



AGENDA

REGULAR MEETING OF THE COUNTY BOARD OF COMMISSIONERS

Date: May 12, 2026

Time: 9:00 AM

Where: Government Center Board Room
307 2nd Street NW
Aitkin, MN 56431

District 1 J. Mark Wedel, Chair

District 2 Laurie Westerlund

District 3 Travis Leiviska, Vice Chair

District 4 Bret Sample

District 5 Michael Kearney

For more information and to watch the live stream, click the link on the Aitkin County website (www.aitkincountymn.gov).

In accordance with Minnesota Statutes §13D.02, one or more commissioners may participate in the meeting via interactive technology.

Commissioners joining via interactive technology will be seen and heard in the meeting room and votes will be taken by roll call.

1) **J. Mark Wedel, County Board Chair**

A) **Call to Order**

B) **Pledge of Allegiance**

C) **Approval of the Agenda**

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 - Acknowledge-**

April 28, 2026 - May 11, 2026

B) **Approve County Board Minutes-**

April 28, 2026

C) **Approve Manual Warrants/Voids/Corrections-**

ELAN 04.09.26

D) **Approve-**

Local 49 MOA (Sr. Engineering Tech Market Adjustment)

E) **Adopt Resolution-**

LG220 Application for Exempt Permit - MN Deer Hunters Assoc. McGregor 08.2026

F) **Adopt Resolution-**

LG220 Application for Exempt Permit - MN Deer Hunters Assoc. McGregor 02.2027

G) **Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 04.30.26

H) **Approve Auditor Vouchers-**

Auditor Warrants 05.01.26

I) **Approve-**

Brat Sale - American Legion

J) **Approve-**

H&HS Licensing Conflict of Interest Policy and Procedure

K) **Adopt Resolution-**

Aitkin County Public Health SMBP Donation - McGregor Lions Club

L) **Approve Commissioner's Vouchers**

Commissioners Warrants 05.08.26

M) **Approve Manual Warrants/Voids/Corrections-**

ELAN 04.23.26

N) **Information Only**

Cash Balance Report - April 2026

O) **Approve Auditor Vouchers-**

Auditor Warrants 05.08.26

P) **Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 05.06.26

Q) **Adopt Resolution-**

County "ON" Sale WINE-STRONG BEER and 3.2 Malt Liquor License - Abiel Hospitality LLC dba Hidden Meadows Bar & Grill

R) **Approve-**

Consumption and Display Permit - Abiel Hospitality LLC dba Hidden Meadows Bar & Grill

9:05 a.m.

- 3) **Dennis Thompson – Land Commissioner**
A) Approve Trail Permit to Norsemen Motorcycle Club for AlanDale Trail System

9:10 a.m.

- 4) **Andrew Carlstrom – Environmental Services Director**
A) Approve Out-of-State Travel
B) Approve Discretionary EAW - Elm Island Lake RV Park
C) Approve Requested Public Input Meeting - Elm Island Lake RV Park

9:35 a.m.

- 5) **Mark Jeffers – Economic Development Coordinator**
A) Approve Award Grants: Revitalization Grant Programs
B) Strategic Plan Update - Information Only

10:00 a.m.

- 6) **Kathleen Ryan – County Auditor**
A) 2027 Budget Process and Dates - Information Only
B) Approve Update Financial Policies

10:25 a.m.

- 7) **Jim Bright – Facilities Coordinator**
A) Approve Request for Bids - Boat & Water Building
B) Health & Human Services Building Renovation Update - Information Only

10:40 a.m.

- 8) **Kelli Crowther - Health & Human Services Public Health Nurse**
A) Annual Aitkin County Opioid Settlement Update - Discussion Item

11:00 a.m.

- 9) **Board of Commissioners**
A) Comissioner Committee Reports

ADJOURN

AITKIN COUNTY BOARD**April 28, 2026****Call to Order**

The Aitkin County Board of Commissioners met the 28th day of April, 2026 at 9:00 a.m. at the Aitkin County Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, and Bret Sample. Commissioner Michael Kearney was present via interactive technology due to an out-of-town commitment and was seen and heard in the meeting room. Also present were County Administrator David Minke and Administrative Assistant April Kellerman.

Commissioner Travis Leiviska was absent.

Approval of Agenda

Motion made by Commissioner Kearney, seconded by Commissioner Westerlund and upon a roll call vote carried 4-0 to approve the April 28, 2026 agenda, as amended by removing item 2J and adding item 2.1.

There was no Citizens' Public Comment.

Consent Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Wedel and upon a roll call vote carried 4-0 to approve the Consent Agenda as follows.

