exchanged under this Cooperative Arrangement will only be used to promote or support the administration of programs authorized to share information under Title IV-D of the Social Security Act.
- C. **Data Privacy.** For purposes of executing its responsibilities and to the extent set forth in this Cooperative Arrangement, all of the Parties to this Cooperative Arrangement shall be part of the "welfare system," as defined in Minnesota Statutes, section 13.46, subdivision 1. To the extent permissible

by law, each Party's employees and agents will have access to private or confidential data maintained by the other Parties to the extent necessary to carry out COUNTY's responsibilities under this Cooperative Arrangement.

- D. ***Duty to ensure proper handling of protected information.*** The COUNTY shall be responsible for training its employees (and employees of (a) the County Human Services Agency, (b) the County Attorney's Office, and (c) the County Sheriff's Department) who are authorized to access and use protected information collected under the terms and for the purposes specified in this Cooperative Arrangement. This responsibility includes ensuring that staff are properly trained and comply with the following:
1. The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13, in particular, section 13.46 (welfare data);
 2. Security and Confidentiality of Department of Public Safety Driver and Vehicle Service (DVS) data;
 3. Internal Revenue Service (IRS) procedures and safeguards for the confidentiality and security of IRS sourced data under 26 United States Code, sections 6103 and 7213, and the penalties for misuse of IRS sourced data, under 26 United States Code, sections 7213 and 7431, and 26 Code of Federal Regulations, section 301.6103(n)-1;
 4. Federal Parent Locator Service and Child Support Program information privacy and safeguards, including information derived from the National Directory of New Hires, the Debtor File, and the Federal Case Registry, and the Federal Privacy Act; and
 5. Any other applicable state and federal statutes, rules, regulations, and agreements affecting the collection, storage, use and dissemination of private or confidential information.
- D. Minimum necessary access to protected information. The Parties shall comply with the "minimum necessary" access and disclosure standards set forth in the MGDPA. The accessing, use, and disclosure of protected information is limited to "that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government." Minnesota Statutes, §13.05, subd. 3.
- E. Each party shall.

1. Maintain appropriate safeguards to prevent inappropriate access, use, or disclosure of protected information by its employees other than as provided for by this Cooperative Arrangement or as otherwise required by law;
2. Immediately report any inappropriate access, use, disclosure, or unauthorized access to protected information not authorized by this Cooperative Arrangement of which it becomes aware;
3. Ensure that any agents (including subcontractors), analysts, and others to whom it provides private or confidential data, agree to be bound by the same restrictions, conditions, and training that apply to it with respect to such information;
4. At termination of this Cooperative Arrangement, extend the protections of this Cooperative Arrangement to protected information collected during the course of this Cooperative Arrangement.

F. ***Family Violence Indicator.***

Pursuant to Minnesota Statutes, section 257.70 and federal law, the COUNTY and the Parties to this Cooperative Arrangement may not release information about the whereabouts of a person, if it has knowledge that a protective order with respect to the other party has been entered, or if the COUNTY has reason to believe that releasing the information might result in physical or emotional harm to the person about whom the information is sought. Child support workers are required to safeguard the privacy of said individuals by entering a safety concern indicator in PRISM.

Protected information, which includes information stored in or accessed from the PRISM system, includes information about all case participants, including persons with privacy protection. The COUNTY and the Parties to this Cooperative Arrangement will explain the sensitive nature of the safety concern indicator to all personnel with access to case information and will comply with safeguards to protect the privacy of all parties, including individuals protected with a privacy protection indicator.

Information about protected individuals may not be published, used, transmitted, or otherwise shared, without first removing all information about location, employment or other information identifying the whereabouts of the protected individual.

G. ***Maintaining the Security of Protected Information Stored in or Accessed from the PRISM System.***

Protected information shall be stored in a place physically secure from access by unauthorized persons in conformance with DCYF Child Support Division manuals and instructions regarding computer security. The manual is found in the CSD User Documentation. County Security Officers and local agencies can access the manual on DHS-SIR at <https://www.dhssir.cty.dhs.state.mn.us/PRISM>.

The COUNTY and the Parties to this Cooperative Arrangement shall require that all personnel with access to protected information will adhere to the policies and procedures of the CSD and state statutes regarding confidentiality and computer access that are referenced in the CSD User Documentation. The CSD Division Director or his/her designee may review each staff person's access to protected information to ensure that the level of access is consistent with their job duties.

- H. ***Hold Harmless for data practices violations.*** The Parties are responsible for their own acts or omissions while performing the services described in this Cooperative Agreement.

III. PROVISION OF LEGAL SERVICES

- A. ***Duties of the COUNTY.*** The COUNTY shall:
1. Refer appropriate cases to the County Attorney as provided for in federal regulations, state law, and policy.
 2. Supply the County Attorney with appropriate information as provided for and defined in the federal regulations, the IV-D Program, the State Plan for Support Collection and Establishment of Paternity under Title IV-D of the Social Security Act, and state policy in accordance with DCYF Child Support Division Program Manuals (DHS eMILO and SIR MILO) and other program instructions DCYF may release from time to time.
 3. Assist the County Attorney and the courts in carrying out programs for establishing paternity and securing support for children from legally liable persons.
 4. Notify the County Attorney about failures to comply with court-ordered child support and maintenance whenever legal action appears necessary.

5. Consult with the County Attorney about any issues of law that may arise should the COUNTY need legal advice or counsel.
6. Assist in the service of process when the opportunity occurs to serve process before referral to the County Sheriff or other contracted process server.
7. Reimburse the County Attorney for providing services as specified in this Arrangement to the extent these services are federally required activities and services as provided in federal regulation and the IV-D Program.
8. Take any actions necessary to assist the County Attorney in meeting the federally mandated performance standards as set forth below.

B. *Duties of the County Attorney.* The County Attorney shall:

1. Take appropriate legal action, including making court appearances, to carry out the IV-D Program. The County Attorney agrees that the functions performed and services provided shall be performed in accordance with Title IV-D of the Social Security Act and all applicable federal laws, regulations, action transmittals, and other directives, instructions, and requirements of the United States Department of Health and Human Services, Office of Child Support Enforcement, including but not limited to, applicable federal and state information privacy laws. All Parties will comply with other applicable state statutes governing the child support program; state child support procedures; and applicable Minnesota statutes. The County Attorney agrees that disagreements over policy and procedure shall be handled through the CARC via section I, paragraph H of this arrangement or through the procedures in sections 3.1.1 of the Cooperative Agreement between the STATE and the COUNTY.
2. Review evidence and determine the adequacy of the evidence for court action.
3. Act on behalf of another COUNTY or Tribal IV-D Program or County Human Services Department upon their mutual agreement or as provided by state law or policy.
4. Counsel and advise the COUNTY with regard to issues of law and procedure and act as legal advisor for the COUNTY pursuant to Minnesota Statutes, chapter 388. The County Attorney will refrain

from acting as counsel for or providing legal advice to applicants or recipients of IV-D services.

5. Inform the COUNTY of statutory and case law changes that may affect the COUNTY in any of its child support enforcement functions.
6. With the COUNTY, notify the CSD Division Deputy Director within seven (7) calendar days of any IV-D case that is appealed to the Minnesota Court of Appeals, the Minnesota Supreme Court, or federal court by either one of the case parties or the COUNTY. The STATE will review the appeal and consult with the County Attorney and the Office of the Attorney General as necessary.
7. In coordination with the COUNTY, report to the CSD Division Deputy Director within seven (7) calendar days of becoming aware of any child support judgments that call into question the constitutionality or enforceability of child support statutes or program instructions.
8. Retain records and make reports to the COUNTY, DCYF, the court and law enforcement agencies as required by federal regulations and state policies for the effective and efficient administration of the IV-D Program.
9. Fully cooperate with the COUNTY and DCYF with respect to the monitoring and evaluating activities pertaining to this Cooperative Arrangement.
10. Dedicate the necessary staff and equipment necessary to meet the performance standards set forth below.
11. Determine whether handling any particular case would constitute a conflict of interest or otherwise be professionally improper. If so, the County Attorney may select another attorney to handle the case at the same compensation rate as provided in this Cooperative Arrangement. The County Attorney shall require and ensure that the other attorney complies with the terms and conditions of this agreement.
12. Sign off, along with the COUNTY, on any corrective action plans developed as a result of deficiencies noted during a county review.
13. Prepare pleadings, including summons, petitions, orders to show cause, motions, and other necessary legal documents. Utilize relevant PRISM documents as consistent with eFiling and eService

- requirements. Draft interim orders. Prepare court orders, temporary orders, and judgments as necessary.
14. Cooperate with county, tribal, and state-operated economic support agencies, and all other agencies managing or operating federal or state programs, in administering the requirements of the IV-D Program.
 15. Attend, if available, relevant training sessions provided by the COUNTY or the STATE.
 16. Meet with the COUNTY Child Support Deputy Director as requested regarding policy and procedural issues.

C. **County Attorney Performance Standards.** The County Attorney shall:

1. In recognition of the Family Support Act of 1988, Public Law 100-485, and the requirements of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193, the COUNTY and County Attorney will collaborate to meet the federally determined time limits for services as set forth by federal law and in accordance with Minnesota law, regulations, and policy. The federal time limits (including, but not limited to, those found at 45 C.F.R., sections 303.2 through 303.11; 303.30 through 303.31; 303.72; 303.100 through 303.102; 305.20; 42 U.S.C., sections 453A and 466(a)(10)) will be the primary standard against which performance under this Cooperative Arrangement will be measured.
2. Promptly notify the COUNTY of any actions that the COUNTY must take in order for the County Attorney to meet these performance standards.
3. Communicate with the COUNTY concerning child support cases prior to hearings;
4. Communicate, to the extent practicable, with opposing counsel prior to hearings;
5. Reserve, to the extent that it is within the County Attorney's control, the necessary time and resources necessary to effectuate the timely resolution of child support legal issues;
6. Meet all timeframes for taking legal actions and establishing and enforcing orders as set forth in the federal regulations and state policies, recognizing exigent circumstance.

7. Cooperate with the COUNTY to meet federal timeframes for IV-D Program services:
 - i. Within ninety (90) calendar days of locating the alleged father or noncustodial parent, establish paternity and establish an order for support or complete service of process necessary to commence proceedings.
 - ii. For cases in which service of process is necessary, establish paternity and establish an order for support:
 - Within six (6) months in 75% of the cases, and
 - Within twelve (12) months in 90% of the cases.
 - iii. From the date of service of process:
 - Within one hundred eighty (180) calendar days of receiving a request for review or locating the non-requesting parent, review and adjust the order or determine that the order should not be adjusted.
8. Comply with the Civil Rights Compliance standards for agencies that deliver services under Cooperative Arrangement with or sub-contracts/Cooperative Agreements with DCYF.

- D. ***Reimbursement to the County Attorney.*** Reimbursement to the County Attorney shall be for the actual cost of providing services to the COUNTY incurred by the County Attorney's office. Payments claimed and paid shall be consistent with the requirements and prohibitions set out in Minnesota Statutes, chapter 388.

The County Attorney is responsible for assuring that the expenses claimed are in accordance with the federal regulations for claiming FFP reimbursement for activities in the child support enforcement program. Reimbursement is limited to reimbursement for activities and services that are required or allowed by law.

1. County Attorney Time: The County Attorney must track and account for attorney time expended on IV-D cases. If the IV-D program dedicates staff at 100% to eligible IV-D activities under Federal Regulations, the County Attorney may seek reimbursement for 100% of eligible staff time. For attorneys and staff that work on eligible IV-D

cases less than 100% of the time, the attorney and staff time may be accounted for in one of two ways:

- i. *Hourly Cost Method.* The County Attorney may track County Attorney and support staff time on an hourly basis; OR
 - ii. *Time Study/Salary Method.* The County Attorney may use a periodic time study to determine the proportion of time the County Attorney staff spends on IV-D Program activity versus all other activity. The office must regularly complete time studies. The study will be completed as follows:
 - a. All County Attorney staff providing IV-D Program services will complete a week-long time study each month. The study will record time spent on IV- D Program activity.
 - b. The results of each study will determine that percentage of time spent per staff person for IV-D Program services in relation to that person's total hours worked per month.
 - c. Reimbursement will be determined by applying the percentage of time determined to have been used for IV-D Program activity for an individual staff member to that individual's direct salary and benefits costs.
2. **County Attorney Costs:** The County Attorney must track and account for costs expended on IV-D cases. Direct costs must be accounted and claimed. Indirect costs may be claimed in accordance with Federal Regulations, 22 C.F.R., section 225, and OMB circular A-87, but the County Attorney, in cooperation with the COUNTY, must ensure that indirect costs are not double counted (i.e. claimed by both the COUNTY and County Attorney).

Reimbursement Estimate to the County Attorney:

The amount budgeted for eligible IV-D cases services provided by the County Attorney to the COUNTY in the budget year preceding this contract was \$29,705.00.

Note: Estimated County Attorney costs may be calculated using the prior budgeted amount identified above, increased by a cost of living adjustment of 3% per year.

The total estimated County Attorney costs for each of the applicable COUNTY budget years of this contract are as follows:

2026: total estimated cost of \$29,705.00

2027: total estimated cost of \$29,705.00

If the estimated County Attorney costs in either of the contract years stated above are expected to exceed the budgeted amount in the preceding COUNTY budget year by more than 3%, please provide a brief explanation below.

NA

The parties realize that the actual costs incurred and claimed by the County Attorney may exceed or stay below the estimated costs.

E. *Reimbursement Terms to the County Attorney.*

1. The County Attorney will submit monthly statements to the COUNTY for all reimbursements requested for the services provided in this Cooperative Arrangement.
2. Upon receipt, the COUNTY shall make payment in its usual and customary manner.
3. If the COUNTY determines that the County Attorney is not meeting the terms of this Cooperative Arrangement in any way, the payment to the County Attorney will not be made until it is determined by the COUNTY that the deficiency has been corrected. These deficiencies may include failure to perform (without good cause) within the parameters of the performance standards set forth in Section III, paragraph C of this Cooperative Arrangement, and delinquent or incorrect submission of required reports, violation of federal or state law, or repeated failure to perform (without good cause) within the parameters of the performance standards and other specified requirements of this Cooperative Arrangement.

IV. PROVISION OF SERVICES BY THE COUNTY SHERIFF

A. *Duties of the COUNTY.* The COUNTY shall:

1. Supply appropriate information as provided for and defined in federal regulations and state law and policy.
2. Reimburse the County Sheriff for the provision of services as specified in this Cooperative Arrangement to the extent that those services are federally required activities and services as provided in the federal regulations and the IV-D Program.

B. ***Duties of the County Sheriff.*** The County Sheriff shall:

1. Process Service:
 - a. Upon request, provide services to the COUNTY by performing service of process in Title IV-D cases, including, but not limited to, the service of summons, complaints, orders to show cause, motions, court orders, subpoenas, warrants, and writs of attachment.
 - b. Make diligent attempts to serve legal papers on IV-D participants believed to be residing in the county.
 - c. Document all service of process and attempted service of process by providing a proof of (attempted) service in the form of a server's affidavit or certificate of service. The affidavit or certificate must state the date, time and place of service, whether the respondent was personally served. For serving a summons, the server must also endorse the summons and indicate thereon the time and date, the place and manner of service, and upon whom service was made.
2. Execution of Warrants:
 - a. Check the records for outstanding child support warrants, whenever civil papers are served on any person or an arrest is made for any reason.
 - b. With due diligence, execute bench warrants, and orders for arrest or commitment in IV-D cases. If there are questions about the validity of said orders or the identity of the party, contact the COUNTY immediately.
 - c. Return all withdrawn IV-D warrants to the COUNTY.

3. Locate Services: Respond to COUNTY requests for location information by accessing available resources, such as the Minnesota Bureau of Criminal Apprehension, Crime Information Bureau and out-of-county and out-of-state law enforcement agents.
4. Security Services:
 - a. To provide a bailiff to be present at IV-D hearings as requested by the COUNTY, the County Attorney, or as ordered or directed by the court.
 - b. Upon request, provide special security service to the COUNTY and to the courts.
 - c. Escort respondents who are in custody to hearings scheduled by the COUNTY and arrange for transportation of persons arrested in other counties.
5. Other Services:
 - a. Provide daily jail and Huber (work release) rosters, and upon request, provide information to COUNTY about inmates' dates of incarceration, employment status, address information and any other relevant information.
 - b. Upon request, meet with the COUNTY Child Support Deputy Director regarding policy and procedural issues.
 - c. Ensure equal opportunity and equal access in service delivery. This includes the use of interpreters or procedures for acquiring translation and interpretation services when needed and the provision of reasonable accommodations or aids for people with disabilities.

C. ***County Sheriff's Department Standards of Performance.***

1. Process Service
 - a. Execute due diligence by making at least three attempts to serve the respondent at each possible location furnished by the COUNTY. The County Sheriff may make fewer than three service attempts at a particular location, if, after attempting service, if it is determined that further attempts at that particular location would be futile.

- b. Effectuate service of process to meet due process requirements as set forth under Minnesota statutes.

2. Execution of Warrants

- a. With due diligence, execute bench warrants and arrest/commitment orders in IV-D cases.
- b. If there are questions about the validity of any warrant or the identity of the party, contact the COUNTY within ten (10) days.
- c. Return all withdrawn IV-D warrants to the COUNTY within ten (10) days of withdrawal.

3. Locate Services

- a. Respond to COUNTY requests for location information by accessing available resources such as National Crime Information Center (NCIC) and the Bureau of Criminal Apprehension (BCA) and other automated resources with due diligence.

4. Security Services

- a. With advanced notice, provide special security service to the COUNTY and to the courts.

5. Other Services

- a. On a daily basis, provide daily jail and Huber rosters, and upon request, provide information to COUNTY about inmates' dates of incarceration, employment status, address information and any other relevant information.
- b. Meet with the COUNTY Child Support Deputy Director as requested, regarding policy and procedural issues.
- c. Cooperate with the COUNTY to meet federal timelines for IV-D services:
- d. Within seventy-five (75) days of determining that location is necessary, access appropriate locate sources.

- e. If service of process is necessary, service must be completed or unsuccessful attempts must be documented within sixty (60) calendar days of identifying a delinquency, or of locating the noncustodial parent, if location is necessary.
- f. Comply with the Civil Rights Compliance standards for agencies that deliver services under Cooperative Agreement with the State of Minnesota Department of Children, Youth, and Families.

D. ***Reimbursement to the County Sheriff.***

- 1. The County Sheriff will be reimbursed for the actual cost of providing services to the COUNTY incurred by the County Sheriff's office. Payments claimed shall be consistent with the requirements and prohibitions set out in Minnesota Statutes, chapter 387.

The County Sheriff is responsible for assuring that the expenses claimed are in accordance with the federal regulations for claiming FFP reimbursement for activities in the child support enforcement program.

Reimbursement Estimate to the County Sheriff:

The amount budgeted for eligible IV-D cases services provided by the County Sheriff to the COUNTY in the budget year preceding this contract was \$1,500.00

The total estimated County Sheriff costs for each of the applicable COUNTY budget years of this contract are as follows:

Note: Estimated County Sheriff costs may be calculated using the prior budgeted amount identified above, increased by a cost of living adjustment of 3% per year.

2026: total estimated cost of \$1,500.00

2027: total estimated cost of \$1,500.00

If the estimated County Sheriff costs in either of the contract years stated above are expected to exceed the budgeted amount in the preceding COUNTY budget year by more than 3%, please provide a brief explanation below.

NA

The parties realize that the actual costs incurred and claimed by the County Sheriff may exceed or stay below the estimated costs.

E. *Reimbursement Terms to the County Sheriff.*

1. The County Sheriff will submit monthly statements to the COUNTY for all reimbursements requested for the services provided in this Cooperative Arrangement.
2. Upon receipt, the COUNTY shall make payment in its usual and customary manner.
3. The County Sheriff is responsible for assuring that the expenses claimed are in accordance with the federal regulations for claiming FFP reimbursement for activities in the child support enforcement program. Reimbursement is limited to reimbursement for activities and services that are required or allowed by law.
4. If the COUNTY determines that the County Sheriff is not meeting the terms of this Cooperative Arrangement in any way, the payment to the County Sheriff will not be made until it is determined by the COUNTY that the deficiency has been corrected. These deficiencies may include failure to perform (without good cause) within the parameters of the performance standards set forth in Section IV.C., delinquent or incorrect submission of required reports, violation of federal or state law, or repeated failure to perform (without good cause) within the parameters of the performance standards and other specified requirements of this Cooperative Arrangement.

V. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion. Federal money will be used or may potentially be used to pay for all or part of the work under the contract, therefore the prospective lower tier participants (County Attorney and County Sheriff) must certify the following, as required by the regulations implementing Executive Order 12549:

A. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions.

Instructions for Certification:

1. By signing and submitting this Cooperative Arrangement, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549 (Debarment and Suspension). You may contact the person to which this Cooperative Arrangement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R., part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is

not proposed for debarment under title 48 of the C.F.R., part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under Title 48 of the C.F.R., part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

B. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions.

1. The prospective lower tier participant certifies, by submission of this Cooperative Arrangement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Cooperative Arrangement.

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SIGNATURE PAGE FOLLOWS

**THE PARTIES HEREIN, HAVING APPROVED AND SIGNED THIS COOPERATIVE
ARRANGEMENT, AGREE TO BE BOUND TO THE PROVISIONS SET FORTH IN THIS
COOPERATIVE ARRANGEMENT.**

Parties:

AITKIN

COUNTY NAME

SIGNATURE of Person Authorized to Execute Arrangement on Behalf of County

Name: J. Mark Wedel

Date:

Title:

County Attorney Signature

(REQUIRED ON ALL ARRANGEMENTS)

Name: James Ratz

Date:

County Sheriff Signature

(REQUIRED ON ALL ARRANGEMENTS)

Name: Dan Guida

Date:

Approved By:

SIGNATURE of Director, Minnesota Child Support

Division, Children and Family Services,

Minnesota Department of Children, Youth, and Families

Michele M. Schreifels

Date:

ATTACHMENT B

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities" (Attachment C), in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By _____
(Signature of Official Authorized to Sign Application)

Name J. Mark Wedel

Title _____

For AITKIN County Child Support

ATTACHMENT C

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046
(Reproduced by DCF)

1. Type of Federal Action: <input type="checkbox"/> a. cooperative agreement <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year <input type="text"/> quarter <input type="text"/> date of last report <input type="text"/>
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier <input type="text"/> if known: Congressional District, if known: <input type="text"/>		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: <input type="text"/> Congressional District, if known: <input type="text"/>
6. Federal STATE/Agency: <input type="text"/>	7. Federal Program Name/Description: <input type="text"/> CFDA Number, if applicable: <input type="text"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>	
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): <input type="text"/>		10. b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): <input type="text"/>
11. Amount of Payment (check all that apply): \$ <input type="text"/> <input type="checkbox"/> actual <input type="checkbox"/> planned		13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other specify: <input type="text"/>
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature <input type="text"/> value <input type="text"/>		<input type="text"/>
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11: <input type="text"/>		
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: <input type="text"/> Print Name: <input type="text"/> Title: <input type="text"/> Date: <input type="text"/>

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

0348-0048
(cont.)

Reporting Entity:

Page

1

of

INSTRUCTIONS FOR COMPLETION OF SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(a) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonable expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the

officer(s), employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

ATTACHMENT D

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion.

Federal money will be used or may potentially be used to pay for all or part of the work under the contract, therefore the prospective lower tier participant (subcontractor) must certify the following, as required by the regulations implementing Executive Order 12549.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R., part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction,

unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R., part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

WLB1
12/2/25 2:30PM

Aitkin County



2L

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

12/2/25

2:30PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 2

1 General Fund

Vendor No.	Name	Amount	
9562	Advanced Business Methods, Inc.	1,121.57	5 Transactions
86222	Aitkin Independent Age	434.21	7 Transactions
9561	Amazon Business	1,588.72	13 Transactions
10645	Angie's Acres, LLC	481.80	1 Transactions
14563	Anoka County Corrections	11,407.00	1 Transactions
10366	ArcaSearch, LLC	5,300.00	1 Transactions
10288	Asmus/Daniel	149.98	1 Transactions
10452	AT&T Mobility	194.83	2 Transactions
86467	Auto Value Aitkin	6.99	1 Transactions
14578	AutoSmith	3,312.99	1 Transactions
9687	AutoSmith McGregor	64.74	1 Transactions
13725	Beartooth Hardware Inc	1,482.53	6 Transactions
783	Canon Financial Services, Inc	396.25	2 Transactions
15142	Christensen/Charles	235.20	4 Transactions
12780	CliftonLarsonAllen LLP	1,837.50	1 Transactions
9669	Cline/Jon	195.00	1 Transactions
1181	Crow Wing Co Auditor-Treasurer	5,464.74	1 Transactions
5893	CTC - 446126	155.00	1 Transactions
88880	Datacomm Computers & Networks Inc	2,945.00	3 Transactions

1 General Fund

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor No.	Name	Amount	
10057	Eddy/Elizabeth	166.80	1 Transactions
9373	ESRI	29,300.00	1 Transactions
14797	Everbridge, Inc	6,895.85	1 Transactions
10773	FP Finance	263.95	1 Transactions
999999000	HUTAR/BRADLEY	200.00	1 Transactions
2340	Hyytinen Hardware Hank	208.08	12 Transactions
88628	Imperial Dade	32.20	1 Transactions
4812	JC32 Teamsters H&W Fund	33,831.00	4 Transactions
14832	Kulifaj / Stephen	195.80	4 Transactions
11990	Lange/David	254.10	4 Transactions
2707	Lenk/Heidi A.	175.95	1 Transactions
9955	LENS Equipment	2,048.00	1 Transactions
14071	Marco Technologies LLC	9,046.85	6 Transactions
11946	McGuire Mechanical	1,773.25	1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	300.22	1 Transactions
13724	Minnesota Continuing Legal Education	38.44	1 Transactions
3284	Minnesota Department Of Health	785.00	1 Transactions
9692	Minnesota Energy Resources Corporation	2,318.02	4 Transactions
3371	Minnesota Sheriffs' Association	300.00	1 Transactions
10948	MN Dept of Labor & Industry	145.00	1 Transactions

WLB1

12/2/25

2:30PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 4

1 General Fund

Vendor No.	Name	Amount	
999999000	N5 Corporation	165.00	1 Transactions
9228	North Memorial Ambulance Service	2,052.00	1 Transactions
3336	Office Of MN. IT Services	1,338.65	1 Transactions
10833	Olson/Andrew	102.00	1 Transactions
10036	OSM	110.94	1 Transactions
10818	Our View Outdoors	3,500.00	1 Transactions
3789	Pan-O-Gold Baking Company	107.36	2 Transactions
3810	Paulbeck's County Market	471.12	1 Transactions
13412	Pemberton, Sorlie, Rufer & Kershner PLLP	5,960.80	2 Transactions
9808	Performance Foodservice	3,932.89	2 Transactions
3951	Pro West & Associates, Inc	2,953.50	1 Transactions
3950	Public Utilities	11,895.85	9 Transactions
3987	Ramsey County Medical Examiner	1,657.00	1 Transactions
11538	RCB Collections Range Credit Bureau Inc	15.00	1 Transactions
84172	Riverwood Healthcare Center	1,090.00	3 Transactions
5774	Riverwood Healthcare Clinic	14,815.06	8 Transactions
10879	Shred-It	271.72	1 Transactions
14814	Snyder/Tara	516.38	3 Transactions
13424	Sonnee/Dennise J	132.50	2 Transactions
999999000	State of Michigan	16.00	1 Transactions

1 General Fund

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount	
4681	Streichers	1,549.60	1 Transactions
10746	The Market	300.28	1 Transactions
9691	The Master's Touch, LLC	3,363.81	2 Transactions
86235	The Office Shop Inc	525.30	7 Transactions
13934	The Tire Barn	702.51	3 Transactions
10930	Tidholm Productions	119.95	1 Transactions
9181	TriTech Software Systems	5,885.50	1 Transactions
9894	Vault Health	56.30	1 Transactions
11507	Waste Management of Minnesota, Inc	18,821.55	1 Transactions
10005	Watson/Linda	10.00	1 Transactions
9932	WEX BANK - Sheriff's Department	8,547.39	3 Transactions
9933	WEX BANK - Veteran Services	101.83	1 Transactions
10270	Winkle/Dalton	195.00	1 Transactions
10834	Zimmermann/Mitch	195.00	1 Transactions

1 Fund Total:	216,530.35	General Fund	73 Vendors	169 Transactions
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WLB1
12/2/25 2:30PM

2 Reserves Fund

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 6

Vendor No.	Name	Amount			
178	City Of Tamarack	812.00	1 Transactions		
2 Fund Total:		812.00	Reserves Fund	1 Vendors	1 Transactions

WLB1

12/2/25

2:30PM

3 Road & Bridge

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 7

Vendor No.	Name	Amount	
10509	Aitkin Rental LLC	30.00	1 Transactions
9561	Amazon Business	43.98	1 Transactions
9402	Ammala Excavating/Allen	5,590.00	2 Transactions
11419	Beaudry Oil & Service, Inc.	20,249.14	2 Transactions
783	Canon Financial Services, Inc	192.60	1 Transactions
163	Charter Communications Holdings (R&B)	143.13	1 Transactions
14887	Cintas Corporation	22.94	2 Transactions
1430	Dotzler Power Equipment	12.99	1 Transactions
7060	Federated Co-Ops Inc.	1,405.72	2 Transactions
2089	Heartland Tire Inc	2,783.30	3 Transactions
10410	JOHNSON/TERRY	1,502.40	16 Transactions
10517	KARELS HARDWARE CO	94.99	1 Transactions
999999000	MANN/CURT	500.00	1 Transactions
14071	Marco Technologies LLC	190.00	1 Transactions
3334	MCIT	299.00	1 Transactions
12927	Midwest Machinery Co.	35.16	1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	2,093.11	13 Transactions
9179	NORTH CENTRAL INTERNATIONAL, LLC	235.08	1 Transactions
10412	O'Reilly Auto Parts	73.97	2 Transactions

WLB1
12/2/25 2:30PM

Aitkin County



3 Road & Bridge

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Vendor No.	Name	Amount	
13116	Rally Snares	2,946.47	16 Transactions
9273	Reichert Enterprises, Inc	1,676.17	2 Transactions
10455	Temco	123.95	1 Transactions
8505	Texas Refinery Corp	2,432.00	1 Transactions
6097	Verizon Wireless	532.28	1 Transactions
9642	WEX BANK - Highway Dept	3,605.07	20 Transactions
5295	Ziegler Inc	457.77	1 Transactions

3 Fund Total:	47,271.22	Road & Bridge	26 Vendors	95 Transactions
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WLB1
12/2/25 2:30PM
5 Health & Human Services

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Name	Amount			
14071	Marco Technologies LLC	1,178.00	7 Transactions		
5 Fund Total:		1,178.00	Health & Human Services	1 Vendors	7 Transactions

WLB1
12/2/25 2:30PM
10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 10

Vendor No.	Name	Amount			
9562	Advanced Business Methods, Inc.	273.76	2 Transactions		
10024	Bobcat of Brainerd	4,169.40	1 Transactions		
10855	Culligan Soft Water	15.00	1 Transactions		
12514	GMPT	265.00	1 Transactions		
10830	Integrity Logging	1,512.49	2 Transactions		
14071	Marco Technologies LLC	285.00	1 Transactions		
1044	Minnesota Forest Resources Partnership	962.64	1 Transactions		
15297	NEPCon LLC	12,891.32	1 Transactions		
3950	Public Utilities	236.97	1 Transactions		
5791	Sappi	5,592.50	5 Transactions		
11574	Timber Transport-Curt Raveill	4,292.19	2 Transactions		
10 Fund Total:		30,496.27	Trust	11 Vendors	18 Transactions

11 Forest Development

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

Vendor No.	Name	Amount			
15226	Data Activation Center	180.00	1 Transactions		
10245	Emery Inc.	2,122.50	1 Transactions		
14747	MSPS	300.00	1 Transactions		
10519	Thoms/Douglas W.	35.00	1 Transactions		
11 Fund Total:		2,637.50	Forest Development	4 Vendors	4 Transactions

Aitkin County



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

Vendor No.	Name	Amount			
999999000	ARRIES/KANDI	11.86	1 Transactions		
999999000	GERR/KAREN	20.97	1 Transactions		
999999000	HOFFMAN/LYNNE	28.34	1 Transactions		
999999000	JOHNSON/ERIC	76.00	1 Transactions		
999999000	KARNICK/DEBORAH	13.72	1 Transactions		
999999000	KUHLMAN/LLOYD	68.00	1 Transactions		
999999000	MAUDAL/DARLENE	32.60	1 Transactions		
999999000	REES/PAUL	20.00	1 Transactions		
999999000	TEMPLIN/GLORIA	20.00	1 Transactions		
999999000	TENNEY/JOHN	35.12	1 Transactions		
13 Fund Total:		326.61	Taxes & Penalties	10 Vendors	10 Transactions

WLB1

12/2/25

2:30PM

19 Long Lake Conservation Cen

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 13

Vendor Name
No.

Amount

9562 Advanced Business Methods, Inc.

198.62

2 Transactions

9561 Amazon Business

57.68

1 Transactions

15300 MCGREGOR ACE HARDWARE

8.99

1 Transactions

3810 Paulbeck's County Market

22.99

1 Transactions

10076 PFS Minnesota

1,882.42

1 Transactions

4968 Upper Lakes Foods, Inc

2,384.99

2 Transactions

5171 Willey's Marine Inc

25.99

1 Transactions

19 Fund Total:

4,581.68

Long Lake Conservation Center

7 Vendors

9 Transactions

WLB1
12/2/25 2:30PM
21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount			
9561	Amazon Business	109.98	1 Transactions		
3024	Kingsley/Russell Lee	9,275.00	1 Transactions		
3950	Public Utilities	149.12	2 Transactions		
4927	Turnock/Franklin Allen	400.00	1 Transactions		
21 Fund Total:		9,934.10	Parks	4 Vendors	5 Transactions

WLB1
12/2/25 2:30PM
22 Coronavirus Relief Fund

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	<u>Name</u>	<u>Amount</u>			
9085	Climate Makers Inc	24,500.00	1 Transactions		
22 Fund Total:		24,500.00	Coronavirus Relief Fund	1 Vendors	1 Transactions
Final Total:		338,267.73	138 Vendors	319 Transactions	

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	216,530.35	General Fund	
2	812.00	Reserves Fund	
3	47,271.22	Road & Bridge	
5	1,178.00	Health & Human Services	
10	30,496.27	Trust	
11	2,637.50	Forest Development	
13	326.61	Taxes & Penalties	
19	4,581.68	Long Lake Conservation Center	
21	9,934.10	Parks	
22	24,500.00	Coronavirus Relief Fund	
All Funds	338,267.73	Total	Approved by,
		
		

WLB1
12/4/25

10:09AM

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



2M

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



1 General Fund

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

Vendor No.	Name	Amount			
10784	Old National Bank	109.16	22 Transactions		
1 Fund Total:		109.16	General Fund	1 Vendors	22 Transactions

3 Road & Bridge

Aitkin County

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



Vendor No.	Name	Amount			
10784	Old National Bank	815.17	27 Transactions		
3 Fund Total:		815.17	Road & Bridge	1 Vendors	27 Transactions

WLB1
12/4/25 10:09AM
10 Trust

Aitkin County

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



Vendor No.	Name	Amount			
10784	Old National Bank	94.30		4 Transactions	
10 Fund Total:		94.30	Trust	1 Vendors	4 Transactions

WLB1
12/4/25 10:09AM
19 Long Lake Conservation Cen

Aitkin County

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



Vendor No.	Name	Amount			
10784	Old National Bank	223.84	10 Transactions		
19 Fund Total:		223.84	Long Lake Conservation Center	1 Vendors	10 Transactions

WLB1
12/4/25 10:09AM
21 Parks

Aitkin County

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



Vendor No.	Name	Amount			
10784	Old National Bank	17.36		9 Transactions	
21 Fund Total:		17.36	Parks	1 Vendors	9 Transactions
Final Total:		1,259.83	5 Vendors	72 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	109.16	General Fund
3	815.17	Road & Bridge
10	94.30	Trust
19	223.84	Long Lake Conservation Center
21	17.36	Parks
All Funds	1,259.83	Total

Approved by,

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.....



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: 12/16/2025

Title of Item: Aitkin County Electronic Funds Policy/Procedure

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Approve annual resolution authorizing EFT activities to the County Treasurer for the year 2026		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve annual resolution authorizing EFT activities to the County Treasurer for the year 2026		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Resolution #20251216-xxx Aitkin County Electronic Funds Policy/Procedure

WHEREAS, Minnesota Statute 471.38, allows for the use of electronic fund transfer as a means of making various payments,

WHEREAS, a local government may make an electronic funds transfer for the following:

- A. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- B. For a payment of tax or aid anticipation certificates;
- C. For a payment of contributions to pension and retirement funds;
- D. For vendor payments; and
- E. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, The County Board shall annually delegate the authority to make electronic funds transfers to the County Treasurer and the County Treasurer may designate Treasurer, Auditor , Payroll and Health and Human services staff to initiate electronic funds transfers.

THEREFORE, BE IT RESOLVED, that the Aitkin County Board delegates the authority to make electronic funds transfers to the Aitkin County Treasurer and for the County Treasurer to designate county staff to make electronic funds transfers for the year 2026.

BE IT FURTHER RESOLVED, that the County Treasurer will:

- A. Provide a copy of this resolution to the disbursing bank;
- B. Identify the initiator of the transaction and document the transaction with proper approval including confirmation of transaction;

Provide a list of all transactions made by electronic fund transfer to the County Board, regularly.

