

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: January 8, 2014

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Food, Beverage and Lodging Fee Schedule

Requested Meeting Date: January 14, 2014 Estimated Presentation Time: 15 min

Presenter: Terry Neff, Environmental Services Director, Michelle Leitinger, EHS

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes  No  (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Fee Schedules

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**

**Aitkin County Environmental Services Planning and Zoning**  
**209 Second Street NW**  
**Room 100**  
**Aitkin, MN 56431**  
Phone: 218-927-7342  
Fax: 218-927-4372



**MEMORANDUM**

**DATE:** January 8, 2014

**TO:** Aitkin County Board of Commissioners  
Patrick Wussow, County Administrator

**FROM:** Terry Neff, Environmental Services Director 

**RE:** Food, Beverage and Lodging Fee Schedule

Enclosed are a copy of the Food Beverage and Lodging Fee Schedule, a list of the licensed establishments with the 2014 proposed license fee and a change of license policy. We included a column on the proposed license fees that shows what the license fee would be if licensed by the Minnesota Department of Health. I will be requesting the Board to approve the proposed fee schedule and change of license policy at the January 14, 2014, County Board meeting.

In addition, I would like to discuss with the County Board the adoption of a new Onsite Sewage Treatment System Ordinance that will meet minimum state requirements.

If you have any questions, please contact me at 218-927-7342 or by e-mail at [tneff@co.aitkin.mn.us](mailto:tneff@co.aitkin.mn.us).

enclosures

c:\ctybrd\ctybrd2014

## Proposed Changes for FBL Program

<u>License Category</u>	<u>MDH Fees</u>	<u>Morrison County Fees</u>	<u>Current Aitkin County Fees</u>	<u>Proposed Changes</u>
Base fee	\$150	\$156	\$180.00	
Limited Food	\$60	\$53	\$28.50	
Small Establishment	\$120	\$93	\$171.50	
Medium Establishment	\$310	\$268	\$228.50	
Large Establishment	\$540	\$435	\$343.50	
School Inspection	\$460	\$232	\$228.50	
2nd School Inspection	\$360 (voluntary fee)	\$232	NA	add \$100 for 2nd inspection
Beer or wine table services	\$60	\$53	\$58.00	
Alcohol Service from bar	\$165	\$133	\$151.00	
Food Cart	\$60	\$156 (no base fee)	\$10.00	
Mobile Food Unit	\$60	\$250 (no base fee)	\$10.00	
Hotel/Motel -per units	\$10	\$8	\$11.50	
Lodging -per unit	\$10	\$8	\$11.50	
Resort -per unit	\$10	\$8	\$11.50	
Maximum Lodging Fee	\$1,000	\$600	NA	
Camp Site/Mobile Home Site	\$50 + \$4/site (24 or less)	\$3.50/site	\$6.75/site	
Camp Site/Mobile Home Site	\$212 + \$4/site (25-99 sites)	NA	NA	
Camp Site/Mobile Home Site	\$300 + \$4/site (100+ sites)	NA	NA	
Public Swimming Pool	\$325	\$145	\$100.00	increase \$30
Each Additional Swimming Pool	\$175	\$145	\$100.00	increase \$30
Spa Pool	\$175	\$145	\$100.00	increase \$30
Each Additional Spa Pool	\$100	\$145	\$100.00	increase \$30
Youth Camp 1-99 Campers	\$325 (no base fee)	NA	\$114.50	
Youth Camp 100-199 Campers	\$550 (no base fee)	\$525 (no base fee)	\$229.00	
Youth Camp 200+ Campers	\$750 (no base fee)	\$758 (no base fee)	\$363.00	
Temporary Special Event Food	\$50 for 3 events + \$35 HF	\$20 per event \$40 for 3 events	\$25.00 for 3 events	increase \$10 for 3 events