- A) Correspondence File April 14, 2026 to April 27, 2026; 2025 Human Services Fiscal Reporting Letter.
- B) Approve April 14, 2026 County Board Minutes;
- C) Information Only – Cash Balance Report – March 2026;
- D) Approve Auditor Vouchers – Auditor Warrants paid 04.10.26: General Fund \$779.25, Health & Human Services \$67,056.57, Opioid Remediation Settlement \$2,275.00 for a total of \$70,110.82;
- E) Approve Manual Warrants/Voids/Corrections – Manual Warrants paid 04.14.26: General Fund \$4,817.85, State \$46,523.33, Long Lake Conservation Center \$266.37 for a total of \$51,607.55;
- F) Approve Affidavits for Duplicate of Lost Warrants – MN Dept of Revenue #92598 - \$28.50, #94733 - \$54.53, #95118 - \$4.24, #96097 - \$2,147.44;
- G) Adopt Resolution #20260428-048: App for Temporary On Sale Liquor License – Jacobson Community Center 05.2026;
- H) Adopt Resolution #20260428-049: App for Temporary On Sale Liquor License – Jacobson Community Center 07.2026;
- I) Approve Auditor Vouchers – Auditor Warrants paid 04.17.26: Health & Human Services \$39,433.28;
- K) Adopt Resolution #20260428-050: Application for Grant-in-Aid Funds for Snowmobile and Ski Trails;
- L) Approve Vehicle Purchase: 2018 Ford Escape SE from Aitkin Motor Company for \$10,900.00;
- M) Adopt Resolution #20260428-051: Search & Rescue Donation – Williams Township;
- N) Adopt Resolution #20260428-052: Search & Rescue Donation – Glen Township;
- O) Adopt Resolution #20260428-053: Search & Rescue Donation – Haugen Township;
- P) Adopt Resolution #20260428-054: Search & Rescue Donation – Workman Township;
- Q) Approve Commissioner Vouchers – Commissioner Warrants paid 04.24.26: Road & Bridge \$37,107.60;

- R) Approve KAMCO Inc. be awarded Contract 20266 in the amount of \$180,612.96 and the chairperson of the Aitkin County Board and the Aitkin County Administrator are authorized and directed to enter into a contract on behalf of Aitkin County upon presentation of proper contract documents;
- S) Approve Equipment Purchase of John Deere 5115M from Midwest Machinery for \$65,000;
- T) Adopt Resolution #20260428-055: DNR Lease No.LMIS010809;
- U) Adopt Resolution #20260428-056: Approving State of Minnesota Joint Powers Agreements with the County of Aitkin on behalf of its County Attorney and County Sheriff;
- V) Approve Auditor Vouchers – Auditor Warrants paid 04.24.26: General Fund \$352,530.48, Reserves Fund \$2,003.70, Road & Bridge \$31,179.00, Health & Human Services \$5,969.82, State \$10,535.50, Trust \$12,432.39, Forest Development \$256.82, Taxes & Penalties \$1,677.17, Long Lake Conservation Center \$23,647.70, Parks \$29,266.85 for a total of \$469,499.40;
- W) Amend Adopted Resolution #202603424-042 Job Creation Fund – APT;
- X) Approve Safety Policy Update;
- Y) Approve Committee of the Whole Minutes – April 21, 2026;
- Z) Approve Auditor Vouchers – Auditor Warrants paid 04.24.26: Health & Human Service \$43,211.26, Opioid Remediation Settlement \$830.48 for a total of \$44,041.74.

Motion made by Commissioner Kearney, seconded by Commissioner Westerlund and upon a roll call vote carried 3-0 (Commissioner Sample abstained) to Adopt Resolution #20260428-057: LG220 App for Exempt Permit – Forgotten Heros Ranges and Retreat.

Regular Agenda

Dennis Thompson – Land Commissioner provided a Summary of 2025 tax forfeited land Apportionment.

Motion by Commissioner Sample, seconded by Commissioner Westerlund and upon roll call vote carried 4-0 to Approve Aitkin County Engineer to enter into Agreement BF-20524069 a graded crossing and construction agreement with BNSF railway Company.

Motion by Commissioner Sample, seconded by Commissioner Westerlund and upon roll call vote carried 4-0 to Adopt Resolution #20260428-058: EXHIBIT E LOCAL AGENCY RESOLUTION authorizing an agreement with BNSF Railway Company and the State of Minnesota for the installation and maintenance of railroad crossing signals at CSAH 5.

Motion by Commissioner Kearney, seconded by Commissioner Westerlund upon roll call vote carried 4-0 to Approve the Minnesota Cyber Response Team (MNCRT) Agreements with the Association of Minnesota Counties and allow IT Manager Chris Sutch or other approved IT Staff to volunteer as MNCRT responders.