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

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



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: 12/16/2025

Title of Item: Reaffirm Change Funds

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Reaffirm Change funds that the county holds.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Resolution #20251216-xxx Reaffirming Change/Petty Cash Funds

BE IT RESOLVED, The Aitkin County Board of Commissioners reaffirms the following funds

Treasurer	\$800.00
Recorder	\$1000.00
Health	\$50.00
Human Resources	\$500.00
Sheriff	\$400.00
License Center	<u>\$1000.00</u>
Total General Fund	\$3750.00
Emergency Revolving fund	\$3000.00
Total Health and Human Services	\$3000.00
Long Lake Conservation Center	\$1000.00
Total for all change funds	\$7750.00

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

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

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>			
14590	ACKLEY/ISAAC	488.96	6 Transactions
9562	Advanced Business Methods, Inc.	1,179.44	6 Transactions
88284	Aitkin Co Recorder	13.00	1 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	1,024.89	2 Transactions
9177	BAYLISS/KELLI	185.00	1 Transactions
13725	Beartooth Hardware Inc	15.99	1 Transactions
10142	Campbell/Leigh	185.00	1 Transactions
9085	Climate Makers Inc	62,935.70	1 Transactions
13545	Contegrity Group, Inc.	20,646.43	2 Transactions
10855	Culligan Soft Water	15.00	3 Transactions
9682	DREWES/VICKI	185.00	1 Transactions
12098	DRUAR/TAWNY	185.00	1 Transactions
10721	Ebert Construction	241,977.22	1 Transactions
6111	Ekelund/Gordon	185.00	1 Transactions
11908	FIXSEN/FRED	185.00	1 Transactions
12094	FLIER/AMANDA	60.72	1 Transactions
9462	Forty (40) Club Inn & Banquet Center	182.17	1 Transactions
10580	Fossum/Jozee	236.15	3 Transactions
10655	Geionety/Timothy	1,141.20	1 Transactions
13830	HAMDORF/BREA	200.00	1 Transactions
10415	Heins/Darla	185.00	1 Transactions
10539	Henderson/Amy	161.00	1 Transactions
10605	Herrick/Richard	269.03	2 Transactions
9915	Holloway/Christy	225.75	2 Transactions
10526	Jarvela/Jennifer	94.72	2 Transactions
10515	Kliber/Kurt	185.00	1 Transactions
13920	LANE/TONI	121.20	1 Transactions
10108	Lewis/Shawn M	185.00	1 Transactions
10182	Loeffelholz/Keith	185.00	1 Transactions
9163	Magness/Luke	688.64	8 Transactions
9182	MICMAHON/ANNE K	185.00	1 Transactions
9456	Meger/Shanda	318.57	3 Transactions
9692	Minnesota Energy Resources Corporation	273.07	3 Transactions
10842	Nelson LADC/Robert	1,050.00	1 Transactions
10258	Next Chapter Technology, Inc	145.00	3 Transactions
13296	NORDQUIST/JOHN	185.00	1 Transactions

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
3639	Northland Counseling Ctr Inc	2,938.50	10 Transactions
10401	Olson/Shelley	185.00	1 Transactions
9014	PAPER STORM	48.60	3 Transactions
10740	Paul Bunyan Communications	90.00	1 Transactions
9135	Peysar/Lois	460.34	4 Transactions
10770	Pool/Jaime	280.95	6 Transactions
3950	Public Utilities	332.78	3 Transactions
12010	RADUENZ/ RODNEY	185.00	1 Transactions
9127	RUSCHMEIER/JEFF A	185.00	1 Transactions
13876	SCHOENROCK/ADAM	248.14	2 Transactions
9618	Seffl/Michelle	185.00	1 Transactions
10671	Selander Coaching and Consulting	44,500.00	2 Transactions
86177	Sheriff Aitkin County	60.00	1 Transactions
13729	SIMS/MEGAN REBECCA	322.74	1 Transactions
10305	Sipe/John	356.30	6 Transactions
10550	Skinaway Fineday/Julie	535.65	10 Transactions
4507	Sorensen-Root Thompson Funeral Home	1,720.00	1 Transactions
15347	St Louis County - PHHS	1,245.58	2 Transactions
10698	Stericycle,Inc	92.36	4 Transactions
10530	The Therapist PLC	530.00	3 Transactions
4777	Thelen Heating & Roofing Inc	70,870.00	1 Transactions
9567	THOMPSON/ANESSA	165.95	2 Transactions
10930	Tidholm Productions	902.46	2 Transactions
9736	Timber Lakes Portable Services, LLC	350.00	1 Transactions
11728	Tuil/Jennifer	183.00	1 Transactions
10739	Tuncel/Alexandra	344.99	7 Transactions
10601	Ukutegebe/Zachariah	185.00	1 Transactions
9268	VFW Post 1727, Roberts-Glad Post 1727	2,650.00	1 Transactions
10440	Young/Griffin	498.37	3 Transactions
10659	Zapf/Joan	185.00	1 Transactions
Final Total		466,520.56	66 Vendors 151 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	18.47	General Fund
5	465,452.09	Health & Human Services
25	1,050.00	Opioid Remediation Settlement
All Funds	466,520.56	Total

Approved by,

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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

crs1

12/4/25

1:39PM

Health & Human Services

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 2

Vendor Name

No.

Amount

14958 Holden Electric Co.

115,900.00

1 Transactions

Final Total

115,900.00

1 Vendors

1 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	115,900.00	Health & Human Services
All Funds	115,900.00	Total

Approved by,

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WLB1
12/5/25 12:53PM

Aitkin County



2R

1 General Fund

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

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10789 Old National Bank (ELAN)						
6	01-043-000-0000-6240		35.75 CMA UPGRADE FROM TRAINEE ERIKA	012JG8Z0BQ	Dues & License Renewal	N
8	01-001-000-0000-6241		550.00 KEARNEY REG - 2026 NACO CONF	0153	Registration Fee	N
			02/21/2026 02/24/2026			
9	01-053-000-0000-6268		267.95 10 FIRST AID/CPR/AED WORKBOOKS	0153	Staff Training, Development	N
			11/03/2025 11/10/2025			
19	01-049-000-0000-6485		4.95- NEWEGG SALES TAX REFUND	11032025	Computer/Technology Supplies	N
5	01-200-019-0000-6405		172.00 K-9 CARDS	20251106C	Office Supplies	N
17	01-001-000-0000-6330		532.97 AIRPLANE TICKET-NACO CONF.	3014	Transportation/Travel/Parking	N
			02/20/2026 02/25/2026			
18	01-001-000-0000-6330		29.31 TRAVEL INSURANCE	3014	Transportation/Travel/Parking	N
			02/20/2026 02/25/2026			
10	01-053-000-0000-6360		165.00 APPLICANTSTACK MONTHLY	4439	Services, Labor, Contracts	N
			11/01/2025 12/01/2025			
11	01-053-000-0000-6360		20.00 CHAT GPT MONTHLY	4439	Services, Labor, Contracts	N
			11/13/2025 12/13/2025			
4	01-200-000-0000-6205		7.25 POSTAGE MAIL BADGE	5314761962	Postage	N
2	01-252-000-0000-6422		26.48 MR CLEAN CLEANING SUPPLIES	531639438116	Janitorial Supplies	N
1	01-252-003-0000-6335		31.78 #301 MEETING GAS	548873	Gas/Vehicle Fuel Charges	N
3	01-045-000-0000-6335		8.94 #200 DISPATCH MTG - CARLTON	7857	Gas/Vehicle Fuel Charges	N
7	01-711-000-0000-6240		59.85 CONSTANT CONTACT MONTHLY	9370	Membership/Dues/Association Fees	N
			11/05/2025 11/05/2025			
15	01-100-196-0000-6360		20.00 CHAT GPT SUBSCRIPTION	CMBSMZFP-0004	Services, Labor, Contracts-Recorder's	N
16	01-045-000-0000-6335		23.46 FUEL-PRIA MEETING	NOVEMBER 2025	Gas/Vehicle Fuel Charges	N
			11/13/2025 11/13/2025			
10789	Old National Bank (ELAN)		1,945.79	16	Transactions	
1 Fund Total:			1,945.79	General Fund	1 Vendors	16 Transactions

WLB1
12/5/25 12:53PM
10 Trust

Aitkin County



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

Page 3

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>		<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
12	10789	Old National Bank (ELAN)		48.00	OUTDOOR NEWS SUBSCRIPTION	492744	Membership/Dues/Association Fees	N
		10-923-000-0000-6240			11/12/2025 11/12/2025			
	10789	Old National Bank (ELAN)		48.00	1 Transactions			
10 Fund Total:				48.00	Trust	1 Vendors	1 Transactions	

WLB1

12/5/25

12:53PM

19 Long Lake Conservation Cen

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	10789	Old National Bank (ELAN)					
14	19-521-000-0000-6454		783.50	COMMISARY STOCKING CAPS	112025	Commissary Supplies-Non Jail	N
13	19-524-000-0000-6590		69.91	ICE MAKER REPAIRS	112025	Repair & Maintenance Supplies	N
	10789	Old National Bank (ELAN)	853.41	2 Transactions			
19 Fund Total:			853.41	Long Lake Conservation Center	1 Vendors	2 Transactions	
Final Total:			2,847.20	3 Vendors	19 Transactions		

WLB1
12/5/25 12:53PM

Aitkin County



3 Road & Bridge

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

Page 2

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>		<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
1	10789	Old National Bank (ELAN)		59.00	SWATARA INTERNET	ELAN STMT 11-14-2	Telephone	N
		03-303-000-0000-6220						
	10789	Old National Bank (ELAN)		59.00	1 Transactions			
3 Fund Total:				59.00	Road & Bridge	1 Vendors	1 Transactions	
Final Total:				59.00	1 Vendors	1 Transactions		

WLB1

12/5/25

12:53PM

Aitkin County



1 General Fund

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>		<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
4	10789	Old National Bank (ELAN)		27.13	HHS COUNTY CAR GAS REIMB		Gas/Vehicle Fuel Charges	N
		01-045-000-0000-6335			11/06/2025 11/06/2025			
	10789	Old National Bank (ELAN)		27.13	1 Transactions			
1 Fund Total:				27.13	General Fund	1 Vendors	1 Transactions	

WLB1

12/5/25

12:53PM

5 Health & Human Services

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	10789 Old National Bank (ELAN) 05-400-440-0410-6332		43.25	ADMIN-LODGING MACSSA CONF 11/04/2025 11/06/2025		Hotel/Lodging	N
2	05-420-600-4800-6332		101.94	ADMIN-LODGING MACSSA CONF 11/04/2025 11/06/2025		Hotel/Lodging	N
3	05-430-700-4800-6332		163.73	ADMIN-LODGING MACSSA CONF 11/04/2025 11/06/2025		Hotel/Lodging	N
5	05-400-440-0410-6266		2.80	AVAILITY 10/25 10/01/2025 10/31/2025	INV01479642	Software Fees/License Fees	N
6	05-420-600-4800-6266		6.60	AVAILITY 10/25 10/01/2025 10/31/2025	INV01479642	Software Fees/License Fees	N
7	05-430-700-4800-6266		10.60	AVAILITY 10/25 10/01/2025 10/31/2025	INV01479642	Software Fees/License Fees	N
	10789 Old National Bank (ELAN)		328.92	6 Transactions			
5 Fund Total:			328.92	Health & Human Services	1 Vendors	6 Transactions	
Final Total:			356.05	2 Vendors	7 Transactions		

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	27.13	General Fund
5	328.92	Health & Human Services
All Funds	356.05	Total

Approved by,

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Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	1,945.79	General Fund	
10	48.00	Trust	
19	853.41	Long Lake Conservation Center	
All Funds	2,847.20	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>
3	59.00	Road & Bridge
All Funds	59.00	Total

Approved by,
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Total Elan pd 11.20.25 = \$3,262.25



Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: Cash Balance Report - November 2025

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Information Only
Submitted by: 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 November 30, 2025.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Informational Only.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

12/5/2025

CASH BALANCE SHEET

	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE
	09/30/25	10/31/25	11/30/25	12/31/24	12/31/23	12/31/22	12/31/21
INVESTMENTS	30,639,823.30	34,519,115.18	30,320,529.83	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	18,832,862.86	17,837,281.62	18,141,683.73	15,954,763.57	14,528,551.70	14,109,614.93
ROAD & BRIDGE - Fund 3	2,572,344.39	2,888,261.97	2,745,744.63	3,838,217.82	4,058,895.47	2,230,541.57	1,531,679.66
Unorgized Townships - Fund 4	508,511.67	520,041.22	520,625.55	377,829.52	418,377.64	428,656.35	513,900.22
HEALTH & HUMAN SERVICES - Fund 5	6,137,762.83	6,504,227.19	6,411,943.08	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	70,247.00	70,247.00
DEBT SERVICE - Fund 6	502,907.63	707,589.54	710,712.71	819,903.27	766,520.88	712,886.12	667,237.20
Ditch - Fund 7	39,967.08	40,076.43	40,186.50	38,952.73	38,262.78	37,280.97	36,921.80
STATE - Fund 9	108,185.37	172,453.38	87,061.45	138,944.53	176,481.53	152,930.30	140,016.66
TRUST - Fund 10	2,631,160.54	2,649,533.85	2,648,649.55	1,841,674.87	2,037,464.17	2,354,738.83	1,819,303.22
LAND - Fund 11	966,769.95	847,773.21	715,599.85	545,061.38	602,221.06	647,195.90	788,950.96
TOWNSHIPS/SCHOOLS/ARDC - Fund 12	560,986.94	3,739,790.80	80,636.47	662,621.04	762,783.47	702,259.77	584,881.42
TAXES & PENALTIES - FUND 13	3,278,497.42	362,142.34	716,875.32	0.00	429.00	0.00	3,796.54
COLLABORATIVE AGENCY - FUND 15	150,566.71	71,004.71	85,989.71	91,168.71	70,557.33	77,102.14	72,411.03
ENVIRONMENTAL TRUST - FUND 18	468,399.11	468,463.19	468,527.69	457,677.38	482,753.04	457,818.59	457,818.59
LLCC - Fund 19	(329,483.22)	(388,587.29)	(360,322.91)	38,514.78	21,327.43	0.00	0.00
PARKS - Fund 21	(410,545.00)	(528,004.97)	(567,314.31)	(500,440.18)	(170,531.73)	101.00	119,713.47
ARPA - Fund 22	408,490.58	380,143.23	379,999.35	664,700.96	1,697,676.83	2,070,440.91	1,308,817.34
OPIOID SETTLEMENT - Fund 25	675,945.64	663,710.47	663,701.73	650,908.93	285,894.22	250,088.50	0.00
HOUSING TRUST FUND - Fund 85	215,321.00	215,321.00	215,321.00	194,444.00	97,222.00	0.00	0.00
TOTAL CASH & INVESTMENTS	35,349,278.51	38,217,050.13	33,471,465.99	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



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 Please Explain:	

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 taxation, 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.

Joe Briskin
Signature of Applicant

11/12/20
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 Joe Briskin

STREET ADDRESS OF APPLICANT

321 Oakwood Drive Road
Will City, MN 55718

PHONE NUMBERS

DAYS 612-387-5142
EVENINGS none

For Office Use Only

Date Appointed: _____ Date of Term Expiration: _____ Term # _____



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: Appointment for District 5 Planning Commission

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: 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 9 of the Aitkin County Zoning Ordinance, I am requesting the appointment of Mr. Dave Lange to the Planning Commission for District 5 in Aitkin County. Dave has served faithfully and has been a very valuable member of the Planning Commission for many years. There were no other applications received for this position. Please see attached application.		
Alternatives, Options, Effects on Others/Comments: Motion to deny Dave Lange as District 5 representative on the Planning Commission		
Recommended Action/Motion: Motion to approve the appointment of Dave Lange as District 5 representative on the Planning Commission		
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:

Planning Commission

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)

Life long Resident

Mayor Hill City

Erosion Control Specialist

Controlled Landscaping

Licensed Sewer Installer

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

David Lane

Signature of Applicant

Date

11/17/25

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 _____

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

NAME OF APPLICANT: DAVID LANE

STREET ADDRESS OF APPLICANT:

505 West 10th Ave
Hill City, Minn 55748

PHONE NUMBERS:

DAYS 218-380-6939

EVENINGS "

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____



Board of County Commissioners Agenda Request

2V
Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: Career Coaching Model

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Bobbie Danielson, HR Director		Department: Human Resources Dept.
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>The Revitalization Team, led by Dr. Bill Brendel, developed a new Career Coaching model, which will replace our traditional performance evaluations effective January 1, 2026. The leadership team received training from labor attorney Kristi Hastings on October 8, 2025. All staff will receive an introductory email from the County Administrator providing additional information about this new model. A summary of the new model is attached.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to implement the new Career Coaching model, effective January 1, 2026.		
Financial Impact: <div style="display: flex; justify-content: space-between;"><div><i>Is there a cost associated with this request?</i></div><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div></div> <div style="display: flex; justify-content: space-between;"><div><i>What is the total cost, with tax and shipping? \$</i></div><div></div></div> <div style="display: flex; justify-content: space-between;"><div><i>Is this budgeted?</i></div><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div><i>Please Explain:</i></div></div>		

Aitkin County Career Coaching Guide – Supervisor Instructions (2 Pages)

Purpose

We are replacing annual performance evaluations with **Career Coaching conversations** focused on helping employees grow and meet their career goals.

Disciplinary or performance issues are handled separately — not during these coaching meetings.

Core Principles

- **Employee-Centered:** Focus on the employee's aspirations, strengths, and career growth.
- **Forward-Looking:** Use feedforward (future-focused) conversations instead of rating past performance.
- **Simple & Efficient:** 2 conversations per year, 15 minutes to document.
- **Separate Performance Issues:** If there are job performance concerns, address them outside the coaching session.

Process at a Glance

Step	Action	Outcome
1. Invite	Supervisor invites employee to reflect on career goals.	Shared understanding of aspirations.
2. Align	Align goals with departmental needs.	Mutually beneficial growth goals.
3. Agree	Agree on 2–3 clear growth goals.	Documented plan with actions.
4. Coach	Conduct feedforward conversations at least 2x/year.	Ongoing development.
5. Follow-Up	Send short summary email after each session. CareerCoaching@aitkincountymn.gov	Shared accountability.

Step 1: Invite Employees to Dream

Ask open-ended questions to help the employee articulate their goals:

- "What aspects of your work are you most passionate about?"
- "Where do you see your career in the next 3-5 years?"
- "What skills would you like to develop to achieve these goals?"
- "How can your current role be adjusted to align more closely with your interests?"

Document aspirations on the **Career Coaching Form**.

Step 2: Align Employee's Dreams with Performance Goals

- Identify **how the employee's goals support departmental needs**.
- Analyze their idea of what a star performer would be in this position and then identify the skills and behaviors that would contribute to their success.
- Translate broad personal goals into **clear, actionable growth points**.
- Keep goals realistic and achievable within the year.

Example:

Employee: “I want to get better with technology.”

Supervisor: “Let’s focus on mastering the new document system to improve turnaround time.”

Step 3: Agree on Action Plan

- Limit to **2–3 growth goals**. Identify support/resources (training, mentoring, job shadowing, project work). Document on the form and agree on a timeline.
-

Step 4: Feedforward Conversation

Hold at least **two sessions annually** (or more if desired).

- Keep it future-focused.
 - Celebrate progress.
 - Adjust goals as needed.
 - Use the **No-FEAR** framework:
 - **Frame** the conversation around specific development goals.
 - **Explore** the employee’s perspective and progress.
 - **Acknowledge** the efforts and challenges encountered.
 - **Respond** with support and agree on future actions.
-

Step 5: Follow-Up Email Summary

Immediately after the session:

- Summarize key points from the discussion, agreed upon actions, and express appreciation for the employee’s efforts.
- CC: CareerCoaching@AitkinCountyMN.gov
- Keep it short and positive.
- Do **not** include disciplinary content.

Sample Email

Hi [Employee],

Thank you for today’s conversation. I appreciate your focus on [goal]. We agreed on next steps: [list]. I’ll support by [resource/training/etc.]. Let’s reconnect on [date].

Thanks for your commitment to growing your career.

– [Supervisor]

Handling Performance Problems

If performance concerns arise: Address them **immediately and separately**. Do not mix with career coaching. Consult HR as needed. Use performance improvement or disciplinary tools appropriately.

Key Tips for Supervisors

- Keep the conversation positive and solution oriented. Use active listening and open questions.
- Encourage employees to own their development. Celebrate small wins. Keep it simple: 2–3 goals, short follow-ups, clear next steps.

Career Coaching Form – Supervisor & Employee (1 Page)

Employee Name	Position	Department	Date

Step 1. Career Aspirations (Employee Input)

- What aspects of your work are you most passionate about?
- Where do you see your career in the next 3-5 years?
- What skills would you like to develop to achieve these goals?
- How can your current role be adjusted to align more closely with your interests?

[space reserved for notes]

Step 2. Aligning Employee Career Aspirations with Performance Goals

- Identify how the employee's goals support departmental needs.
- Analyze their idea of what a star performer would be in this position and then identify the skills and behaviors that would contribute to their success.
- Translate broad personal goals into clear, actionable growth points.
- Keep goals realistic and achievable within the year.

[space reserved for notes]

Step 3. Agreement on Action Plan

Hold at least **two sessions annually** (or more if desired). Keep it future-focused. Celebrate progress. Adjust goals as needed. Use the **No-FEAR** framework (see page 2).

Growth Goals (limit to 2-3)	Support/Resources	Timeline

Step 4. Feedforward Conversation / Check-In Date Progress Notes / Next Steps

[space reserved for notes]

Step 5. Follow-up Email Summary *(Email summary sent to CareerCoaching@aitkincountymn.gov)*

Summarize key points from the discussion, agreed upon actions, and express appreciation for the employee's efforts. Keep it short and positive.