2014 Aitkin County Proposed License Fees

LICENSE NO.	Establishment Name	BASE COST	TYPE OF FOOD LICENSE	FOOD COST	BEV COST	LODGING COST	CAMPING COST	YOUTH CAMP COST	POOL CHARGE	SPA CHARGE	TOTAL LICENSE COST	Total License Cost MDH
0110003	Agate Bay Resort	\$180.00	MEDIUM	\$228.50	\$58.00	\$23.00	\$216.00	\$0.00	\$0.00	\$0.00	\$705.50	\$940.00
0110223	Aicota Health Care Center	\$180.00	MEDIUM	\$228.50	\$0.00	\$379.50	\$0.00	\$0.00	\$0.00	\$0.00	\$788.00	\$1,020.00
0110180	Aitkin Area Youth Baseball	\$180.00	STAND	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.00	\$210.00
0110109	Aitkin County Jail	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$690.00
0110189	Aitkin High School	\$180.00	SCHOOL	\$328.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$508.50	\$610.00
0110008	Aitkin Lake Resort	\$180.00	NONE	\$0.00	\$0.00	\$57.50	\$189.00	\$0.00	\$0.00	\$0.00	\$426.50	\$610.00
0110210	Aitkin Lanes	\$180.00	MEDIUM	\$228.50	\$58.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$466.50	\$584.00
0110117	Aitkin American Legion	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$625.00
0110012	Aitkin Moose Lodge	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$625.00
0110263	Aitkin Riverboat Lions	\$180.00	STAND	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.00	\$210.00
0110272	Aitkin Subway	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$460.00
0110276	Auli Z's	\$180.00	Small	\$171.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$351.50	\$270.00
0110241	Bann's Bar and Restaurant	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110199	Barnacles Resort	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$560.25	\$0.00	\$0.00	\$0.00	\$1,119.75	\$1,229.00
0110022	Barnaveld's Campground	\$180.00	NONE	\$0.00	\$0.00	\$23.00	\$94.50	\$0.00	\$0.00	\$0.00	\$297.50	\$336.00
0110192	Beanery	\$180.00	MEDIUM	\$228.50	\$58.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$466.50	\$750.00
0110005	Berglund Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$60.75	\$0.00	\$0.00	\$0.00	\$240.75	\$236.00
0110023	Beulah's Mobile Home Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$67.50	\$0.00	\$0.00	\$0.00	\$247.50	\$240.00
0110025	Big Sand Bar	\$180.00	Medium	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$685.00
0110081	Big Sand Camp	\$180.00	Medium	\$228.50	\$0.00	\$11.50	\$0.00	\$363.00	\$0.00	\$0.00	\$783.00	\$810.00
0110255	Big Sandy Lodge and Resort	\$180.00	MEDIUM	\$228.50	\$151.00	\$299.00	\$0.00	\$0.00	\$130.00	\$130.00	\$1,118.50	\$1,675.00
0110049	Birchwood Café	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$690.00
0110066	Boyd's Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$67.50	\$0.00	\$0.00	\$0.00	\$247.50	\$240.00
0110260	Buckhorn Bar and Grill	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$855.00
0110261	Knuckleheads	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$855.00
0110073	Cajun Queen	\$180.00	LIMITED	\$28.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$359.50	\$435.00
0110105	Camp Good News	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$0.00	\$114.50	\$0.00	\$0.00	\$466.00	\$385.00
0110088	Camp New Hope	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$0.00	\$114.50	\$0.00	\$0.00	\$466.00	\$385.00
0110099	Castaway's Resort	\$180.00	MEDIUM	\$228.50	\$151.00	\$23.00	\$553.50	\$0.00	\$0.00	\$0.00	\$1,136.00	\$1,225.00
0110087	Catholic Youth Camp	\$180.00	SMALL	\$228.50	\$0.00	\$0.00	\$0.00	\$229.00	\$0.00	\$0.00	\$637.50	\$610.00
0110267	Chappy's Golden Shores	\$180.00	SMALL	\$228.50	\$0.00	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$523.50	\$560.00
0110252	Corner Club	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110258	Country Meadows Inn	\$180.00	LIMITED	\$28.50	\$0.00	\$402.50	\$0.00	\$0.00	\$130.00	\$130.00	\$871.00	\$1,060.00
0110106	Covenant Pines Bible Camp	\$180.00	SMALL	\$228.50	\$0.00	\$69.00	\$0.00	\$363.00	\$0.00	\$0.00	\$840.50	\$810.00
0110048	Dairy Queen	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$690.00
0110119	Dairy Queen	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$690.00
0110247	Dale Crest	\$180.00	NONE	\$0.00	\$0.00	\$11.50	\$0.00	\$0.00	\$0.00	\$0.00	\$191.50	\$220.00
0110197	Doc's Harbor	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$216.00	\$0.00	\$0.00	\$0.00	\$396.00	\$550.00