Andrew Carlstrom – Environmental Services Director noted that the draft Amended NE Minnesota Regional Solid Waste Plan is open for public comment until May 11. The county board will consider the amended plan after the comment period.

Mark Jeffers – Economic Development Coordinator provided an Economic Development Impact Update.

Jim Bright – Facilities Coordinator provided a Health & Human Services Building Renovation Update.

Chair Wedel called a recess at 10:20 a.m.

The Board reconvened at 10:28 a.m.

Sarah Pratt – Health & Human Services Director provided the Health & Human Services 2025 Annual Report.

David Minke – County Administrator provided a 1st Quarter Budget Report.

The Board discussed: Aitkin Airport Commission, Aitkin County CARE Board, Arrowhead Counties Association, Arrowhead Economic Opportunity Agency, Arrowhead Regional Development Committee, Brainerd 1 Watershed 1 Plan, Budget Committee, Northeast Waste Advisory Council, Committee of the Whole Meeting.

Commissioner Kearney left the meeting at 11:32 a.m.

Adjourn

Motion by Commissioner Westerlund, seconded by Commissioner Sample and carried 3-0 to adjourn the meeting at 11:34 a.m. with the next regular meeting on Tuesday, May 12, 2026 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

WLB1
4/27/26 9:36AM

Aitkin County



2C

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

Page 2

1 General Fund

Vendor Name
No.

Amount

10789 Old National Bank (ELAN)

2,897.14

18 Transactions

1 Fund Total:

2,897.14

General Fund

1 Vendors

18 Transactions

WLB1
4/27/26 9:36AM

19 Long Lake Conservation Cen

Aitkin County



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

Page 3

Vendor No.	Name	Amount			
10789	Old National Bank (ELAN)	593.72		4 Transactions	
19 Fund Total:		593.72	Long Lake Conservation Center	1 Vendors	4 Transactions
Final Total:		3,490.86	2 Vendors	22 Transactions	

WLB1
4/27/26 9:36AM

Aitkin County



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

5 Health & Human Services

Vendor No.	Name	Amount			
10789	Old National Bank (ELAN)	1,294.57	9 Transactions		
5 Fund Total:		1,294.57	Health & Human Services	1 Vendors	9 Transactions
Final Total:		1,294.57	1 Vendors	9 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>
1	2,897.14
19	593.72
All Funds	3,490.86

Name

General Fund
Long Lake Conservation Center

Total

Approved by,

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Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	1,294.57	Health & Human Services	
	All Funds	1,294.57	Total	Approved by,
			
			

Total Elan pd 4.9.26 = \$4785.43



Board of County Commissioners Agenda Request

2D
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Local 49 MOA (Sr. Engineering Tech Market Adjustment)

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Information Only
	<input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	

Submitted by: Bobbie Danielson <i>Bobbie Danielson</i>	Department: HR Department
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: N/A - Consent
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Summary of Issue:

Background: The County has had a vacancy in the Engineering Technician/Senior Engineering Technician position for nearly one (1) year. In response, the County reviewed external compensation data from its standard comparison counties. Based on this review, it was determined that the current (actual) rate of pay for the incumbent Senior Engineering Technician, Austin Diedrich, deviates from the market. The minimum and maximum rates are in line with the market, but his actual rate of pay is considerably lower.

Proposal: Effective May 17, 2026, the start of a new pay period, the hourly rate of pay for Austin Diedrich in the position of Senior Engineering Technician shall be increased from \$32.89 per hour to \$36.39 per hour. This represents a market adjustment of \$3.50 per hour. This adjustment is intended to address market competitiveness and retention concerns and does not establish a precedent for future adjustments.

The Local 49 business agent and membership are in agreement with this market adjustment.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Motion to authorize the Board Chair and Administrator to sign the Austin Diedrich Market Rate Adjustment MOA.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ 5,200
 Is this budgeted? Yes No *Please Explain:*
 With a position vacancy, this cost can be covered in the 2026 Highway Dept budget.

MEMORANDUM OF AGREEMENT
Between Aitkin County and Local 49
(Austin Diedrich Market Rate Adjustment)

This Memorandum of Agreement (“MOA”) is entered into between Aitkin County (the “County”) and Local 49 (the “Union”).

Purpose

The purpose of this Agreement is to address a market rate pay adjustment for Austin Diedrich, Senior Engineering Technician.