[space reserved for notes]

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Board of County Commissioners Agenda Request

2W
Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: Personnel Policy Update Article III, Section G Meal Periods

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Bobbie Danielson, HR Director		Department: Human Resources Dept.
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>We are reviewing meal and break policies with the law changing on 1/1/2026.</p> <p>One minor edit is recommended to the personnel policy Meal Periods paragraph. Insert "by their supervisor". This is not a substantive change, just for clarity/readability.</p> <p>Article III, Employment, Hours of Work, Section G Personnel Policy update.</p> <p>Meal Periods The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he or she is required to perform any duties, whether active or inactive, while eating. If the employee is not completely relieved from duty, the meal period must be counted as hours worked. For example, an employee who is required [insert: by their supervisor] to remain at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to edit Article III, Employment, Hours of Work, Section G, the Meal Periods policy as shown above, effective December 16, 2025.		
Financial Impact: <p><i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p>		



Board of County Commissioners Agenda Request

2X
Agenda Item #

Requested Meeting Date: December 23, 2025

Title of Item: Fire Protection Contract - City of Palisade

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: 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 2027 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 2027. _ Payment due December 2026.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

CITY OF PALISADE
Palisade Fire Department
2027 Agreement of Fire Protection

This Agreement Made and entered on December 1st, 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: \$6291 50-25 \$1,937 50-26: \$1,939 50-27: \$414 51-25: \$352 = \$10,933

The amount of \$10,933 due and payable by December 31, 2026.

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 December 31, 2026.

CONTRACT DATE: JANUARY 1, 2027 to DECEMBER 31, 2027.

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.



Board of County Commissioners Agenda Request

2Y
Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: County Liquor and 3.2% Malt Liquor Licenses for 2026

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Christy M. Bishop		Department: Auditor
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Applications for County Liquor Licenses for 2026 and Renewal of 3.2% Malt Liquor License Applications subject to completion of all paperwork and all signatures that are required. (Current listing of establishments will be presented at the board meeting.)		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Resolution to approve Liquor Licenses, subject to completion of all documents and required signatures.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

Resolution #20251216-xxx County Liquor Licenses 2026

WHEREAS, approval of applications is subject to the completion of all paperwork in full.

WHEREAS, licenses are valid effective January 1, 2026, through the period ending December 31, 2026.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following liquor licenses for a period from January 1, 2026, through December 31, 2026

“ON, “OFF” and SUNDAY” Sale:

Bann’s Bar & Café Inc., d/b/a **Bann’s Bar & Café** – Shamrock Township
This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

Gabeshiwigamig Niish, LLC, d/b/a **Big Sandy Lodge & Resort** - Shamrock Township
This establishment has an address of 20534 487th Street, McGregor, MN 55760

The Blue Moose on the Lake Inc., d/b/a **The Blue Moose on the Lake** – Shamrock Township
This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760

Castaway’s LLC, d/b/a **Castaways** – Lakeside Township
This establishment has an address of 32360 215th Lane, Isle, MN 56342

Corner Club LLC, d/b/a **Corner Club** – Macville Township
This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Denny’s Lakeview Inn LLC, d/b/a **Denny’s Lakeview Inn** – Glen Township
This establishment has an address of 33592 300th Place, Aitkin, MN 56431

Eagle Point Inc., d/b/a **Eagle Point** – Shamrock Township
This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

Kirby’s Place LLC, d/b/a **Kirby’s Place**– Workman Township
This establishment has an address of 50933 State Highway 65, McGregor, MN 55760

Ty & C, LLC, d/b/a **Fireside Inn** – Jevne Township
This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township
This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

Hillcrest Resort McGregor LLC, d/b/a **Hillcrest Resort** – Shamrock Township
This establishment has an address of 20612 498th Lane, McGregor, MN 55760

Pepera Properties Inc., d/b/a **Jackson's Hole** – Salo Township
This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760
Chuhanic Inc., d/b/a **The Joint Bennettville MN** – Hazelton Township
This establishment has an address of 26838 US Hwy 169, Aitkin, MN 56431

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township
This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

Maverick Beaver Investments, LLC, d/b/a **The Sandy Beaver** – Workman Township
This establishment has an address of 51866 224th Place, McGregor, MN 55760

Minnesota National Golf Club & Resort, LLC, d/b/a **Minnesota National Golf Club & Resort** –
Workman Township –
This establishment has an address of 23247 480th St., McGregor, MN 55760

Mudflats Bar & Grill, LLC, d/b/a **Mudflats Bar & Grill** – Wealthwood Township –
This establishment has an address of 36569 State Highway 18, Aitkin, MN 56431

D & G Marklund Inc., d/b/a **Pine Inn** – Malmo Township
This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

Red Rock Bar & Grill LLC, d/b/a **Red Rock Bar & Grill** – Shamrock Township
This establishment has an address of 49463 202nd Place, McGregor, MN 55760

Round Lake Resort LLC, d/b/a **Round Lake Resort** – Shamrock Township
This establishment has an address of 16469 Goshawk Street, McGregor, MN 55760

“ON & OFF” Sale:

Last “Chance” Pub N’ Grub, d/b/a **Last “Chance” Pub N’ Grub, LLC** – Shamrock Township
This establishment has an address of 51272 Lake Avenue McGregor, MN 55760

“OFF” Sale:

1865 Liquor, LLC d/b/a **1865 Liquor** – Williams Township
This establishment has an address of 14072 State Highway 65 McGrath, MN 56350

DAM of Aitkin Lakes Inc., d/b/a **Farm Island Store** – Farm Island Township
This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

Lotus Business, Inc, d/b/a **Willey’s Sports Shop & Spirits** – Shamrock Township
This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

Mississippi Landing, Inc d/b/a **Mississippi Landing** – Ball Bluff Township
This establishment has an address of 68298 Minnesota Highway 65 Jacobson, MN 55752

North Liquor Inc., d/b/a **The Glen Store & Grill** – Malmo Township
This establishment has an address of 31993 280th St., Suite A, Aitkin, MN 56431

OM Malmo, LLC, d/b/a **Malmo Market** – Malmo Township
This establishment has an address of 32060 220th St., Aitkin, MN 56431

Petry's Bait Mille Lacs, Inc. d/b/a **Lake Liquors** – Malmo Township
This establishment has an address of 22167 State Hwy 47/Suite 300, Aitkin, MN 56431

TJ's Liquor Inc., d/b/a **TJ's Liquor** – Malmo Township
This establishment has an address of 22039 321st Ave., Aitkin, MN 56431

McGregor Spirits LLC, d/b/a **McGregor Spirits** – Jevne Township
This establishment has an address of 41561 State Hwy 65, Suite B, McGregor, MN 55760

“ON” & “SUNDAY” Sale:

Zorbaz of Big Sandy Lake Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township
This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

Cocktails Drafts & Eats, Inc., d/b/a **The Craft House** – Shamrock Township
This establishment has an address of 19037 Goshawk Street, McGregor, MN 55760

Cocktails Drafts & Eats, Inc., d/b/a **Jack's Shack** – Rice River Township
This establishment has an address of 29954 State Highway 56, McGregor, MN 55760

North Café, Inc. d/b/a **North Café** - Malmo Township
This establishment has an address of 31993 280th St., Suite B, Aitkin, MN 56431

RD Experience, LLC, d/b/a **The Red Door Resort** – Wealthwood Township
This establishment has an address of 38421 State Highway 18 Aitkin, MN 56431

“ON” Sale – WINE-STRONG BEER and 3.2 Malt Liquor Licenses:

Danny J. Volk, d/b/a **Hidden Meadows Campground Bar & Grill** – Unorg 48-27 Township
This establishment has an address of 42206 438th Ln., Aitkin, MN 56431

202 Tavern LLC, d/b/a **202 Tavern**– Shamrock Township
This establishment has an address of 49482 202nd Place, McGregor, MN 55760

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

STATE OF MINNESOTA}
COUNTY OF AITKIN}



Board of County Commissioners Agenda Request

2Z
Agenda Item #

Requested Meeting Date: 12-16-25

Title of Item: Final Contract Payment #20254

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: <p>Authorization by the attached resolution is requested to make final payment to TNT Construction Group, LLC, Grand Rapids, MN in the amount of \$3,544.24 for Contract No. 20254, which included processing of aggregate surfacing material at three gravel pit locations. This contract also included processing of aggregate surfacing material for Ball Bluff Township and the Aitkin County Land Department.</p> <p>The final contract amount of \$354,423.83 is 0.1% above the bid amount of \$353,980.00.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve resolution.		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ 3,544.24</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p> <p>An aggregate processing contract is performed once every two years. \$223,000 and \$225,000 were budgeted in 2025 and 2026, respectively, for aggregate surfacing.</p>		

Contract Number: 20254
Final Pay Request Number: 5

Project Number	Project Description
CP 001-090-043	2025 Aggregate Crushing in Various County Pits

Contractor: TNT Construction Group, LLC 40 County Road 63 Grand Rapids, MN 55744	Vendor Number: 230-10516 Up To Date: 10/10/2025
--	--

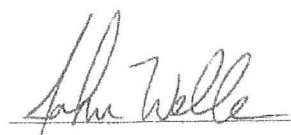
Contract Amount		Funds Encumbered	
Original Contract	\$353,980.00	Original	\$353,980.00
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$353,980.00	Total	\$353,980.00

Work Certified To Date	
Base Bid Items	\$354,423.83
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$354,423.83


Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 001-090-043	\$0.00	\$354,423.83	\$0.00	\$350,879.59	\$3,544.24	\$354,423.83

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$354,423.83	\$0.00	\$350,879.59	\$3,544.24	\$354,423.83
Percent: Retained: 0%			Percent Complete: 100.13 %		
Amount Paid this Final Pay Request: \$3,544.24					

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher


John Welle – P.E. No. 24340
Aitkin County Highway Engineer

10-13-25
Date


TNT Construction Group, LLC

10/20/2025
Date

03-303-4519
Account Number

Project No. : CP 001-090-043
Final Pay Request No. : 5
Contract No.: 20254

Certificate of Final Contract Acceptance
Final Voucher Number: 5

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 10-13-25 Signature [Signature] County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$354,423.83 and agrees to the amount of \$3,544.24 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: TNT Construction Group, LLC

By Janet Hammerlund, President

And _____ And _____ State of, MN

On This 20 Day October, 2025, Before me appeared Janet Hammerlund To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

Janet Hammerlund And _____ to me personally known, who, being each by me duly sworn

each did say that they are respectively the President and _____ of the

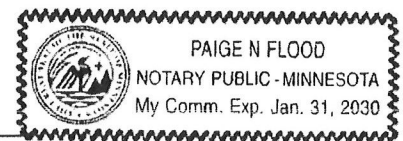
TNT Construction Group Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

President and said _____ and _____

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in Hasca County

Seal Expires 12-31-2030 Signature [Signature]



I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Aitkin County Highway Department
1211 Air Park Drive
Aitkin, MN 56431

Contract No: 20254
Final Pay Request No. 5

**Aitkin County Highway Department
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 20254
Contractor: TNT Construction Group, LLC
Date Certified: 10/10/2025
Payment Number: 5

Whereas; Contract No. 20254 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Aitkin County Highway Department and authorize final payment as specified herein.

State of _____

I, _____, Aitkin County Administrator, within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At _____,

Signed By _____

Aitkin County Administrator

(SEAL)

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-05-27	\$116,666.03	\$5,833.30	\$110,832.73
2	2025-06-12	\$114,043.85	\$5,702.19	\$108,341.66
3	2025-07-11	\$123,713.95	\$6,185.70	\$117,528.25
4	2025-08-12	\$0.00	(\$14,176.95)	\$14,176.95
5	2025-10-10	\$0.00	(\$3,544.24)	\$3,544.24

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Pliny Pit - Highway Dept		\$114,043.85	\$0.00	\$112,903.41	\$1,140.44	\$114,043.85
Swatara Pit - Highway Dept		\$106,618.29	\$0.00	\$105,552.10	\$1,066.19	\$106,618.29
Swatara Pit - Land Dept		\$10,047.74	\$0.00	\$9,947.26	\$100.48	\$10,047.74
Ball Bluff Pit - Ball Bluff Township		\$24,885.50	\$0.00	\$24,636.65	\$248.85	\$24,885.50
Ball Bluff Pit - Highway Dept		\$88,753.55	\$0.00	\$87,866.01	\$887.54	\$88,753.55
Ball Bluff Pit - Land Dept		\$10,074.90	\$0.00	\$9,974.16	\$100.74	\$10,074.90

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
008	Local - Maintenance	\$3,295.39	\$329,130.00	\$329,130.00	\$329,538.33
009	Township	\$248.85	\$24,850.00	\$24,850.00	\$24,885.50

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
CP 001-090-043	1	2025-05-27	\$116,666.03	\$5,833.30	\$110,832.73
CP 001-090-043	2	2025-06-12	\$114,043.85	\$5,702.19	\$108,341.66
CP 001-090-043	3	2025-07-11	\$123,713.95	\$6,185.70	\$117,528.25
CP 001-090-043	4	2025-08-12	\$0.00	(\$14,176.95)	\$14,176.95
CP 001-090-043	5	2025-10-10	\$0.00	(\$3,544.24)	\$3,544.24

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 001-090-043	Site A - Pliny Pit / Pliny Pit - Highway Dept	\$114,043.85	\$0.00	\$112,903.41	\$1,140.44	\$114,043.85
CP 001-090-043	Site B - Swatara Pit / Swatara Pit - Highway Dept	\$106,618.29	\$0.00	\$105,552.10	\$1,066.19	\$106,618.29
CP 001-090-043	Site B - Swatara Pit / Swatara Pit - Land Dept	\$10,047.74	\$0.00	\$9,947.26	\$100.48	\$10,047.74
CP 001-090-043	Site C - Ball Bluff Pit / Ball Bluff Pit - Ball Bluff Township	\$24,885.50	\$0.00	\$24,636.65	\$248.85	\$24,885.50
CP 001-090-043	Site C - Ball Bluff Pit / Ball Bluff Pit - Highway Dept	\$88,753.55	\$0.00	\$87,866.01	\$887.54	\$88,753.55
CP 001-090-043	Site C - Ball Bluff Pit / Ball Bluff Pit - Land Dept	\$10,074.90	\$0.00	\$9,974.16	\$100.74	\$10,074.90

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 001-090-043	008	\$3,295.39	\$329,130.00	\$329,130.00	\$329,538.33
CP 001-090-043	009	\$248.85	\$24,850.00	\$24,850.00	\$24,885.50

Contract Item Status											
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
CP 001-090-043	1	2211.509	STOCKPILE AGGREGATE CLASS 6 MODIFIED SITE A	TON	\$3.80	30000	0	\$0.00	30011.54	\$114,043.85	
CP 001-090-043	2	2211.509	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE B1	TON	\$3.55	30000	0	\$0.00	30033.32	\$106,618.29	
CP 001-090-043	3	2211.509	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE B2	TON	\$3.55	2800	0	\$0.00	2830.35	\$10,047.74	
CP 001-090-043	4	2211.509	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE C1	TON	\$3.55	25000	0	\$0.00	25001	\$88,753.55	
CP 001-090-043	5	2211.509	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE C2	TON	\$3.55	2800	0	\$0.00	2838	\$10,074.90	
CP 001-090-043	6	2211.509	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE C3	TON	\$3.55	7000	0	\$0.00	7010	\$24,885.50	
Base Bid Totals:								\$0.00		\$354,423.83	

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
CP 001-090-043	2025 Aggregate Crushing	\$0.00	\$354,423.83

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To date	Amount To date
Contract Change Totals:									\$0.00		\$0.00

Contract Change Totals			
Number	Description	Effective Date	Amount

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Aitkin County Highway Department
1211 Air Park Drive
Aitkin, MN 56431

Page 6 of 6

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Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total				\$354,423.83
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Resolution #20251216-xxx Final Contract Payment #20254

WHEREAS, Contract No. 20254 has been completed, and the County Board being fully advised in the premises.

NOW THEREFORE BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to TNT Construction Group, LLC in the amount of \$3,544.24.

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

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



Board of County Commissioners Agenda Request



Requested Meeting Date: 12-16-25

Title of Item: Final Contract Payment #20256

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: <p>Authorization by the attached resolution is requested to make final payment to Casper Construction, Inc., Grand Rapids, MN in the amount of \$3,464.06 for Contract No. 20256, which included gravel road improvements on a 1.3 mile segment of CSAH 29 and a 1-mile segment of Unorganized Township Road 470, which is a townline road between Macville Township and Unorganized Township 51-27. Macville Township paid half of the costs of the Unorganized Township Road 470 improvements.</p> <p>The final contract amount of \$346,406.08 is 5.0% above the bid amount of \$330,000 due to additional quantity of aggregate surfacing being placed on the CSAH 29 segment.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve resolution.		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ 3,464.06</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p> <p>\$250,000 was budgeted for CP 001-029-006 in 2025. \$250,000 was budgeted for CP 001-470-001 in 2023/2024.</p>		

Contract Number: 20256
Final Pay Request Number: 7

Project Number	Project Description
CP 001-029-006	Gravel Road Improvement
CP 001-470-001	Grading

Contractor: Casper Construction, Inc. 212 SE 10th Street Grand Rapids, MN 55744	Vendor Number: 410-10316 Up To Date: 10/10/2025
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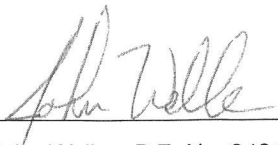
Contract Amount		Funds Encumbered	
Original Contract	\$330,000.00	Original	\$330,000.00
Contract Changes	\$3,663.12	Additional	N/A
Revised Contract	\$333,663.12	Total	\$330,000.00

Work Certified To Date	
Base Bid Items	\$342,742.96
Contract Changes	\$3,663.12
Material On Hand	\$0.00
Total	\$346,406.08

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 001-029-006	\$0.00	\$226,247.95	\$0.00	\$223,985.48	\$2,262.47	\$226,247.95
CP 001-470-001	\$0.00	\$120,158.13	\$0.00	\$118,956.54	\$1,201.59	\$120,158.13

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$346,406.08	\$0.00	\$342,942.02	\$3,464.06	\$346,406.08
Percent: Retained: 0%			Percent Complete: 103.82 %		
Amount Paid this Final Pay Request: \$3,464.06					

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.


John Welle – P.E. No. 24340

10-13-25
Date


Casper Construction, Inc.

10-17-25
Date

Aitkin County Highway Engineer

3-307-6262
Account Number

Project No. : CP 001-029-006
Final Pay Request No. : 7
Contract No.: 20256

Certificate of Final Contract Acceptance
Final Voucher Number: 7

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 10-13-25 Signature *John Walle* County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$346,406.08 and agrees to the amount of \$3,464.06 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Casper Construction, Inc.

By *Jim Watkins*

And _____ And _____ State of ,

On This 17 Day October, 2025, Before me appeared Dan Watkins To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

Dan Watkins And _____, to me personally known, who, being each by me duly sworn

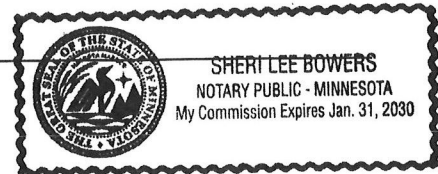
each did say that they are respectively the Project Manager and _____ of the

Casper Construction, Inc. Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Project Manager and said *Jim Watkins* and _____ acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in Itasca County

Seal Expires Jan 31, 2030 Signature *Sheri Lee Bowers*



I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Aitkin County Highway Department
1211 Air Park Drive
Aitkin, MN 56431

Contract No: 20256
Final Pay Request No. 7

Aitkin County Highway Department
Certificate of Final Acceptance
Board Acknowledgment

Contract Number: 20256
Contractor: Casper Construction, Inc.
Date Certified: 10/10/2025
Payment Number: 7

Whereas; Contract No. 20256 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Aitkin County Highway Department and authorize final payment as specified herein.