2014 Aitkin County Proposed License Fees

License No.	Establishment Name	Base Fee	Type of License	Food Cost	Bev. Cost	Lodging	Camping	Youth Camp	Pool	Spa	Total License Cost	Total MDH License
0110229	McDonalds	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$690.00
0110266	McGrath Bar and Café	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$40.50	\$0.00	\$0.00	\$0.00	\$600.00	\$609.00
0110259	McGregor Angels	\$90.00	Small	\$171.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$261.50	\$270.00
0110077	McGregor Lanes	\$180.00	LIMITED	\$28.50	\$58.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$266.50	\$270.00
0110265	McGregor Lions	\$180.00	SMALL	\$171.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$502.50	\$435.00
0110205	McGregor School	\$180.00	SCHOOL	\$328.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$508.50	\$610.00
0110271	McGregor Subway	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$460.00
0110057	McGregor VFW	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$625.00
0110239	Mille Lacs Lake Rental											
0110110	Minnewawa Sportsmen's Club	\$180.00	MEDIUM	\$238.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$569.50	\$685.00
0110004	Mississippi Landing	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$47.25	\$0.00	\$0.00	\$0.00	\$227.25	\$228.00
0110029	MN National Golf Course	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110163	Mt Olivet Rolling Acres	\$180.00	NONE	\$0.00	\$0.00	\$46.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.00	\$250.00
0110240	Muskie Lodge	\$180.00	NONE	\$0.00	\$0.00	\$46.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.00	\$250.00
0110245	Myr Mar Villa Association	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130.00	\$0.00	\$310.00	\$535.00
0110224	Northland Assisted Living	\$180.00	MEDIUM	\$228.50	\$0.00	\$230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$638.50	\$890.00
0110170	Northwoods Catering	\$90.00	Medium	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$318.50	\$460.00
0110090	Ole's Resort	\$180.00	NONE	\$0.00	\$0.00	\$138.00	\$236.25	\$0.00	\$0.00	\$0.00	\$554.25	\$682.00
0110215	Palisade Café	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$690.00
0110209	Palisade Elementary											
0110040	Palisade Municipal	\$180.00	LIMITED	\$28.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$359.50	\$375.00
0110208	Pete's Retreat	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$668.25	\$0.00	\$260.00	\$130.00	\$1,409.75	\$1,613.00
0110132	Phil's Myr-Mar Marina	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110074	Pine Haven Resort											
0110133	Pine Inn	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110235	Players Sports Bar and Grill	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110219	Pour Lewey's Saloon	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$685.00
0110221	Prairie River Retreat	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110076	Quadna Motel	\$180.00	NONE	\$0.00	\$0.00	\$218.50	\$371.25	\$0.00	\$0.00	\$0.00	\$769.75	\$832.00
110041	Quadna Mountain Village	\$180.00	None	\$0.00	\$0.00	\$402.50	\$0.00	\$0.00	\$260.00	\$0.00	\$842.50	\$1,060.00
0110095	Quadna Resort and Conference Center	\$180.00	MEDIUM	\$228.50	\$0.00	\$299.00	\$0.00	\$0.00	\$0.00	\$0.00	\$707.50	\$1,285.00
0110042	Quadna Timeshare	\$180.00	NONE	\$0.00	\$0.00	\$310.50	\$0.00	\$0.00	\$0.00	\$0.00	\$490.50	\$480.00
0110078	Red Door Resort and Motel	\$180.00	MEDIUM	\$228.50	\$58.00	\$230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$696.50	\$950.00
0110093	Red Indian Campground	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$297.00	\$0.00	\$0.00	\$0.00	\$477.00	\$538.00
0110034	Red Rock Bar and Grill	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$685.00
0110001	Ripple River Motel & RV Park	\$180.00	LIMITED	\$28.50	\$0.00	\$345.00	\$128.25	\$0.00	\$0.00	\$0.00	\$681.75	\$636.00
0110203	Rippleside Elementary	\$180.00	SCHOOL	\$328.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$508.50	\$610.00
0110092	Riverdale Mobile Home Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$54.00	\$0.00	\$0.00	\$0.00	\$234.00	\$292.00



**AITKIN COUNTY ENVIRONMENTAL SERVICES**  
**209 Second Street NW**  
**Aitkin, MN 56431**  
**TELEPHONE: (218) 927-7266**  
**FAX: (218) 927-4372**



**AITKIN COUNTY ENVIRONMENTAL SERVICES**  
**CHANGE OF LICENSEE POLICY**

If a change of a licensee of a licensed establishment occurs within a license year, Aitkin County Environmental Services must be notified immediately. Notification is encouraged before the change occurs. Establishment licenses are not transferable to person or place.

The new licensee must submit a license renewal application to Environmental Services. The following fees will be due upon submittal of the application:

- 1.) If the licensee change occurs between April 1 to August 31, the entire year's license is charged. Aitkin County Environmental Services requires a re-inspection of the establishment once the ownership is transferred to assure compliance by the new owner(s).
- 2.) If the licensee change occurs between September 1 to March 31, one half of the annual license fee will be due. Aitkin County Environmental Services requires a re-inspection of the establishment once the ownership is transferred to assure compliance by the new owner(s).
- 3.) Upon written request, a 50 percent refund of a license fee may be issued when it is within the first quarter of the licensing period.

The License Fee is based on the current fee structure as set forth by the Board of Commissioners.

\_\_\_\_\_  
Environmental Health Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Environmental Services Director

\_\_\_\_\_  
Date