Background

The County has had a vacancy in the Engineering Technician/Senior Engineering Technician position for nearly one (1) year. In response, the County reviewed external compensation data from its standard comparison counties. Based on this review, it was determined that the current (actual) rate of pay for the incumbent Senior Engineering Technician, Austin Diedrich, deviates from the market. The minimum and maximum rates are in line with the market, but his actual rate of pay is considerably lower.

Agreement

Effective May 17, 2026, the start of a new pay period, the hourly rate of pay for Austin Diedrich in the position of Senior Engineering Technician shall be increased from \$32.89 per hour to \$36.39 per hour. This represents a market adjustment of \$3.50 per hour. This adjustment is intended to address market competitiveness and retention concerns and does not establish a precedent for future adjustments.

Terms and Conditions

All other terms and conditions of the current collective bargaining agreement between the County and the Union shall remain in full force and effect.

Authorization

This Agreement shall become effective upon signature by both parties. Per County policy, all market rate adjustments must be recommended by the County Administrator or designee and approved by the Board.

For Aitkin County:

Name: _____

Title: Board Chair

Date:

Name: _____

Title: County Administrator

Date:

For Local 49:

Name: *Tamie Porter*

Title: Business Agent

Date: 04 / 28 / 2026



Board of County Commissioners Agenda Request

2E
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: LG220 Application for Exempt Permit - MN Deer Hunters Assoc. McGregor 08.2026

<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: Christy M. Bishop		Department: Auditor's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Event Date: August 8, 2026 Gambling Permit Application for Minnesota Deer Hunters Association- McGregor Area Chapter. Raffle to be held at Minnesota National Golf Course 23247 480th Street McGregor, MN 55760: Workman Township		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to adopt attached resolution.		
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 checked="" type="checkbox"/> No <i>Please Explain:</i>		

Resolution #20260512-xxx LG 220 Permit – Minnesota Deer Hunters Association McGregor Area Chapter 08.2026

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – for the Minnesota Deer Hunters Association McGregor Area Chapter. Raffle to be held at Minnesota National Golf Course, located at 23247 480th St McGregor, MN 55760 - Workman Township. (Note: Date of activity for Raffle – August 8, 2026.)

Adopted this 12th Day of May, 2026 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

2F
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: LG220 Application for Exempt Permit - MN Deer Hunters Assoc. McGregor 02.2027

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested	
<input checked="" type="checkbox"/> CONSENT AGENDA		<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY		<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Christy M. Bishop	Department: Auditor's Office
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

Event Date: February 14, 2027
 Gambling Permit Application for Minnesota Deer Hunters Association- McGregor Area Chapter. Raffle to be held at Bann's Bar & Restaurant 18870 Goshawk St McGregor, MN 55760: Shamrock Township

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Motion to adopt attached resolution.

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:*

Resolution #20260512-xxx LG 220 Permit – Minnesota Deer Hunters Association McGregor Area Chapter 02.2027

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – for the Minnesota Deer Hunters Association McGregor Area Chapter. Raffle to be held at Bann’s Bar & Restaurant, located at 18870 Goshawk St McGregor, MN 55760 - Shamrock Township. (Note: Date of activity for Raffle – February 14, 2027.)

Adopted this 12th Day of May, 2026 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: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLB1
4/30/26 8:52AM

Aitkin County



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

1 General Fund

Vendor Name
No.

Amount

10785 Old National Bank

4,904.26

11 Transactions

1 Fund Total:

4,904.26

General Fund

1 Vendors

11 Transactions

WLB1
4/30/26 8:52AM

Aitkin County



13 Taxes & Penalties

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

Page 3

Vendor No.	Name	Amount			
10785	Old National Bank	840.00	2 Transactions		
13 Fund Total:		840.00	Taxes & Penalties	1 Vendors	2 Transactions

WLB1
4/30/26 8:52AM
19 Long Lake Conservation Cen

Aitkin County



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

Vendor No.	Name	Amount			
10785	Old National Bank	77.00		1 Transactions	
19 Fund Total:		77.00	Long Lake Conservation Center	1 Vendors	1 Transactions
Final Total:		5,821.26	3 Vendors	14 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	4,904.26	General Fund
13	840.00	Taxes & Penalties
19	77.00	Long Lake Conservation Center
All Funds	5,821.26	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