State of _____

I, _____, Aitkin County Administrator, within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At _____,

Signed By _____

Aitkin County Administrator

(SEAL)

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-06-10	\$16,445.77	\$822.29	\$15,623.48
2	2025-06-29	\$59,852.07	\$2,992.60	\$56,859.47
3	2025-07-27	\$120,079.26	\$6,003.97	\$114,075.29
4	2025-08-19	\$114,805.89	\$5,740.29	\$109,065.60
5	2025-09-22	\$9,721.25	\$486.06	\$9,235.19
6	2025-09-29	\$25,501.84	(\$12,581.15)	\$38,082.99
7	2025-10-10	\$0.00	(\$3,464.06)	\$3,464.06

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 001-029-006		\$226,247.95	\$0.00	\$223,985.48	\$2,262.47	\$226,247.95
CP 001-470-001		\$120,158.13	\$0.00	\$118,956.54	\$1,201.59	\$120,158.13

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
003	Local - Construction	\$2,262.47	\$211,759.00	\$209,259.00	\$226,247.95
009	Township	\$1,201.59	\$121,904.12	\$120,741.00	\$120,158.13

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
CP 001-029-006	1	2025-06-10			
CP 001-029-006	2	2025-06-29			
CP 001-029-006	3	2025-07-27	\$102,432.74	\$5,121.64	\$97,311.10
CP 001-029-006	4	2025-08-19	\$96,074.68	\$4,803.73	\$91,270.95
CP 001-029-006	5	2025-09-22	\$5,241.25	\$262.06	\$4,979.19
CP 001-029-006	6	2025-09-29	\$22,499.28	(\$7,924.96)	\$30,424.24
CP 001-029-006	7	2025-10-10	\$0.00	(\$2,262.47)	\$2,262.47
CP 001-470-001	1	2025-06-10	\$16,445.77	\$822.29	\$15,623.48
CP 001-470-001	2	2025-06-29	\$59,852.07	\$2,992.60	\$56,859.47
CP 001-470-001	3	2025-07-27	\$17,646.52	\$882.33	\$16,764.19
CP 001-470-001	4	2025-08-19	\$18,731.21	\$936.56	\$17,794.65
CP 001-470-001	5	2025-09-22	\$4,480.00	\$224.00	\$4,256.00
CP 001-470-001	6	2025-09-29	\$3,002.56	(\$4,656.19)	\$7,658.75
CP 001-470-001	7	2025-10-10	\$0.00	(\$1,201.59)	\$1,201.59

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 001-029-006	CP 001-029-006	\$226,247.95	\$0.00	\$223,985.48	\$2,262.47	\$226,247.95
CP 001-470-001	CP 001-470-001	\$120,158.13	\$0.00	\$118,956.54	\$1,201.59	\$120,158.13

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 001-029-006	003	\$2,262.47	\$211,759.00	\$209,259.00	\$226,247.95
CP 001-470-001	009	\$1,201.59	\$121,904.12	\$120,741.00	\$120,158.13

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 001-029-006	1	2021.501	MOBILIZATION	LS	\$28,000.00	1	0	\$0.00	1	\$28,000.00
CP 001-029-006	2	2051.501	MAINT AND RESTORATION OF HAUL ROADS	LS	\$1,200.00	1	0	\$0.00	1	\$1,200.00
CP 001-029-006	3	2104.503	REMOVE PIPE CULVERTS	L F	\$7.00	56	0	\$0.00	56	\$392.00
CP 001-029-006	4	2104.503	SALVAGE PIPE CULVERT	L F	\$5.50	36	0	\$0.00	36	\$198.00
CP 001-029-006	5	2106.507	EXCAVATION - COMMON (P)	C Y	\$3.75	2169	0	\$0.00	2169	\$8,133.75
CP 001-029-006	6	2106.507	GRANULAR EMBANKMENT (CV) (P)	C Y	\$11.75	5314	0	\$0.00	5314	\$62,439.50
CP 001-029-006	7	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	\$11.00	1123	0	\$0.00	1123	\$12,353.00
CP 001-029-006	8	2118.601	HAUL AND PLACE AGGREGATE SURFACING CLASS 5 MOD (LV)	CY	\$8.25	2593	0	\$0.00	4509.3	\$37,201.73
CP 001-029-006	9	2451.601	HAUL AND PLACE AGGREGATE BACKFILL (CV)	CY	\$28.00	49	0	\$0.00	55	\$1,540.00
CP 001-029-006	10	2501.503	18" CS PIPE CULVERT	L F	\$48.00	72	0	\$0.00	72	\$3,456.00
CP 001-029-006	11	2501.503	60" CS PIPE CULVERT	L F	\$260.00	60	0	\$0.00	60	\$15,600.00
CP 001-029-006	12	2563.601	TRAFFIC CONTROL	LS	\$2,250.00	1	0	\$0.00	1	\$2,250.00
CP 001-029-006	13	2573.503	SILT FENCE, TYPE HI	L F	\$3.25	13872	0	\$0.00	13819	\$44,911.75
CP 001-029-006	14	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	L F	\$5.00	132	0	\$0.00	13	\$65.00
CP 001-029-006	15	2574.508	FERTILIZER TYPE 3	LB	\$1.05	2149	0	\$0.00	2149	\$2,256.45
CP 001-029-006	16	2575.505	SEEDING (P)	ACRE	\$125.00	6.14	0	\$0.00	6.14	\$767.50
CP 001-029-006	17	2575.508	SEED MIXTURE 25-141	LB	\$4.75	363	0	\$0.00	363	\$1,724.25
CP 001-029-006	18	2575.509	MULCH MATERIAL TYPE 3	TON	\$161.00	12.3	0	\$0.00	7.82	\$1,259.02
CP 001-470-001	1	2051.501	MAINT AND RESTORATION OF HAUL ROADS	LS	\$900.00	1	0	\$0.00	1	\$900.00
CP 001-470-001	2	2101.501	CLEARING AND GRUBBING	LS	\$16,526.30	1	0	\$0.00	1	\$16,526.30
CP 001-470-001	3	2104.503	REMOVE PIPE CULVERTS	L F	\$9.00	176	0	\$0.00	234	\$2,106.00
CP 001-470-001	4	2106.507	EXCAVATION - COMMON (P)	C Y	\$5.40	7268	0	\$0.00	7268	\$39,247.20
CP 001-470-001	5	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	\$8.00	3055	0	\$0.00	3055	\$24,440.00
CP 001-470-001	6	2108.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$1.80	2457	0	\$0.00	1456	\$2,620.80

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 001-470-001	7	2501.503	15" CS PIPE CULVERT	L F	\$38.00	290	0	\$0.00	290	\$11,020.00
CP 001-470-001	8	2501.503	18" CS PIPE CULVERT	L F	\$45.00	32	0	\$0.00	32	\$1,440.00
CP 001-470-001	9	2511.507	RANDOM RIPRAP CLASS II	C Y	\$94.00	5	0	\$0.00	5	\$470.00
CP 001-470-001	10	2563.601	TRAFFIC CONTROL	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-470-001	11	2573.503	SILT FENCE, TYPE HI	L F	\$3.25	1700	0	\$0.00	1838	\$5,973.50
CP 001-470-001	12	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	L F	\$5.00	500	0	\$0.00	470.04	\$2,350.20
CP 001-470-001	13	2574.508	FERTILIZER TYPE 3	LB	\$1.05	1855	0	\$0.00	1855	\$1,947.75
CP 001-470-001	14	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	\$1.85	3070	0	\$0.00	2473.79	\$4,576.51
CP 001-470-001	15	2575.505	SEEDING (P)	ACRE	\$125.00	5.3	0	\$0.00	5.3	\$662.50
CP 001-470-001	16	2575.508	SEED MIXTURE 25-141	LB	\$4.75	313	0	\$0.00	313	\$1,486.75
CP 001-470-001	17	2575.509	MULCH MATERIAL TYPE 3	TON	\$161.00	10.4	0	\$0.00	12.5	\$2,012.50
CP 001-470-001	18	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$650.00	1.1	0	\$0.00	1.1	\$715.00
Base Bid Totals:								\$0.00		\$342,742.96

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
CP 001-029-006		\$0.00	\$223,747.95
CP 001-470-001		\$0.00	\$118,995.01

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To date	Amount To date
CP 001-029-006	BK1	19	2573.603 WITHHOLDING FOR SILT FENCE (LIN FT)	(\$1.62)	13872	(\$22,472.64)	ITM	0	\$0.00	13819	(\$22,386.78)
CP 001-029-006	BK1	20	2573.603 RELEASE FOR SILT FENCE REMOVAL (LIN FT)	\$1.62	13872	\$22,472.64	ITM	0	\$0.00	13819	\$22,386.78
CP 001-470-001	BK1	19	2573.603 WITHHOLDING FOR SILT FENCE (LIN FT)	(\$1.62)	1700	(\$2,754.00)	ITM	0	\$0.00	1838	(\$2,977.56)

CP 001-470-001	BK1	20	2573.603 RELEASE FOR SILT FENCE REMOVAL (LIN FT)	\$1.62	1700	\$2,754.00	ITM	0	\$0.00	1838	\$2,977.56
CP 001-029-006	BK2	21	2574.605 WITHHOLDING FOR ERODIBLE SOIL (ACRE)	(\$3,500.00)	6.14	(\$21,490.00)	ITM	0	\$0.00	6.14	(\$21,490.00)
CP 001-029-006	BK2	22	2574.605 RELEASE FOR TOPSOIL PLACEMENT (ACRE)	\$1,750.00	6.14	\$10,745.00	ITM	0	\$0.00	6.14	\$10,745.00
CP 001-029-006	BK2	23	2574.605 RELEASE FOR MULCH PLACEMENT (ACRE)	\$875.00	6.14	\$5,372.50	ITM	0	\$0.00	6.14	\$5,372.50
CP 001-029-006	BK2	24	2574.605 RELEASE FOR VEGETATION ESTABLISHMENT (ACRE)	\$875.00	6.14	\$5,372.50	ITM	0	\$0.00	6.14	\$5,372.50
CP 001-470-001	BK2	21	2574.605 WITHHOLDING FOR ERODIBLE SOIL (ACRE)	(\$3,500.00)	5.3	(\$18,550.00)	ITM	0	\$0.00	5.3	(\$18,550.00)
CP 001-470-001	BK2	22	2574.605 RELEASE FOR TOPSOIL PLACEMENT (ACRE)	\$1,750.00	5.3	\$9,275.00	ITM	0	\$0.00	5.3	\$9,275.00
CP 001-470-001	BK2	23	2574.605 RELEASE FOR MULCH PLACEMENT (ACRE)	\$875.00	5.3	\$4,637.50	ITM	0	\$0.00	5.3	\$4,637.50
CP 001-470-001	BK2	24	2574.605 RELEASE FOR VEGETATION ESTABLISHMENT (ACRE)	\$875.00	5.3	\$4,637.50	ITM	0	\$0.00	5.3	\$4,637.50
CP 001-470-001	CO1	25	2501.503 INSTALL METAL CULVERT (L F)	\$20.77	56	\$1,163.12	ITM	0	\$0.00	56	\$1,163.12
CP 001-029-006	CO2	25	2573.503 FLOTATION SILT CURTAIN TYPE STILL WATER (L F)	\$25.00	100	\$2,500.00	ITM	0	\$0.00	100	\$2,500.00
Contract Change Totals:									\$0.00		\$3,663.12

Contract Change Totals				
Number	Description	Effective Date	Amount	
1	As per MnDOT Spec. 2573.5, 50% of the contract price for temporary sediment control devices will be withheld until removal of the devices. This backsheet will continue throughout the project and will be adjusted each payment to comply with Spec. 2573.5.	06/27/2025	\$0.00	
1	As per MnDOT Spec. 2573.5, 50% of the contract price for temporary sediment control devices will be withheld until removal of the devices. This backsheet will continue throughout the project and will be adjusted each payment to comply with Spec. 2573.5.	06/27/2025	\$0.00	
2	As per MnDOT Spec. 2574, a value of \$3500.00 per acre will be withheld for soils exposed to probable erosion. The withholding will be released as finishing and turf establishment operations proceed as per Table 2574.5-1. This backsheet will continue throughout the project and will be adjusted each payment as necessary to comply with Spec. 2574.	06/27/2025	\$0.00	
2	As per MnDOT Spec. 2574, a value of \$3500.00 per acre will be withheld for soils exposed to probable erosion. The withholding will be released as finishing and turf establishment operations proceed as per Table 2574.5-1. This backsheet will continue throughout the project and will be adjusted each payment as necessary to comply with Spec. 2574.	06/27/2025	\$0.00	
1	During construction it was determined that there were two additional approaches that required culverts for drainage on project CP 001-470-001. The contractor was requested to install 28 LF of county supplied 15" CMP at Sta. 27+00 LT and at Sta 54+61 LT. The contractor agreed to install the 56 LF of 15" CMP for their bid price of \$38.00 per LF less their invoiced material costs of \$17.23 per LF for an installation unit price of \$20.77 per LF.	07/14/2025	\$1,163.12	

2	During silt fence staking on CSAH 29, it was determined that flotation silt curtain would be needed from Sta. 52+85 to 53+85 LT. The contractor agreed to provide, install, maintain, and remove the flotation silt curtain for \$25.00 per LF. This unit price includes the prime allowance.	08/08/2025	\$2,500.00
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Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total				\$346,406.08
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Resolution #20251216-xxx Final Contract Payment #20256

WHEREAS, Contract No. 20256 has been completed, and the County Board being fully advised in the premises.

NOW THEREFORE BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Casper Construction, Inc. in the amount of \$3,464.06.

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

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



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: December 16, 2205

Title of Item: Purpose Driven Recovery Home Presentation

☒ 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:

David Minke, County Administrator

Department:

Administrator

Presenter (Name and Title):

Kory O'Neil, Owner

Estimated Time Needed:

10 minutes

Summary of Issue:

Kory O'Neil has recently opened a mens and womens recovery home in Aitkin. He will be present to provide an overview of his operations and answer questions.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

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:



Purpose Driven

RECOVERY HOME



Women's Recovery Home

Services available in Aitkin

- Aitkin Alano Society/AA
322 1st Ave NE
Aitkin, MN 56431
218-829-3740 or
757-563-1600

Weekly meetings, potlucks,
live music, key speakers and
more.

- Health and Human Services,
Public Library,
Convenience/Grocery stores
all within walking distance.

- Food Resources:
Loaves and Fishes
Community Meals:
Monday/Thursday 5PM,
Tuesday 12PM
3 local Food Shelves open
and operating at different
times/locations.

- Transportation:
Aitkin County Care
218-927-1383

Arrowhead Transit:
1-800-862-0175

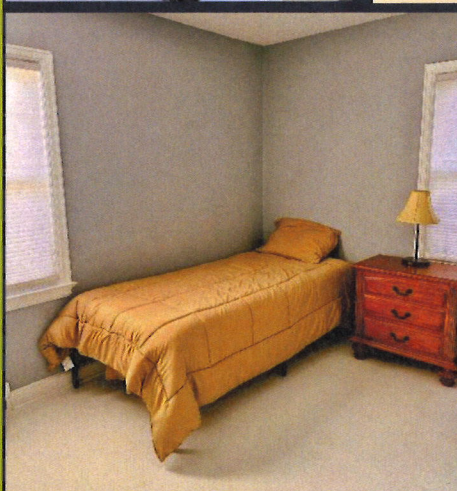
AITKIN COUNTY SCHEDULE



Arrowhead Transit is funded by the
Minnesota Department of Transportation (MnDOT).

Newly Rennovated/Accepts Housing Support!

Aitkin is a small town with a big heart. With a quiet, peaceful atmosphere it makes for a great place to continue the recovery journey without the noise and temptations of a larger community. We believe in the power of prayer, hope, and community. We will do everything to help you continue your journey. Afterall, it's the journey – not the destination.



209 2nd Ave NW, Aitkin MN 56431

Tel 218-820-1207

Email: PDRecoveryHomes@outlook.com



Purpose Driven

RECOVERY HOME



Men's House

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218-829-3740 or
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1-800-862-0175

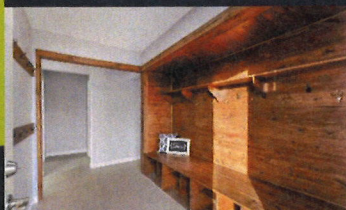
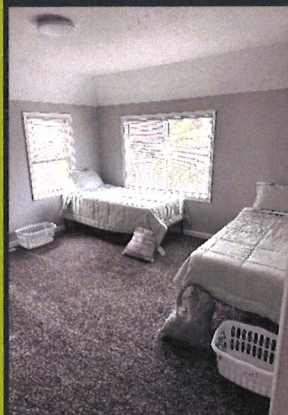
AITKIN COUNTY SCHEDULE



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415 2nd St NW, Aitkin MN 56431

Tel 218-820-1207

Email: PDRecoveryHomes@outlook.com



Purpose Driven Recovery Home

Kory & Holli O'Neil | (218) 820-1207 | PDRecoveryHomes@Outlook.com

CODE OF CONDUCT

As a resident of Purpose Driven Recovery Home, I agree to the following:

1. ***Absolutely NO alcohol, drugs, or paraphernalia on Purpose Driven Recovery Home property. Medical Cannabis is NOT to be smoked on the property. Tenants must show an unexpired MN Medical Card if testing positive for marijuana.***
2. I will not possess any deadly weapon to include, but not limited to, guns, knives, brass knuckles, nightsticks, etc.
3. I understand that any criminal charge, arrest, incarceration, or known illegal activity will result in disciplinary action up to and including discharge.
4. I will remain dressed appropriately in the house and on Purpose Driven property.
5. I agree to show respect during house meetings by not having side conversations, not using my cell phone, being on time, refraining from excessive trips in and out of the room, and being alert and attentive to the person speaking.
6. I agree not to use any language that is derogatory in any way. This includes any racist, bigoted, offensive, or sexually inappropriate language without regard to who the comment is directed towards or if the language is used in jest.
7. ***I agree to take part in the shared household chores. If chores are not being completed, they will be assigned by management.***
8. I will **NOT** flush paper towels, etc. down the toilet.
9. I understand that it is my responsibility to clean up after myself (dishes, cleaning hair out of the shower drain, etc.). I also understand that if I have a guest and they leave a mess, then it becomes my responsibility to clean up.
10. I understand that **guests must leave** at curfew unless prior permission is granted.
11. I will not use any other program participant's personal property (clothes, hygiene products, makeup, food, etc.) without permission.
12. I will not have any pets in the residence at any time.
13. I understand that it is my responsibility to clean my part of the refrigerator weekly.
14. ***I agree not to change the thermostat at any time. If I am hot/cold, I will talk to management immediately.***



Purpose Driven Recovery Home

Kory & Holli O'Neil | (218) 820-1207 | PDRecoveryHomes@Outlook.com

15. I understand that the washer and dryer should only be used on **MY scheduled day**. Program participants should not use the washer/dryer and leave the residence at any time. Program participants are also responsible to clean the lint trap after each use of the dryer.
16. Program participants will be considerate of others when using the bathroom facilities. I will refrain from excessive use of the bathroom and will vacate after showering and continue getting ready elsewhere. *(Residents with roommates are allowed extra time to dress in private.)*
17. I agree not to show any public displays of affection in the residence.
18. I agree not to isolate myself in my room and to interact with my peers in common areas of the house during my free time.
19. **I agree to seek outside mental health services or screenings if required by management and to sign releases allowing staff to talk with these clinicians.** I also agree to seek immediate mental health services if there are any concerns regarding my safety or the safety of other program participants.
20. I understand that I cannot bring intimate partners into Purpose Driven Recovery Home for any reason without management consent. Failure to follow this rule may result in immediate termination of residency.
21. **I agree NOT to stop taking any medications that are prescribed to me by a doctor while residing at Purpose Driven Recovery Homes.** I understand it is my responsibility to schedule and attend all mental health/medical appointments while being a program participant BEFORE running out of any medication.
22. I understand that I represent Purpose Driven Recovery Homes when I am interacting with the public and the community. I agree to avoid behaviors that could harm Purpose Driven Recovery Homes in any way, including but not limited to lewd, inappropriate, derogatory, and/or racist interactions with the public. These behaviors can come in the form of dialogue, social media posts, messages on clothing, interactions with others etc. I understand that these behaviors are not tolerated for any program participant regardless of where the incident occurs. Should an incident occur, the program participant understands that their participation in the program will be in jeopardy.
23. **I understand I am here to build a foundation in recovery and that my recovery process is my priority.** I understand and agree that visits to bars, clubs, adult entertainment venues, etc. should be avoided while living at Purpose Driven Recovery Homes. This restriction includes time spent away from the residence.