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
14590	ACKLEY/ISAAC	235.72	3 Transactions
9562	Advanced Business Methods, Inc.	1,287.70	6 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	796.96	3 Transactions
10962	Arnquist Flooring	12,183.75	1 Transactions
11005	Association of MN Soc Serv Supervisors	80.00	1 Transactions
9177	BAYLISS/KELLI	202.90	1 Transactions
89523	Butterfield/Brenda	173.12	1 Transactions
10142	Campbell/Leigh	202.90	1 Transactions
9085	Climate Makers Inc	3,230.00	1 Transactions
11010	Colorful Concepts Painting	15,776.33	1 Transactions
13545	Contegrity Group, Inc.	24,254.33	2 Transactions
10399	Cox/Lisa	77.81	1 Transactions
11051	Department of Human Services	2,195.87	1 Transactions
9682	DREWES/VICKI	201.90	1 Transactions
10721	Ebert Construction	97,826.82	1 Transactions
6111	Ekelund/Gordon	202.90	1 Transactions
11908	FIXSEN/FRED	202.90	1 Transactions
12094	FLIER/AMANDA	99.88	1 Transactions
1754	Garrison Disposal Company, Inc	1,527.00	1 Transactions
10652	Gilb/Zachary	407.76	6 Transactions
10826	Hallberg Engineering, Inc	1,000.00	1 Transactions
10710	Heinecke/Pamela K. G.	3,405.19	5 Transactions
10415	Heins/Darla	202.90	1 Transactions
13024	HEMOCUE AMERICA	335.82	1 Transactions
10539	Henderson/Amy	202.90	1 Transactions
12695	HENKE/JENNIFER	230.62	1 Transactions
9032	Henricksen PSG	23,899.00	1 Transactions
10605	Herrick/Richard	274.94	2 Transactions
14958	Holden Electric Co.	99,372.70	1 Transactions
10762	JK Mechanical & Electrical Contractors	4,904.37	1 Transactions
10515	Kliber/Kurt	202.90	1 Transactions
10351	Larsen/Raechel	202.90	1 Transactions
10108	Lewis/Shawn M	202.90	1 Transactions
10182	Loeffelholz/Keith	202.90	1 Transactions
9163	Magness/Luke	1,385.23	14 Transactions
13726	MCGREGOR BAKING COMPANY	387.80	1 Transactions

Aitkin County



<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
9456	Meger/Shanda	438.33	3 Transactions
9689	Mid Central Door	23,085.45	1 Transactions
89765	Minnesota Elevator, Inc	499.00	1 Transactions
9692	Minnesota Energy Resources Corporation	756.38	3 Transactions
10258	Next Chapter Technology, Inc	171.25	3 Transactions
13296	NORDQUIST/JOHN	202.90	1 Transactions
87101	North Homes-Standard	14,097.31	3 Transactions
11011	Northern Fire Suppression Inc	69,450.70	1 Transactions
10401	Olson/Shelley	202.90	1 Transactions
10770	Pool/Jaime	94.90	2 Transactions
10116	Pratt/Sarah	174.65	6 Transactions
10991	Purpose Driven Recovery Home	800.00	1 Transactions
12010	RADUENZ/ RODNEY	202.90	1 Transactions
11003	Rian/Joseph	138.01	1 Transactions
9127	RUSCHMEIER/JEFF A	202.90	1 Transactions
9618	Seffl/Michelle	202.90	1 Transactions
11009	Sentra-Sota Sheet Metal, Inc	20,994.76	1 Transactions
86177	Sheriff Aitkin County	819.70	1 Transactions
10550	Skinaway Fineday/Julie	857.04	16 Transactions
10961	Sorlie Acoustics, Inc	17,399.25	1 Transactions
14936	SPRINGER/CHRISTINE	85.00	3 Transactions
10819	St Germain Glass	75,172.55	1 Transactions
10698	Stericycle, Inc	93.82	4 Transactions
11007	Swanson/Bruce	250.00	1 Transactions
10530	The Therapist PLC	2,138.00	10 Transactions
4777	Thelen Heating & Roofing Inc	121,581.47	1 Transactions
9567	THOMPSON/ANESSA	154.55	2 Transactions
9736	Timber Lakes Portable Services, LLC	587.50	1 Transactions
11728	Tuil/Jennifer	202.90	1 Transactions
10601	Ukutegbe/Zachariah	202.90	1 Transactions
9268	VFW Post 1727, Roberts-Glad Post 1727	3,972.17	3 Transactions
5128	Widseth Smith & Nolting Inc	39,132.20	4 Transactions
10659	Zapf/Joan	202.90	1 Transactions
Final Total		692,146.81	69 Vendors 151 Transactions

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	18.76	General Fund
5	691,328.05	Health & Human Services
25	800.00	Opioid Remediation Settlement
All Funds	692,146.81	Total

Approved by,
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Board of County Commissioners Agenda Request

21
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Brat Sale - American Legion

<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:		Department:
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>The American Legion has requested permission to hold their Brat Sale on the Government Center front lawn. This will occur on Friday, May 22, 2026.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: <p>Approve use of the Government Center lawn for the American Legion to hold their Brat Sale.</p>		
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>		



Board of County Commissioners Agenda Request

2J
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Approve H&HS Licensing Conflict of Interest Policy and Procedure

<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: A new policy to establish clear standards and procedures that prevent conflicts of interest in licensing activities involving Aitkin County Health & Human Services employees and County Board members, ensuring compliance with Minnesota Statutes 245A.09 and 245A.16 and Minnesota Rule 9543.0130 Subp. 4. Policy Cover Page and Policy attached.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend approval of Health & Human Services Licensing Conflict of Interest Policy and Procedure.		
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>		



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

Policy

Licensing Conflict of Interest Policy and Procedure

Objective

To establish clear standards and procedures that prevent conflicts of interest in licensing activities involving Aitkin County Health and Human Services employees and County Board members, ensuring compliance with Minnesota Statutes 245A.09 and 245A.16 and Minnesota Rule 9543.0130 Subp. 4. This policy promotes integrity, impartiality, and public trust in all licensing decisions.

Opportunity

This policy strengthens transparency, fairness, and regulatory compliance by addressing potential conflicts of interest when agency employees or County Board members seek licensure. It ensures licensing actions are conducted objectively, protects the integrity of the licensing process, and reduces the risk of real or perceived bias in accordance with applicable Minnesota statutes and administrative rules.

Existing or New Policy

New Policy

Changes to Existing Policy

N/A

Timeline for Execution

Effective upon approval by Aitkin County Health and Human Services leadership and County Board. Implementation will occur immediately upon adoption.

Conclusion

Health and Human Services is seeking approval of this policy.



HEALTH & HUMAN SERVICES

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204 1st Street NW
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Phone: 218-927-7200
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Licensing Conflict of Interest Policy and Procedure

Policy Statement

Aitkin County Health and Human Services has established this policy and procedure to ensure compliance with Minnesota Statute 245A.09;MS 245A.16 and Minnesota Rule 9543.0130 Subp. 4. This will preserve confidence and compliance within the licensing procedures and decision points.

Definitions

- Licensing for the purposes of this policy includes Family Child Care, Adult Foster Care, and Child Foster Care.
- Employee or Board member includes Aitkin County Health and Human Services and County Board Members.

Policy

The agency shall ensure that no agency employee or county board member who applies for licensure or who is licensed to operate a program based on the agency's recommendation is involved in any licensing recommendation or action related to that employee or county board member.

Procedure

Agency employees or county board members that apply for a licensed program that is located in Aitkin County will be referred to a regional partner county for licensing, relicensing, monitoring, variance activity, and investigations. All case records will be managed by the regional partner. Mandatory reports and complaints received by this agency will be protected from staff and immediately sent to the county managing the license. If there is a question as to whether a licensing request is a conflict, it will be brought to the Director of Health and Human Services for a decision.

Approved by the Aitkin County Board on:



Board of County Commissioners Agenda Request

2K

Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Aitkin County Public Health SMBP Donation - McGregor Lions Club

<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
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Submitted by: Paula Arimborgo	Department: H&HS Administration
---	---

Presenter (Name and Title):	Estimated Time Needed:
------------------------------------	-------------------------------

Summary of Issue:

McGregor Lions Club has donated \$2,500.00 to the Aitkin County Public Health pilot program "Healthy Hearts Self-Measured Blood Pressure (SMBP) Program to assist with the purchase of blood pressure cuffs. Funds will be fully spent by the end of calendar year 2026.

The program helps residents monitor their blood pressure, detect hypertension early, and reduce stroke risk. The program includes Healthy Hearts: Bump to Baby, supporting prenatal and postpartum blood pressure monitoring, and Healthy Hearts: Community Checks, offering community screenings and home monitoring for those at risk.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Recommend accepting donation

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:*

Resolution #20260512-xxx Accept Donation – McGregor Lions Club

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

McGregor Lions Club	\$2,500.00
---------------------	------------

WHEREAS, the terms or conditions of the donations, if any, are as follows:

McGregor Lions Club	Aitkin County Public Health – Healthy Hearts Self-Measured Blood Pressure (SMBP) Program – assist with the purchase of blood pressure cuffs.
---------------------	--

WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

Adopted this 12th Day of May, 2026 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: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
9562	Advanced Business Methods, Inc.	4,726.86	13 Transactions
89471	Aitkin Co 4-H Council	60.00	1 Transactions
89856	Aitkin Co Agricultural Society	1,050.00	1 Transactions
86222	Aitkin Independent Age	344.00	3 Transactions
170	Aitkin Motor Company	9,000.00	1 Transactions
195	Aitkin Tire Shop	25.00	1 Transactions
9561	Amazon Business	2,877.53	30 Transactions
11113	Anderson/Edward	105.00	1 Transactions
9572	ArchKey Technologies	566.00	1 Transactions
248	Association of Mn Counties	525.00	1 Transactions
9926	AT&T (VCET)	710.00	1 Transactions
10452	AT&T Mobility	192.02	2 Transactions
15240	AT&T Mobility (Central Serv)	756.86	5 Transactions
86467	Auto Value Aitkin	33.98	2 Transactions
9687	AutoSmith McGregor	104.71	1 Transactions
13725	Beartooth Hardware Inc	251.74	5 Transactions
9635	Bishop/Christy	40.00	1 Transactions
7647	Braun Intertec Corporation	1,400.00	1 Transactions
730	Breezy Point Resort	1,436.65	4 Transactions

1 General Fund

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
13475	Bright/Wendie	40.00	1 Transactions
9616	BROTHERS IN CHRIST (BIC) REPAIR	533.49	1 Transactions
783	Canon Financial Services, Inc	225.51	1 Transactions
999999000	Carr/Joel	300.00	1 Transactions
10520	Charter Communications Holding (Sheriff)	211.12	1 Transactions
15142	Christensen/Charles	94.65	2 Transactions
999999000	DAM of Aitkin Lakes	250.00	1 Transactions
1430	Dotzler Power Equipment	29.94	1 Transactions
15266	Emanuel/Laura	70.00	1 Transactions
10999	Explore Healing Food and Movement	1,920.00	1 Transactions
9990	Forgotten Heroes Ranges & Retreat	200.00	1 Transactions
1463	Foss/Eileen	35.00	1 Transactions
1775	Galls LLC	490.54	4 Transactions
10019	Gilbertson/Jack Lee	105.00	1 Transactions
14559	Goodin Company	3,814.22	2 Transactions
7525	Hometown Bldg Supply	57.34	1 Transactions
2340	Hyytinen Hardware Hank	212.20	12 Transactions
2441	Idexx Distribution, Inc	1,462.42	1 Transactions
88628	Imperial Dade	1,825.44	3 Transactions
4812	JC32 Teamsters H&W Fund	37,559.00	4 Transactions

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Name	Amount	
14832	Kulifaj / Stephen	117.85	2 Transactions
15271	Kullhem/JoLynn	70.00	1 Transactions
11990	Lange/David	149.75	2 Transactions
6108	MACO	365.00	1 Transactions
14071	Marco Technologies LLC	10,093.65	1 Transactions
9694	Midwest Lock & Door, Inc.	3,655.00	3 Transactions
89765	Minnesota Elevator, Inc	150.67	1 Transactions
9692	Minnesota Energy Resources Corporation	2,117.32	4 Transactions
3371	Minnesota Sheriffs' Association	300.00	1 Transactions
99999000	Nordeen/Lyndon	200.00	1 Transactions
3789	Pan-O-Gold Baking Company	109.62	1 Transactions
3810	Paulbeck's County Market	432.47	4 Transactions
9808	Performance Foodservice	3,026.92	1 Transactions
3950	Public Utilities	11,134.03	9 Transactions
3987	Ramsey County Medical Examiner	1,801.00	1 Transactions
10998	Relander/Jaclyn	120.39	1 Transactions
12930	River Oaks Dental	736.00	1 Transactions
6044	Rolyan Buoys	9,973.91	1 Transactions
4412	Sherburne County Sheriff's Office	90.00	1 Transactions
10879	Shred-It	273.40	1 Transactions

Aitkin County



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

1 General Fund

Vendor No.	Name	Amount	
13424	Sonnee/Dennise J	78.13	2 Transactions
10333	Stevo's Inc	2,002.50	2 Transactions
86318	Tange/Susan Whitney	105.00	1 Transactions
86235	The Office Shop Inc	132.03	5 Transactions
13934	The Tire Barn	911.00	3 Transactions
10930	Tidholm Productions	397.80	2 Transactions
10017	Tveit/Galen	105.00	1 Transactions
9894	Vault Health	56.30	1 Transactions
9601	Virtual Academy	531.00	1 Transactions
3518	Voyageur Press Of Mcgregor, Inc	125.00	1 Transactions
10895	Westerlund/Laurie Ann	635.12	1 Transactions
10199	Wieczorek/Hannah	28.75	1 Transactions

1 Fund Total: **123,665.83** **General Fund** **71 Vendors** **175 Transactions**

Aitkin County



2 Reserves Fund

Vendor Name
No.