Purpose Driven Recovery Home

Kory & Holli O'Neil | (218) 820-1207 | PDRecoveryHomes@Outlook.com

24. I agree not to give anyone the door code that is not a current resident.
I agree to be considerate when putting the door code in while non-residents are present by shielding anyone from seeing the code entered.
25. I agree not to buy, sell, or trade any items from any other program participants.
26. I agree not to borrow or loan any money to any other program participants.
27. I agree not to gamble within the house at any time or with other participants.
28. **Absolutely NO bullying! (Physically, Mentally, and/or Emotionally)**

Signature of Program Participant _____ **Date** _____

Management signature _____ **Date** _____



Purpose Driven Recovery Home

Kory & Holli O'Neil | (218) 820-1207 | PDRecoveryHomes@Outlook.com

OWNER Screening and Interview Process for In / Out patients counselor

Management will begin the screening process within 72 hours of receiving an application. They will reach out to the referring agency, obtain a release of information, and engage with the agency for background about the potential program participant.

Program Participant: _____

Questions for Counselors at Treatment Centers

- Does this individual participate fully in group? Is this person the class clown, doesn't take the process seriously, or presents an apathetic attitude?
- What are the largest barriers that you see to this individual's long-term success?
- How would you rate this person's sense of self-awareness on a scale of 1-10, with 10 being the most self-aware? What made you rate this individual at that number?
- What are your recommendations regarding continuing care for him/her?
- Have you experienced any behavioral issues with this individual during their time in your program?
- Is this individual preoccupied with the same/opposite sex? Have you had to redirect this individual regarding these types of issues?
- What do you believe this individual's capacity to succeed is without prompting?



Purpose Driven Recovery Home

Kory & Holli O'Neil | (218) 820-1207 | PDRecoveryHomes@Outlook.com

- Do you believe this individual will need assistance with daily living activities (washing clothes, over all hygiene, filling out work applications, etc.)?
- How does this individual respond to constructive criticism?
- Have you observed any isolation behaviors with this individual while in your program?
- Has this individual reported anything to you that would bring you pause about recommending our low level of care?
- Do you know of any self-harm, suicidal behaviors, cutting, or any other circumstances that need to be brought to our attention? Explain.
- Are you concerned with this individual's level of honesty? If yes, Why?
- Has this individual had conflicts with his/her peers during their time in your program where you or other staff had to intervene?

If the interview with the referring agency does not yield any exclusionary information. Management will engage the potential program participant via phone or face-to-face to conduct a screening interview.



Purpose Driven Recovery Home

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Drug and Alcohol Screening

Urine testing is the best developed and most used monitoring technique in substance misuse treatment and supportive housing programs.

Urine specimens are collected:

- As part of the intake process to confirm a newly admitted program participant's substance use history.
- As a routine part of the therapeutic milieu of a recovery residence.
- To identify an intoxicated program participant or confirm abstinence.

Program participants should report any substance use to management before a urine sample is submitted so that the substance use can be addressed therapeutically. It may be helpful to remind participants that the program conducts drug monitoring to support their recovery. There may be some likelihood of cross-reactivity and false illicit readings on screening tests. Participants need to keep management informed about any prescribed medications or over the counter (OTC) drugs prior to use.

UDS's and breathalyzer testing should occur *not less* than every 5-7 days but may be more frequent if any suspected use. The scheduled frequency of urine collection must match the usual detection window for the primary drug in cases of suspected illicit use.

Every program participant should be screened after arriving at the residence after a house pass.

Random screenings of individuals suspected of drug or alcohol use should occur at the discretion of management. If a failed test is conducted, eviction may be a consequence as a result. Sober living communities thrive on sobriety, and this is a high priority of Purpose Driven Recovery Homes.

Signature of Program Participant: _____ Date: _____



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: 12/16/2025

Title of Item: Set Fees for Judicial Security Legislation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Tara Snyder		Department: Recorder
Presenter (Name and Title): Tara Snyder - County Recorder		Estimated Time Needed: 5-10 minutes
Summary of Issue: <p>Effective January 1, 2026, newly enacted Minnesota legislation designates the real property records of judicial officials as private data upon the filing or recording of a certified request by the judicial official or a qualified relation to a judicial official by masking all of their real estate records retroactively.</p> <p>Minnesota Statute 480.50, Subdivision 6, authorizes the County Recorder or any other governmental entity to charge service fees of up to \$75 for specific filings related to judicial security.</p> <p>These include:</p> <ul style="list-style-type: none">- Real Property Notices-under Subdivision 3- Consent to Access under Subdivision 4, paragraph (a), clause (1) and paragraph (e), clause (1)- Consent to Terminate under Subdivision 4, paragraph (a), clause (1) and paragraph (e), clause (1)- Request to Access under Subdivision 5 <p>These requests will require an extensive amount of work by not only the Recorder's Office, but also the Auditor, Treasurer, Assessor, Surveyor and Planning & Zoning offices. I am asking for approval to implement the maximum Recorder fee of \$75 per Judicial Security Legislation document. All funds received will be deposited into the County Recorder's General Fund, per Statute.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve a fee of \$75 for each Real Property Notice, Consent to Access, Request to Access and Consent to Terminate received under Minnesota Statute 480.50.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

480.50 PERSONAL INFORMATION IN REAL PROPERTY RECORDS.

Subdivision 1. **Definitions.** (a) For the purposes of this section, the following terms have the meanings given.

(b) "County recorder" has the meaning given in section 13.045, subdivision 1, clause (4).

(c) "Government entity" has the meaning given in section 13.02, subdivision 7a.

(d) "Judicial official" has the meaning given in section 480.40, subdivision 1, paragraph (b), except that it does not include: (1) employees of the Minnesota judicial branch, the Office of Administrative Hearings, the Workers' Compensation Court of Appeals, or the Tax Court; or (2) judges or employees in the Department of Human Services Appeals Division.

(e) "Personal information" has the meaning given in section 480.40, subdivision 1, paragraph (c).

(f) "Real property records" means any of the following:

(1) real property records as defined in section 13.045, subdivision 1, clause (5);

(2) Uniform Commercial Code filings and tax liens maintained by the Secretary of State; and

(3) any other records maintained by a county recorder or other government entity evidencing title to, or any lien, judgment, or other encumbrance on, real or personal property.

(g) "Responsible authority" has the meaning given in section 13.02, subdivision 16.

Subd. 2. **Classification of data.** (a) Subject to the provisions of this section, the personal information of all judicial officials collected, created, or maintained in real property records is private data on individuals, as defined in section 13.02, subdivision 12.

(b) If the responsible authority or government entity violates this section, the remedies and penalties under chapter 13 are available only if the judicial official making a claim previously provided a real property notice that complies with subdivision 3. If the subject of the data is the spouse, domestic partner, or adult child of a judicial official who does not reside with the judicial official, the remedies and penalties under chapter 13 are available only if the spouse, domestic partner, or adult child previously provided a notification under subdivision 3 to the responsible authority confirming their status as the spouse, domestic partner, or adult child of a judicial official. In the case of county records, the notification shall be filed with the responsible authority that maintains the personal information for which protection is sought. A notification submitted under this section is private data on individuals, as defined in section 13.02, subdivision 12.

Subd. 3. **Notification.** (a) For the classification in subdivision 2 to apply to personal information in real property records, a judicial official must submit a real property notice in writing to the county recorder in the county where the property identified in the real property notice is located and to the Office of the Secretary of State. To affect real property records maintained by any other government entity, a judicial official must submit a real property notice in writing to the other government entity's responsible authority. If the personal information is that of the spouse, domestic partner, or adult child of a judicial official who does not reside with the judicial official, the spouse, domestic partner, or adult child must submit a real property notice. The real property notice is classified as private data on individuals, as defined in section 13.02, subdivision 12. A real property notice must be on a form provided by the judicial branch and must include:

(1) the full legal name of the individual submitting the form;

- (2) the last four digits of the individual's Social Security number;
 - (3) the individual's date of birth;
 - (4) the individual's telephone number and email;
 - (5) the residential address of the individual in Minnesota;
 - (6) the legal description, parcel identification number, and street address, if any, of the real property affected by the notice;
 - (7) if applicable, the document number and certificate of title number; and
 - (8) a certification that the individual is a judicial official or the spouse, domestic partner, or adult child of a judicial official that contains the notarized signature of the individual.
- (b) A notice submitted by a judicial official employed by the state must include the employer's business address and a verification of current employment signed by the employer's human resources office.
- (c) A notice submitted pursuant to this subdivision by a spouse, domestic partner, or adult child of a judicial official not residing with the judicial official must include a notarized verification that the individual is the spouse, domestic partner, or adult child of a judicial official.
- (d) Only one parcel of real property may be included in each notice, but an individual may submit more than one notice. A government entity may require an individual to provide additional information necessary to identify the records or the real property described in the notice. An individual submitting a notice must submit a new real property notice if their legal name changes.

Subd. 4. **Access to real property records.** (a) If an individual submits a notice under subdivision 3, the county recorder or other government entity must not disclose the individual's personal information in conjunction with the property identified in the written notice, unless:

- (1) the individual has consented to sharing or dissemination of the personal information for the purpose identified in a writing signed by the individual and acknowledged by a notary public;
- (2) the personal information is subject to dissemination pursuant to a court order under section 13.03, subdivision 6;
- (3) the personal information is shared with a government entity for the purpose of administering assessment and taxation laws;
- (4) the personal information is disseminated pursuant to subdivision 5; or
- (5) the personal information is shared with the examiner of titles or deputy examiner as necessary to perform their statutory duties under chapters 508 and 508A, including the dissemination of personal information in Reports of Examiner.

(b) This subdivision does not prevent the county recorder from returning original documents to the person who submitted the documents for recording. Each county recorder shall establish procedures for recording documents to comply with this subdivision. These procedures may include masking personal information and making documents or certificates of title containing the personal information private and not viewable except as allowed by this paragraph. The procedure must comply with the requirements of chapters 386, 507, 508, and 508A, and other laws as appropriate, to the extent these requirements do not conflict with this section. The procedures must provide public notice of the existence of recorded documents

and certificates of title that are not publicly viewable and the provisions for viewing them under this subdivision. Notice that a document or certificate is private and viewable only under this subdivision or subdivision 5 is deemed constructive notice of the document or certificate.

(c) A real property notice submitted under subdivision 3 shall apply retroactively to all online and digital real property records, but only to the extent the individual submitting the notice provides: (1) for county recorder records, the document number or certificate of title number of each record for which protection is sought, except digitized or scanned tract pages and books; and (2) for other government entity real property records, the parcel identification number of each record for which protection is sought. Otherwise, paragraph (a) applies only to the real property records recorded or filed concurrently with the real property notice specified in subdivision 3 and to real property records affecting the same real property recorded subsequent to the county recorder or other government entity's receipt of the real property notice.

(d) The county recorder or other government entity shall have 60 days from the date of receipt of a real property notice under subdivision 3 to process the request. If the individual cites exigent circumstances, the county recorder or other government entity shall process the request as soon as practicable.

(e) The prohibition on disclosure in paragraph (a) continues until:

(1) the individual has consented to the termination of the real property notice in a writing signed by the individual and acknowledged by a notary public;

(2) the real property notice is terminated pursuant to a court order;

(3) the individual no longer holds a record interest in the real property identified in the real property notice;

(4) the individual is deceased and a certified copy of the death certificate has been filed with the county recorder or other government entity to which a notice was given under subdivision 3; or

(5) the individual who filed a real property notice pursuant to subdivision 3 no longer qualifies for protection under this section because they are no longer a judicial official or the spouse, domestic partner, or adult child of a judicial official. If the individual no longer qualifies for protection under this section, the individual must notify each county recorder or other government entity to which a notice under subdivision 3 was given within 90 days after the individual no longer qualifies for protection.

(f) Upon termination of the prohibition of disclosure, the county recorder shall make publicly viewable all documents and certificates of title that were previously partially or wholly private and not viewable pursuant to a notice filed under subdivision 3.

Subd. 5. Access to personal information in real property records; title examination. (a) Upon request, the individual who submitted the real property notice under subdivision 3 shall verify that the individual's real property is the property subject to a bona fide title exam.

(b) The county recorder or other government entity shall provide the unredacted real property records of an individual who submitted a real property notice under subdivision 3 upon request of any of the following persons:

(1) a licensed title insurance company representative, a licensed title insurance agent, a licensed abstractor, or an attorney licensed to practice law in Minnesota;

(2) a mortgage loan originator;

(3) a real estate broker or a real estate salesperson; and

(4) an individual or entity that has made or received an offer for the purchase of real property to or from an individual who submitted a real property notice under subdivision 3 whose address is subject to nondisclosure, provided the request is accompanied by a written consent from the individual.

(c) A request made under paragraph (a) or (b) must be made on a notarized form and include:

(1) the full legal name, title, address, and place of employment, if applicable, of the person requesting the real property records;

(2) the lawful purpose for requesting the real property records;

(3) the requestor's relationship, if any, to the individual who submitted a real property notice under subdivision 3;

(4) the legal description of the property subject to the title examination; and

(5) proof of the requestor's licensure.

(d) Personal information provided under this subdivision may be used only for the purposes authorized in this subdivision or the lawful purposes set forth in the request for disclosure form and may not be further disseminated to any other person. A person receiving private data under this subdivision shall establish procedures to protect the data from further dissemination unless further dissemination is required by law. However, the dissemination of personal information in real property records by a licensed attorney or any employees in the office of the licensed attorney is permitted when reasonably necessary for the provision of legal services.

Subd. 6. Service fees to county recorder or other government entity. The county recorder or any other government entity is authorized to charge the following service fees:

(1) up to \$75 for each real property notice under subdivision 3;

(2) up to \$75 for each consent submitted under subdivision 4, paragraphs (a), clause (1), and (e), clause (1); and

(3) up to \$75 for each request submitted under subdivision 5.

These service fees shall not be considered county recorder fees under section 357.18 or registrar of titles fees under section 508.82 or 508A.82 and shall be deposited into the county recorder or other government entity's general fund.

History: 2025 c 35 art 9 s 13



Board of County Commissioners Agenda Request

5A

Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: Request a New Public Hearing Date for Shoreland Ordinance Amendments

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Andrew Carlstrom		Department: Environmental Services-Planning/Zoning
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 5 Minutes
Summary of Issue: <p>On November 17, 2025, the Aitkin County Planning Commission held a public hearing and approved the proposed amendments to the Aitkin County Shoreland Management Ordinance. Due to the very short publishing suspense with the Aitkin Age and Thanksgiving Holiday, the deadline was missed to publicly notice the Public Hearing on December 16, 2025. Therefore, I am requesting public hearing date with the Aitkin County Board of Commissioners at the regularly scheduled meeting of January 6, 2026 and a proposed second reading on January 27, 2026. Please see memorandum.</p> <p>In accordance with MN Statute 394 and Rule 11 of the Aitkin County Ordinances and Procedures of the Board of Commissioners Meeting Procedures and Rules of Business Board of Commissioners, two readings shall be conducted prior to the adoption of the amendment.</p>		
Alternatives, Options, Effects on Others/Comments: N/A		
Recommended Action/Motion: Requesting a new Public Hearing date for January 6, 2026 at 10AM on proposed amendments to the Aitkin County Shoreland Management Ordinance.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

Aitkin County Environmental Services Planning and Zoning
307 Second Street NW
Room 219
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM

DATE: December 16, 2025

TO: Aitkin County Board of Commissioners

FROM: Andrew Carlstrom, Director Environmental Services – Planning & Zoning Administrator

RE: Amendments to the 2018 Aitkin County Shoreland Management Ordinance

In accordance with the 2025 Aitkin County Strategic Plan and in an effort to streamline, improve clarity, and update the current Shoreland Management Ordinance, Aitkin County Environmental Services staff has worked collaboratively with the Ordinance Committee and with the Minnesota Department of Natural Resources (DNR) Area Hydrologist, to propose modest amendments to the current 2018 ordinance. The Aitkin County Shoreland Management Ordinance is our most comprehensive and regulated land use ordinance. A summary of the proposed changes are as follows:

- Section 2.7 – Administrative additions to and revision of definitions
- Section 4.25 – Administrative update of the classification list for land uses
- Section 7.22 – Administrative updated language on vegetation alterations
- Section 9.82 – Open Space/Common Open Space Administrative Change

The following is the past and present tentative timeline for the proposed Shoreland Ordinance amendments:

November 2024 to May 2025: Ordinance Committee review, discussion, and revisions of the Aitkin County Shoreland Management Ordinance.

June 18 – July 18, 2025: 30 Day Press Release for written public comments to proposed amendments.

July 31, 2025: County Board “Committee of the Whole” public meeting to discuss the proposed amendments and receive comments from the public.

September 22, 2025: Aitkin County Planning Commission’s held public workshop and received public comments on proposed amendments to the Shoreland Management Ordinance.

November 17, 2025: Aitkin County Planning Commission Public Hearing on the proposed amendments to the Shoreland Management Ordinance

January 6, 2026: (Tentative) Aitkin County Board of Commissioners Public Hearing and First Reading of proposed amendments.

January 27, 2025: (Tentative) Aitkin County Board of Commissioners Second Reading and tentative approval of proposed amendments.

If you have any questions, please feel free to contact me at 218-927-7342 or by email at andrew.carlstrom@aitkincountymn.gov.



Board of County Commissioners Agenda Request

6A

Agenda Item #

Requested Meeting Date: 12-16-25

Title of Item: Equipment Purchase - Brush Machine

- ☒ 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:

John Welle

Department:

Highway Department

Presenter (Name and Title):

John Welle, County Engineer

Estimated Time Needed:

10 minutes

Summary of Issue:

Unit #300, a Terex PT100G Brush Machine that was purchased in 2012 is scheduled for replacement in 2026. Prices were solicited from three vendors as listed:

Brainerd General Rental, Brainerd, MN - 2025 ASV RT-135 with DC76K Mulch Head - \$160,975

McCoy Construction Forestry, Grand Rapids, MN - 2025 John Deere 335P Compact Track Loader with MH60D Mulching Head - \$167,875.47

Ziegler, Minneapolis, MN - 2025 Caterpillar 275XE 05A Compact Track Loader with HM418 Mulching Head - \$174,206.64

Unit #300 will not be traded in on this purchase, rather, it is proposed to be sold using an online auction service.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Recommend motion to purchase 2025 ASV RT-135 from Brainerd General Rental for a cost of \$160,975 plus a 60 month 2000 hour PT Plus extended warranty for \$3,818.40, for a total cost of \$164,793.40, motion to include authorization to sell Unit #300 using an online auction service.

Financial Impact:

Is there a cost associated with this request?

☒ Yes

☐ No

What is the total cost, with tax and shipping? \$ 164,793.40

Is this budgeted?

☒ Yes

☐ No

Please Explain:

\$100,000 was budgeted in 2026 and \$70,000 is programmed in 2027 for this purchase. The 2027 budgeted cost will be adjusted from the programmed cost based on actual purchase cost less revenue from sale of Unit #300.



Board of County Commissioners Agenda Request

6B

Agenda Item #

Requested Meeting Date: 12-16-25**Title of Item:** Resolutions to Change Roadway Designations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <div style="text-align: right; font-size: small;"><i>*provide copy of hearing notice that was published</i></div> <div style="float: right; width: 50%;"><input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*</div> <div style="clear: both;"></div>
Submitted by: John Welle	Department: Highway
Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 15 minutes
Summary of Issue: <p>At the October 28, 2025 Board of Commissioners Meeting, there was discussion about changing road designations as outlined on the attachment. A Public Informational meeting was held on November 25, 2025 to receive public input.</p> <p>Resolutions are attached to complete the designation changes numbered 1 through 12 on the attached map.</p>	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Adopt resolutions.	
Financial Impact: <div style="display: flex; justify-content: space-between;"><div><p><i>Is there a cost associated with this request?</i></p><p><i>What is the total cost, with tax and shipping? \$</i></p><p><i>Is this budgeted?</i></p></div><div style="display: flex; align-items: center;"><div style="margin-right: 20px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div><i>Please Explain:</i></div></div></div>	

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

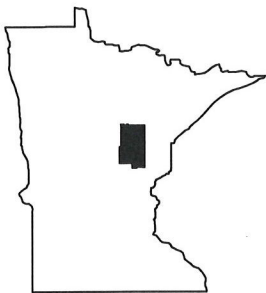
The attached map shows this system revision.

2025 PROPOSED ROAD DESIGNATION CHANGES

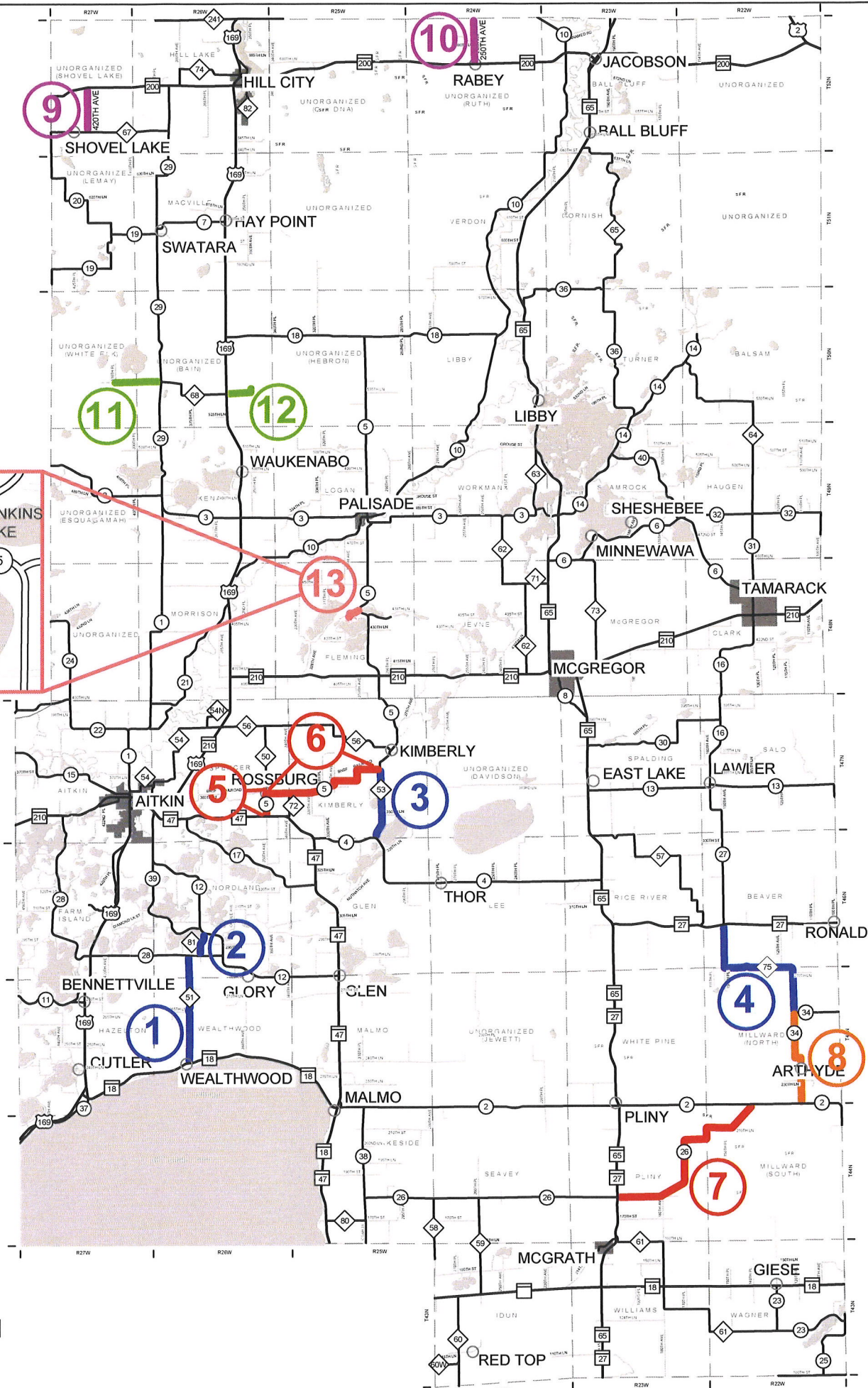
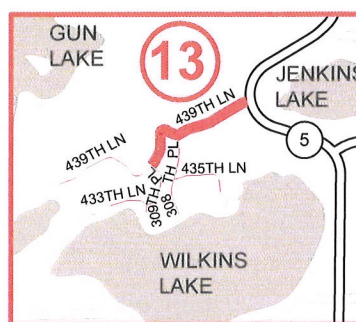
—	COUNTY ROAD TO COUNTY STATE AID HIGHWAY
—	COUNTY STATE AID HIGHWAY TO COUNTY ROAD
—	COUNTY STATE AID HIGHWAY NUMBER CHANGE
—	UNORGANIZED TOWNSHIP ROAD TO COUNTY ROAD
—	COUNTY ROAD TO UNORGANIZED TOWNSHIP ROAD
—	PRIVATE ROAD TO COUNTY ROAD

<u>SEGMENT</u>	<u>CURRENT</u>	<u>PROPOSED</u>	<u>REASON FOR CHANGED DESIGNATION</u>
1	CR 51	CSAH 42	FACILITATE FUTURE PAVED ROAD IMPROVEMENTS
2	CR 81	CSAH 43	SEE NOTE A BELOW
3	CR 53	CSAH 5	PAVED ROUTE CONTINUITY FROM CSAH 4 TO TH 210
4	CR 75	CSAH 27	SEE NOTE A BELOW
5	CSAH 5	CR 50	REDESIGNATING CSAH 5 ALONG IMPROVED ROUTE
6	CSAH 5	CR 55	REDESIGNATING CSAH 5 ALONG IMPROVED ROUTE
7	CSAH 26	CR 51	SEE NOTE A BELOW
8	CSAH 34	CSAH 27	CSAH 27 ROUTE CONTINUITY FROM CSAH 2 TO TH 27
9	UT-600	CR 52	FACILITATE FUTURE GRAVEL ROAD IMPROVEMENTS
10	UT-551	CR 53	FACILITATE FUTURE GRAVEL ROAD IMPROVEMENTS
11	CR 68	UT-600	REDESIGNATING DEAD-END SEGMENT AS TOWNSHIP ROAD
12	CR 68	UT-551	REDESIGNATING DEAD-END SEGMENT AS TOWNSHIP ROAD
13	PRIVATE	CR 78	FACILITATE FUTURE GRAVEL ROAD IMPROVEMENTS

NOTE A: REDESIGNATION ON SEGMENTS 1-7 RESULTS IN 15.8 MILES OF CR BECOMING CSAH AND 15.8 MILES OF CSAH BECOMING CR. THESE CHANGES CAN ONLY BE DONE TOGETHER TO ACHIEVE NO NET INCREASE OF CSAH MILEAGE.



Aitkin County, MN



Aitkin County, MN

2025 PROPOSED ROAD DESIGNATION CHANGES

0 3 6 12
MILES

Resolution #20251216-xxx County State-Aid Highway and County Road Designation Changes

WHEREAS, proposed changes to county state-aid highway and county road designations have been presented to the Aitkin County Board of Commissioners, and

WHEREAS, the proposed changes include redesignating 15.8 miles of county state-aid highway to county road, redesignating 15.8 miles of county road to county state-aid highway, and renumbering 4.3 miles of county state-aid highway, and

WHEREAS, a public informational meeting was conducted on November 25, 2025 to receive public input on the proposed changes.

NOW THEREFORE BE IT RESOLVED, that County Road 51 is hereby redesignated as County State-Aid Highway 42, described as follows:

Beginning at a point at the junction of Trunk Highway 18, said junction being at or near the Northeast Corner of Govt. Lot 3, Section 20, Township 45 North, Range 26 West; thence along the established center line of the public road as follows: From said point of beginning thence northerly along or near the north-south quarter line of said Section 20 and Sections 17, 8, and 5, Township 45 North, Range 26 West; and Section 32, Township 46 North, Range 26 West, to a junction with County State-Aid Highway 28, said junction being at or near the North Quarter Corner of said Section 32, and there terminating.

BE IT FURTHER RESOLVED, that County Road 81 is hereby redesignated as County State-Aid Highway 43, described as follows:

Beginning at a point at the junction of County State-Aid Highway 28, said junction being at or near the Southwest Corner of Section 28, Township 46 North, Range 26 West; thence along the established center line of the public road as follows: From said point of beginning thence northerly along or near the west line of the Southwest Quarter of said Section 28; thence northerly through the west half of the Northwest Quarter of said Section 28 along the centerline of the "street" of the plat of Morningside, to a junction with County State-Aid Highway 12, said junction being approximately 1850 feet west of and 200 feet north of the Northeast Corner of the Northeast Quarter of the Northwest Quarter of said Section 28, and there terminating.

BE IT FURTHER RESOLVED, that County Road 53 is hereby redesignated as County State-Aid Highway 5, described as follows:

Beginning at a point at the junction of County State-Aid Highway 4, said junction being approximately 1000 feet east of and 100 feet south of the South Quarter Corner of Section 34, Township 47 North, Range 25 West; thence along the established center line of the public road as follows: From said point of beginning thence northeasterly through the east half of said Section 34 to a point at or near the Southeast Corner of the Northeast Quarter of the Northeast Quarter of said Section 34; thence northerly along or near the east section line of said Section 34 and Sections 27 and 22, Township 47 North, Range 25 West to a point at or near the Northeast Corner of said Section 22 and there terminating.

BE IT FURTHER RESOLVED, that County Road 75 is hereby redesignated as County State-Aid Highway 27, described as follows:

Beginning at a point at the junction of County State-Aid Highway 34, said junction being at or near the Southwest Corner of Section 11, Township 45 North, Range 22 West; thence along the established center line of the public road as follows: From said point of beginning thence northerly along or near the west line of Section 11 and 2, Township 45 North, Range 22 West, to a point near the Northwest Corner of said Section 2; thence curving westerly and continuing along or near the north line of Section 3, 4 and 5, Township 45 North, Range 22 West to a point at or near the northwest corner of said Section 5; thence northerly along or near the west line of Section 32 and 29, Township 46 North, Range 22 West to a junction with Trunk Highway 27, said junction being approximately 480 feet south of the Northwest Corner of said Section 29, and there terminating.

BE IT FURTHER RESOLVED, that a portion of County State-Aid Highway 34 is hereby redesignated as County State-Aid Highway 27, described as follows:

Beginning at a point at the junction of County State-Aid Highway 2, said junction being at or near the Southeast Corner of the Southwest Quarter of the Southwest Quarter of Section 35, Township 45 North, Range 22 West; thence along the established center line of the public road as follows: From said point of beginning thence northerly through the west half of said Section 35 and 26, Township 45 North, Range 22 West to a point at or near the Northeast Corner of the Northwest Quarter of the Northwest Quarter of said Section 26; thence westerly along the north line of said Section 26 to a point at or near the Northwest Corner of said Section 26, thence northerly along or near the west line of Section 23 and 14, Township 45 North, Range 22 West to a point at or near the Northwest Corner of said Section 14, and there terminating.

BE IT FURTHER RESOLVED, that a portion of County State-Aid Highway 5 is hereby redesignated as County Road 50, described as follows:

Beginning at a point at the junction of Trunk Highway No. 47, said junction being at or near the southwest corner of Section 25, Township 47 North, Range 26 West; thence along the established center line of the public road as follows: From said point of beginning thence northerly along or near the west line of said Section 25 to a point at or near the northwest corner of said Section 25, and there terminating.

BE IT FURTHER RESOLVED, that a portion of County State-Aid Highway 5 is hereby redesignated as County Road 55, described as follows:

Beginning at a point at the junction of County Road 50, said junction being at or near the Northwest Corner of Section 25, Township 47 North, Range 26 West; thence along the established center line of the public road as follows: From said point of beginning thence easterly along or near the north line of said Section 25, and Section 30, Township 47 North, Range 25 West, to a point at or near the Northeast Corner of said Section 30; thence northeasterly across the south half of Section 20, Township 47 North, Range 25 West to a point at or near the East Quarter Corner of said Section 20; thence easterly along or near the north line of the South Half of Section 21, Township 47 North,

Range 25 West to a point at or near the East Quarter Corner of said Section 21; thence northerly along or near the east line of the Northeast Quarter of said Section 21 to a point at or near the Northwest Corner of Section 22, Township 47 North, Range 25 West; thence easterly along or near the north line of said Section 22 to the junction of County State-Aid Highway 5, said junction being at or near the Northeast Corner of said Section 22, and there terminating.

BE IT FURTHER RESOLVED, that a portion of County State-Aid Highway 26 is hereby redesignated as County Road 51, described as follows:

Beginning at a point at the junction of Trunk Highway 65 / Trunk Highway 27, said junction being at or near the Northwest Corner of Section 28, Township 44 North, Range 23 West; thence along the established center line of the public road as follows: From said point of beginning thence easterly along or near the north line of said Section 28 and Section 27, Township 44 North, Range 23 West to a point at or near the north line of said Section 27, said point being approximately 560 feet west of the Northeast Corner of said Section 27; thence northeasterly through the Southeast Quarter of the Southeast Quarter of Section 22, Township 44 North, Range 23 West; thence northeasterly through Section 23, Township 44 North, Range 23 West, to a point at or near the east line of said Section 23, said point being approximately 1850 feet south of the Northeast Corner of said Section 23; thence northerly along or near the east line of said Sections 23 and Sections 14 and 11, Township 44 North, Range 23 West, to a point at or near the East Quarter Corner of said Section 11; thence easterly along the north line of the South Half of Section 12, Township 44 North, Range 23 West, to a point at or near the East Quarter Corner of said Section 12; thence northerly along the east line of said Section 12 to a point at or near the Northeast Corner of said Section 12; thence easterly along the north line of Section 7, Township 44 North, Range 22 West, to a point at or near the Northeast Corner of said Section 7; thence northeasterly through Section 5 and 4, Township 44 North, Range 22 West, to the junction with County State-Aid Highway 2, said junction being approximately 700 feet east of the Northeast Corner of said Section 5, and there terminating.

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

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

Resolution #20251216-xxx County Road and Unorganized Township Road Designation Changes

WHEREAS, proposed changes to county road and unorganized township road designations have been presented to the Aitkin County Board of Commissioners, and

WHEREAS, the proposed changes include redesignating 3.2 miles of county road to unorganized township road and redesignating 4.0 miles of unorganized township road to county road, and

WHEREAS, a public informational meeting was conducted on November 25, 2025 to receive public input on the proposed changes.

NOW THEREFORE BE IT RESOLVED, that the following segment of County Road 68 is hereby revoked and redesignated as Unorganized Township Road UT 551, described as follows:

Beginning at a point at the junction of US Highway 169, said junction being at or near the West Quarter Corner of Section 26, Township 50 North, Range 26 West; thence along the established center line of the public road as follows: From said point of beginning thence easterly along or near the east west one quarter line of said Section 26 to a point at or near the East Quarter Corner of said Section 26; thence northerly along the east line of said Section 26 to the Plat of Bain, and there terminating.

BE IT FURTHER RESOLVED, that the following segment of County Road 68 is hereby revoked and redesignated as Unorganized Township Road UT 600, described as follows:

Beginning at a point at the junction of Unorganized Township Road UT 598 (410th Place), said junction being at or near the Northwest Corner of Section 25, Township 50 North, Range 27 West; thence along the established center line of the public road as follows: From said point of beginning thence easterly along the north line of said Section 25 and Section 30, Township 50 N, Range 26 W to the junction with County State-Aid Highway 29, said junction at or near the Northeast Corner of said Section 30, and there terminating.

BE IT FURTHER RESOLVED, that the following segment of Unorganized Township Road UT 600 is hereby redesignated as County Road 52, described as follows:

Beginning at a point at the junction of County Road 67, said junction being at or near the Southeast Corner of Section 27, Township 52 North, Range 27 West; thence along the established center line of the public road as follows: From said point of beginning thence northerly along or near the east line of said Section 27 and Section 22, Township 52 North, Range 27 West, to the junction with Trunk Highway No. 200, said junction being at or near the Northeast Corner of said Section 22, and there terminating.

BE IT FURTHER RESOLVED, that the following segment of Unorganized Township Road UT 551 is hereby redesignated as County Road 53, described as follows:

Beginning at a point at the junction of Trunk Highway 200, said junction being at or near the Southeast Corner of Section 9, Township 52 North, Range 24 West; thence along the established center line of the public road as follows: From said point of beginning thence northerly along or near the east line of said Section 9 and Section 4, Township 52 North, Range 24 West, to Aitkin – Itasca County line, said point being at or near the Northeast Corner of said Section 4, and there terminating.

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

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

Resolution #20251216-xxx Revised County State-Aid Highway and County Road Designations

WHEREAS, changes to county state-aid highway and county road designations have been approved by the Aitkin County Board of Commissioners, and

WHEREAS, approved changes resulted in the modification of six existing county state-aid highway and county road designations, and

WHEREAS, the descriptions of these six county state-aid highway and county road designations therefore needs to be revised to encompass the entire modified route.

NOW THEREFORE BE IT RESOLVED, that the complete County State-Aid Highway 5 route description is revised as follows:

Beginning at a point at the junction of County State-Aid Highway 4, said junction being approximately 1000 feet east of and 100 feet south of the South Quarter Corner of Section 34, Township 47 North, Range 25 West; thence along the established center line of the public road as follows: From said point of beginning thence northeasterly through the east half of said Section 34 to a point at or near the Southeast Corner of the Northeast Quarter of the Northeast Quarter of said Section 34; thence northerly along or near the east section line of said Section 34 and Sections 27 and 22, Township 47 North, Range 25 West to a point at or near the Northeast Corner of said Section 22; thence in a general northerly direction through Sections 14, 11 and 2, Township 47 North, Range 25 West; thence northerly through Section 35, Township 48 North, Range 25 West to the junction with Trunk Highway No. 210, said junction being at or near the North Quarter Corner of said Section 35; thence northerly and westerly through Section 26, Township 48 North, Range 25 West; thence along or near the east line of Section 27, 22, 15, 10 and 3, Township 48 North, Range 25 West and along or near the east line of Section 34 and 27, Township 49 North, Range 25 West to the south junction of County State-Aid Highway 3, said junction being approximately 1320 feet south and 940 feet east of the Northeast Corner of said Section 27; thence continuing from the north junction of County State-Aid Highway 3, said junction being approximately 1015 feet north of and 40 feet west of the Southeast Corner of Section 22, Township 49 North, Range 25 West; thence northerly along or near the east line of Sections 22, 15, 10, and 3, Township 49 North, Range 25 West, and along or near the east line of Sections 34, 27, 22 and 15, Township 50 North, Range 25 West, to the junction with County State-Aid Highway 18, said junction being at or near the Northeast Corner of said Section 15, and there terminating.

BE IT FURTHER RESOLVED, that the complete County State-Aid Highway 26 route description is revised as follows:

Beginning at a point at the junction of County State-Aid Highway 38, said junction being at or near the Northwest Corner of Section 27, Township 44 North, Range 25 West; thence along the established center line of the public road as follows: From said point of beginning thence easterly along or near the north line of said Section 27 and Sections, 26 and 25, Township 44 North, Range 25 West and along or near the north line Sections 30, 29, 28, 27, 26, and 25, Township 44 North, Range 24 West and along or near the north line of Sections 30 and 29, Township 44 North, Range 23 West to the junction of Trunk Highway 65, said junction being at or near the Northeast Corner of said Section 29, and there terminating.

BE IT FURTHER RESOLVED, that the complete County State-Aid Highway 27 route description is revised as follows:

Beginning at a point at the junction of County State-Aid Highway 2, said junction being at or near the Southeast Corner of the Southwest Quarter of the Southwest Quarter of Section 35, Township 45 North, Range 22 West; thence along the established center line of the public road as follows: From said point of beginning thence northerly through the west half of said Section 35 and 26, Township 45 North, Range 22 West to a point at or near the Northeast Corner of the Northwest Quarter of the Northwest Quarter of said Section 26; thence westerly along the north line of said Section 26 to a point at or near the Northwest Corner of said Section 26, thence northerly along or near the west line of Section 23, 14, 11 and 2, Township 45 North, Range 22 West, to a point near the Northwest Corner of said Section 2; thence curving westerly and continuing along or near the north line of Section 3, 4 and 5, Township 45 North, Range 22 West to a point at or near the northwest corner of said Section 5; thence northerly along or near the west line of Section 32 and 29, Township 46 North, Range 22 West to the junction with Trunk Highway 27, said junction being approximately 480 feet south of the Northwest Corner of said Section 29; thence northerly along or near the west line of Sections 29, 20, 17, 8 and 5, Township 46 North, Range 22 West and along or near the west line of Section 32, Township 47 North, Range 22 West to a point near the Northwest Corner of said Section 32; thence curving westerly and continuing along or near the north line of Section 31, Township 47 North, Range 22 West, to a curve near the North Quarter Corner of said Section 31; thence northerly at or near the west line of the East Half of Section 30, Township 47 North, Range 22 West to the junction of County State-Aid Highway 13, said junction being approximately 50 feet north of the North Quarter Corner of said Section 30, and there terminating.

BE IT FURTHER RESOLVED, that the complete County State-Aid Highway 34 route description is revised as follows:

Beginning at a point at the junction of County State-Aid Highway 27, said junction being at or near the Northwest Corner of Section 14, Township 45 North, Range 22 West; thence along the established center line of the public road as follows: From said point of beginning thence easterly along or near the north line of said Section 14 and Section 13, Township 45 North, Range 22 West to the Aitkin-Pine County Line, said point being at or near the Northeast Corner of said Section 13, and there terminating.

BE IT FURTHER RESOLVED, that the complete County Road 50 route description is revised as follows:

Beginning at a point at the junction of Trunk Highway No. 47, said junction being at or near the southwest corner of Section 25, Township 47 North, Range 26 West; thence along the established center line of the public road as follows: From said point of beginning thence northerly along or near the west line of said Section 25 and Sections 24, 13, and 12, Township 47 North, Range 26 West to the junction of County Road 56, said junction being at or near the Northwest corner of said Section 12, and there terminating.

BE IT FURTHER RESOLVED, that the complete County Road 68 route description is revised as follows:

Beginning at a point at the junction of County State-Aid Highway 29, said junction being at or near the Northwest Corner of Section 29, Township 50 North, Range 26 West; thence along the established center line of the public road as follows: From said point of beginning thence easterly along or near the north line of said Section 29 to a point at or near the Northeast Corner of said Section 29; thence southerly along or near the east line of said Section 29 to a point at or near the East Quarter Corner of said Section 29; thence easterly along the south line of the North Half of Section 28 and 27, Township 50 North, Range 26 West to the junction with US Highway 169, said junction being at or near the East Quarter Corner of said Section 27, and there terminating.

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

STATE OF MINNESOTA}
COUNTY OF AITKIN}



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: Resolution to Exit the Minnesota Merit System

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <div style="text-align: right; font-size: small;"><i>*provide copy of hearing notice that was published</i></div> <div style="display: flex; justify-content: flex-end;"><input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*</div>
Submitted by: Bobbie Danielson, HR Director	Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 3 minutes
Summary of Issue: The Minnesota Department of Human Services has completed a comprehensive review of Aitkin County's human resources policies and practices—including personnel policies and rules; recruitment, assessment, and selection procedures; job classification and compensation systems; performance evaluation processes; and employee development and training—and has determined that Aitkin County's own established personnel system complies with the applicable federal merit system standards. We currently pay \$7,110 quarterly to DHS for the MN Merit System, so administering the system in-house will save \$28,440 annually. The final step in the process consists of a formal written resolution passed by the County Board. Please find the resolution attached for your review and approval.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Motion to authorize Aitkin County to withdraw from the Minnesota Merit System effective end of day, December 31, 2025, and to adopt the attached Resolution affirming that Aitkin County will operate under its existing personnel administration policies and procedures for the HHS Department effective January 1, 2026.	
Financial Impact: <div style="display: flex; justify-content: space-between;"><div><i>Is there a cost associated with this request?</i> <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i></div><div style="display: flex; align-items: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div style="text-align: right;"><input checked="" type="checkbox"/> No <i>Please Explain:</i></div></div> <p>Cost savings of \$28,440 annually.</p>	

Resolution #20251216-xxx A RESOLUTION AFFIRMING EXISTING COUNTY HUMAN RESOURCES ADMINISTRATION, RECRUITMENT PRACTICES, AND PERSONNEL POLICIES

WHEREAS, Aitkin County wishes to withdraw from the Minnesota Merit System effective December 31, 2025, end of day, resulting in an estimated annual savings of \$28,440; and

WHEREAS, the Minnesota Department of Human Services has completed a comprehensive review of Aitkin County's human resources policies and practices—including personnel policies and rules; recruitment, assessment, and selection procedures; job classification and compensation systems; performance evaluation processes; and employee development and training—and has determined that Aitkin County's own established personnel system complies with the applicable federal merit system standards required under 5 CFR Part 900; and

WHEREAS, Minnesota Statutes §§ 375.56 through 375.71 provide that a county board may, but is not required to, establish a county personnel administration system by adopting a resolution creating a personnel department and related structures; and

WHEREAS, Aitkin County already maintains a fully functioning Human Resources Department with established policies, procedures, and practices governing personnel administration; and

WHEREAS, the County Board finds that its current personnel administration structure and policies effectively support consistent, fair, and compliant administration of all employment matters, and meet the federal merit system standards;

NOW, THEREFORE, BE IT RESOLVED that Aitkin County will continue to operate under its existing personnel administration policies and procedures, and will not establish or adopt the optional personnel administration system authorized under Minn. Stat. §§ 375.56–375.71; and

BE IT FURTHER RESOLVED that the Aitkin County Human Resources Director, under the oversight of the County Administrator, is hereby authorized to continue to administer all aspects of the County's personnel system, including recruitment and selection processes, development and use of job-related assessment tools, maintenance of the position classification and compensation plan, administration of performance evaluation and employee training systems, interpretation and implementation of personnel policies, administration of the County's grievance procedures, and enforcement of all applicable federal merit system standards and nondiscrimination requirements, consistent with 5 CFR Part 900 and County policy; and

BE IT FURTHER RESOLVED that Aitkin County will continue to utilize its established grievance procedures, applicable to all employees, for the resolution of disputes or disagreements as to the interpretation or application of the specific terms and conditions of policy or collective bargaining agreements; and

BE IT FURTHER RESOLVED that written applicant appeals not resolved through the Human Resources Department shall be heard by a three-member panel consisting of the two Commissioners assigned to the Personnel Committee and the County Administrator; and

BE IT FINALLY RESOLVED that nothing in this Resolution shall be construed as adoption of the optional personnel administration system under Minn. Stat. §§ 375.56–375.71, nor as a limitation on the County Board’s authority to amend its personnel policies or administrative practices in the future.

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

Bobbie Danielson
Human Resources Director

STATE OF MINNESOTA}
COUNTY OF AITKIN}



Minnesota Department of Human Services
Elmer L. Andersen Building
Temporary Commissioner Shireen Gandhi
Post Office Box 64998
St. Paul, Minnesota 55164-0998

November 20, 2025

David J. Minke
County Administrator
Aitkin County Government Center
307 Second Street Northwest, Room 312
Aitkin, Minnesota 56431

Dear David Minke:

I am writing to notify you that your county personnel system is in compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900). Minnesota Statutes, section 256.012 (2) (b) provides that a county may withdraw from the Minnesota Merit System only after the Commissioner of Human Services certifies that its personnel system meets federal requirements.

This decision is based upon a review of your human resources policies and practices outlined in the following documents:

- Personnel policies/rules;
- Summary of the assessment/selection processes to be used, including procedures for job analysis, and development of selection/assessment tools;
- Classification plan, including classification specifications, or position descriptions/questionnaires;
- Compensation plans;
- Performance evaluation forms and plan; and
- Employee development/training plan.

The final step in the process consists of a formal written resolution passed by your county board. The resolution should attest to the fact that you have met all of the requirements of the Federal Standards for a Merit System of Personnel Administration, and that your county human resources office will provide human resources services in compliance with these standards. Please send a copy of the resolution to Melisa Bryant in the Minnesota Merit System.

Staff from the Minnesota Merit System office will be contacting you to discuss the disposition of any outstanding employee transactions.

If you have any questions, please contact Melisa Bryant at 651-431-6962 or Melisa.Bryant@state.mn.us.

David Minke
November 20, 2025
Page 2

Thank you for your continued partnership.

Sincerely,


Shireen Gandhi
Temporary Commissioner

Cc: Bobbie Danielson, Aitkin County Human Resources Director



Board of County Commissioners Agenda Request

7B

Agenda Item #

Requested Meeting Date: December 16, 2025**Title of Item:** Set Elected Official Salaries for 2026

- ☒ REGULAR AGENDA
☐ CONSENT AGENDA
☐ INFORMATION ONLY

Action Requested:

- ☐ Approve/Deny Motion
☒ Adopt Resolution (attach draft)

☐ Direction Requested☐ Discussion Item☐ Hold Public Hearing***provide copy of hearing notice that was published***Submitted by:**

Bobbie Danielson, HR Director

Department:

HR Dept.

Presenter (Name and Title):

David Minke, County Administrator, or Bobbie Danielson, HR Director

Estimated Time Needed:

3-5 minutes

Summary of Issue:

Minnesota Statutes outlines the process to set the salary for the following elected officials. Please consider the incumbent's experience, skills, qualifications, staffing, budget, and performance when setting their 2026 salary.

The internal wage pattern settlement for 2026 is "6% within range movement".

External market comparisons are also included. It should be noted the external market numbers are "2025" data. For example, the Sheriff's 2025 salary is \$139,435 and the average of our comparison counties is \$147,810 in 2025, so his salary is 6% below the average in 2025. The Recorder's 2025 salary is \$88,200 and the average of our comparison counties is \$108,414, so her salary is 23% below the average in 2025. With a 6% increase on 1/1/2026, the Sheriff's salary will increase to \$147,801.10 and the Recorder's salary will increase to \$93,492. The County Attorney's and County Treasurer's information is also included in the attached materials.

Two items for awareness: (1) a 6% increase will place the County Attorney above the Grade 21 maximum on 1/1/2026. We believe this is appropriate given market conditions, 29+ years with Aitkin County, and because elected officials are excluded from the pay equity report and related calculations. (2) There are no external comparisons available for the County Treasurer in our comparison county group. Internally, the Treasurer's requested 2026 salary of \$117,077 is consistent with similarly situated employees in Grades 13–15 with comparable longevity. Proposed 2026 salaries are outlined in the attached resolution.

Alternatives, Options, Effects on Others/Comments:**Recommended Action/Motion:**

Motion to adopt the Resolution setting elected officials salaries, effective 1/1/2026, as presented.

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:

6% increase to the Recorder, Sheriff, and County Attorney. 9.34% increase to the Treasurer. (Refer to resolution for actual numbers.)

Resolution #20251216-xxx 2026 Elected Officials Salaries

WHEREAS Minnesota Statutes §385.373 outlines the process to set the salary for the county treasurer and assigns that responsibility to the county board;

WHEREAS Minnesota Statutes §386.015 outlines the process to set the salary for the county recorder and assigns that responsibility to the county board;

WHEREAS Minnesota Statutes §387.20 outlines the process to set the salary for the county sheriff and assigns that responsibility to the county board;

WHEREAS Minnesota Statutes §388.18 outlines the process to set the salary for the county attorney and assigns that responsibility to the county board;

WHEREAS the elected officers above have submitted information to the county board requesting increase in salary and provided supporting information; and

WHEREAS the county board has had the opportunity to consider the experience, qualifications, and performance of the elected officers.

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2026 annual salaries of the Aitkin County Elected Officials as shown below:

COUNTY TREASURER	LORI GRAMS	\$117,077.00
COUNTY RECORDER	TARA SNYDER	\$93,492.00
COUNTY SHERIFF	DANIEL GUIDA	\$147,801.10
COUNTY ATTORNEY	JAMES RATZ	\$172,517.12

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

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

SETTING ELECTED OFFICIAL (DEPT HEAD) SALARIES FOR 2026

December 16, 2025 Board
Agenda

2025 ACTUAL SALARY VS. 2026 REQUESTED SALARY (INTERNAL PATTERN IS 6% WITHIN RANGE MOVEMENT)

2025 Actual Salary

Attorney	\$162,752
Treasurer	\$107,077
Recorder	\$88,200
Sheriff	\$139,435

2026 Requested Salary

Attorney	\$172,517.12 (6% increase)
Treasurer	\$117,077.00 (9.34% inc.)
Recorder	\$93,492.00 (6% increase)
Sheriff	\$147,801.10 (6% increase)

OUR 7 COMPARISON COUNTIES



All contiguous
counties, except
St. Louis County.

Setting salaries for elected officials requires a balancing of many factors. There are laws imposing requirements on what public employers *must do* or *cannot do* in the process of setting salaries for the elected officials.

Elected officials are unique from general county employees in that they are, at a minimum, exempt or excluded from coverage under the Minnesota Public Employees Labor Relations Act, the Minnesota Pay Equity Act, the Fair Labor Standards Act, and the County's personnel policies in large part.

By statute, County Boards are given the general power to control the finances of the County (§[375.18](#), Subd. 2) and the Board is responsible for setting the salary for each of the County's elected officials, but there are special considerations that have to be taken into account when dealing with the salaries (and budgets) for elected officials. **Their salaries are to be determined based upon the duties and responsibilities of the office, and skills, qualifications and performance of the official in question.**

THINGS TO CONSIDER

Duties

Responsibilities of the Office

Skills and Qualifications

Performance

A court may set aside the County Board's salary decision if it finds the Board acted in an arbitrary, capricious, oppressive, or unreasonable manner or disregarded the responsibilities of the office or the officer's experience, qualifications, and performance.

How does a salary appeal work?

Minnesota statutes provide elected officials the right to seek judicial review of the County Board's salary resolution. An official may appeal to District Court, claiming the Board's decision meets the above legal standards for being improper.

The court may require written submissions and may decide the appeal on those filings. If the court determines the Board acted improperly, it will issue an Order—such as setting an appropriate salary—and remand the matter to the County Board to take action consistent with that Order. The Board must comply with the court's directive. (The process for Sheriff is slightly different in that the court can impose a new salary rather than simply remanding the matter back to the Board for reconsideration.)

ELECTED OFFICIALS' SALARY APPEAL RIGHTS

Judicial Review of County Board
Salary Decisions

YEARS OF SERVICE SKILLS, QUALIFICATIONS, AND PERFORMANCE

Years of Service with Aitkin County

Attorney	29+ years
Treasurer	25+ years
Recorder	8+ years
Sheriff	31+ years

Years of Service in Current Position

Attorney	18 years, 11 months
Treasurer	18 years, 11 months
Recorder	2 years, 11 months
Sheriff	6 years, 11 months

All elected officials have the skills and qualifications required to perform the essential functions of the position. Commissioners can make an individual assessment of each official's performance.

BUDGET AND STAFFING

2026 Budget (preliminary)

Attorney	\$1,561,473
Treasurer	\$ 378,436
Recorder	\$ 458,651
Sheriff	\$7,992,327

2025 Staff #, excluding elected official (Snapshot 'count' as of 12/3/25.)

Attorney	10
Treasurer	2
Recorder	3
Sheriff	70

EXTERNAL MARKET COMPARISONS, 2025 DATA

2025 Data	Aitkin	Cass	Crow Wing	Kanabec	Mille Lacs	Pine	Carlton	Itasca	AVG 2025 Excluding Aitkin Co.	Aitkin County 2025 +/- the AVG
Attorney	\$162,752.00	\$171,059.20	\$186,842.00	\$148,740.80	\$154,000.00	\$163,807.00	\$163,800.00	\$145,600.00	\$161,978.43	\$773.57
Treasurer	\$107,077.00	Combined	Combined	Combined	Combined	Combined	Combined	Combined	N/A	See below.
Aud/Treas	Not applicable; no combined job class exists for this position.									
Recorder	\$88,200.00	N/A	N/A	\$97,531.00	N/A	N/A	\$118,830.40	\$108,883.20	\$108,414.87	\$(20,214.87)
Sheriff	\$139,435.00	\$148,304.00	\$158,209.00	\$137,716.80	\$145,600.00	\$148,894.00	\$161,387.20	\$134,561.70	\$147,810.39	\$(8,375.39)

Our County Auditor position is now appointed.

Our usual comparison group does not include any County Treasurer positions. The counties listed below do have Treasurers, and their salary information is included for your review. If there are other counties you think we should look at, please feel free to share. I paged through the full AMC Minnesota County Directory to identify the counties below.

2025 Data	Grant Co.	Meeker Co.	Red Lake Co.	AVG 2025 Excluding Aitkin Co.	Aitkin County 2025 +/- the AVG
Treasurer	\$111,488.00	\$118,996.80	\$87,048.00	\$105,844.27	\$1,232.73

INTERNAL MARKET COMPARISONS, 2025 DATA

The County Attorney, Recorder, and Sheriff are requesting a 6% salary increase.

This is consistent with internal pattern settlements across the organization.

The County Treasurer is requesting a 9.34% salary increase. Letter attached. Note, for 2010, 2011, and 2013, the incumbent's salary increase was 0% due to budget constraints.



AITKIN COUNTY TREASURER

Aitkin County Government Center
307 2nd Street NW, Room 119
Aitkin, MN 56431

treas@co.aitkin.mn.us
Phone: 218-927-7325

December 1, 2025

Aitkin County Board of Commissioners

Based on responsibilities of the County Treasurer Office, duties, skills, qualifications, experience and performance, I am requesting a salary of \$117,077.00 as of 1/1/2026.

With the years of experience I have with Aitkin County, and the wage scale, I feel this is an appropriate salary figure. I began in the Auditors office July 2000 and became the County Treasurer in January 2007.

In addition, for the years 2010, 2011 and 2013, the salary increase of the elected officials at that time was zero, due to budget constraints, while other staff received increases.

Thank you for your consideration.

Sincerely,

Lori Grams
Aitkin County Treasurer

**2026 Additional budget impact.
\$4,117.05 (includes increased salary,
PERA, Soc. Sec., Medicare)**

INTERNAL COMPARISON, COUNTY TREASURER

“A CLOSER LOOK”

Closest Internal Comparisons

We reviewed all Grade 13–15 employees (14 incumbents) and compared their county longevity and position tenure to the Treasurer. Employees with the closest position tenure average **\$113,527 in 2025** and will be paid between \$111k and \$127k in 2026, so the Treasurer’s request of **\$117,077** is deemed reasonable when compared internally.

County Treasurer is highlighted

TIME SERVED IN CURRENT POSITION	Months	2025 ANNUAL AMOUNT
11 YEARS, 8 MONTHS	140.00	\$ 105,527.44
15 YEARS, 7 MONTHS	187.00	\$ 110,771.44
17 YEARS, 10 MONTHS	214.00	\$ 114,791.50
18 YEARS, 11 MONTHS	227.00	\$ 107,077.00
24 YEARS, 8 MONTHS	296.00	\$ 123,020.43

Avg (excluding incumbent)
\$113,527 (2025 data)

RESOLUTION COMING TO THE COUNTY BOARD

To be presented on
December 16, 2025

Resolution #20251216-xxx 2026 Elected Officials Salaries

WHEREAS Minnesota Statutes §385.373 outlines the process to set the salary for the county treasurer and assigns that responsibility to the county board;

WHEREAS Minnesota Statutes §386.015 outlines the process to set the salary for the county recorder and assigns that responsibility to the county board;

WHEREAS Minnesota Statutes §387.20 outlines the process to set the salary for the county sheriff and assigns that responsibility to the county board;

WHEREAS Minnesota Statutes §388.18 outlines the process to set the salary for the county attorney and assigns that responsibility to the county board;

WHEREAS the elected officers above have submitted information to the county board requesting increase in salary and provided supporting information; and

WHEREAS the county board has had the opportunity to consider the experience, qualifications, and performance of the elected officers.

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2026 annual salaries of the Aitkin County Elected Officials as shown below:

COUNTY TREASURER	LORI GRAMS	\$117,077.00
COUNTY RECORDER	TARA SNYDER	\$93,492.00
COUNTY SHERIFF	DANIEL GUIDA	\$147,801.10
COUNTY ATTORNEY	JAMES RATZ	\$172,517.12

Adopted this 16th Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

Please contact David Minke, Bobbie Danielson, or the elected officials if you have any questions or need additional information before the December 16, 2025 Board meeting. Thank you.



Aitkin County Board of Commissioners Committee Reports Forms

8A

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