Amount

170 Aitkin Motor Company

1,900.00

1 Transactions

7525 Hometown Bldg Supply

23.36

1 Transactions

2 Fund Total:

1,923.36

Reserves Fund

2 Vendors

2 Transactions

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

3 Road & Bridge

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
9562	Advanced Business Methods, Inc.	360.23	1 Transactions
783	Canon Financial Services, Inc	192.60	1 Transactions
11895	Cargill, Incorporated	10,461.24	2 Transactions
14887	Cintas Corporation	19.29	2 Transactions
178	City Of Tamarack	3,575.30	1 Transactions
2763	Countryside Sanitation, LLC	193.05	2 Transactions
88880	Datacomm Computers & Networks Inc	3,776.00	2 Transactions
1430	Dotzler Power Equipment	20.68	1 Transactions
7935	East Central Energy	180.14	2 Transactions
7060	Federated Co-Ops Inc.	10.00	1 Transactions
12500	Frontier Precision, Inc	577.60	5 Transactions
8775	Itasca Co Highway Dept	4,965.00	2 Transactions
10374	Kellerman/Scott	54.42	1 Transactions
11006	LEZER/HAROLD	8,128.20	2 Transactions
7899	Locators & Supplies, Inc	207.05	1 Transactions
2941	M R Sign Co Inc	2,731.95	2 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	3,493.28	13 Transactions
10048	MINNESOTA NORTH COLLEGE	1,700.00	4 Transactions
1652	Northland Fire Protection, LLC	2,155.60	6 Transactions

Aitkin County



3 Road & Bridge

Vendor No.	Name	Amount	
10720	Nuss Truck Group Inc	950.24	1 Transactions
11387	Olsen/Sarah	430.52	3 Transactions
10947	OXYGEN SERVICE CO INC	22.89	1 Transactions
3950	Public Utilities	277.25	4 Transactions
11605	Shred Right	54.86	1 Transactions
10455	Temco	219.40	1 Transactions
10930	Tidholm Productions	69.95	1 Transactions
12788	Timmer Implement of Aitkin	25,812.92	2 Transactions
6097	Verizon Wireless	505.85	1 Transactions
5097	Welle/John Thomas	122.50	1 Transactions
9642	WEX BANK - Highway Dept	3,654.72	23 Transactions
5295	Ziegler Inc	5,106.95	2 Transactions

3 Fund Total: **80,029.68** **Road & Bridge** **31 Vendors** **92 Transactions**

WLB1

5/5/26

1:11PM

Aitkin County



5 Health & Human Services

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 9

Vendor No.	Name	Amount			
14071	Marco Technologies LLC	2,919.00	3 Transactions		
5 Fund Total:		2,919.00		Health & Human Services	1 Vendors
					3 Transactions

WLB1

5/5/26

1:11PM

Aitkin County



10 Trust

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 10

Vendor No.	Name	Amount	
9562	Advanced Business Methods, Inc.	281.99	2 Transactions
10500	Fredrickson/Kyle	34.98	1 Transactions
10412	O'Reilly Auto Parts	36.47	1 Transactions
3950	Public Utilities	246.26	1 Transactions
4070	Riley Auto Supply	47.36	1 Transactions
10455	Temco	475.02	2 Transactions
86235	The Office Shop Inc	52.92	1 Transactions
5173	Thomson Reuters-West Publishing	3,333.22	2 Transactions
10 Fund Total:		4,508.22	Trust
			8 Vendors
			11 Transactions

Aitkin County



11 Forest Development

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
12927	Midwest Machinery Co.	3,526.30	2 Transactions
10412	O'Reilly Auto Parts	56.26	1 Transactions
4010	Rasley Oil Company	25.98	1 Transactions
15370	Sullivan Jr/Barry D	500.00	1 Transactions

11 Fund Total: **4,108.54** **Forest Development** **4 Vendors** **5 Transactions**

WLB1
 5/5/26 1:11PM
 13 Taxes & Penalties

Aitkin County



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

Vendor No.	Name	Amount			
999999000	BEAMISH/JOYCE	71.02		1 Transactions	
999999000	GAPINSKI/LISA	94.00		1 Transactions	
999999000	GRAY/DAVID	28.00		1 Transactions	
999999000	HOFFKE/BRENDA	30.00		1 Transactions	
999999000	SAVOIE/TROY	578.00		1 Transactions	
4258	St Louis County Auditor	475,751.69		1 Transactions	
13 Fund Total:		476,552.71	Taxes & Penalties	6 Vendors	6 Transactions

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

19 Long Lake Conservation Cen

Vendor No.	Name	Amount	
9562	Advanced Business Methods, Inc.	198.62	2 Transactions
10458	Black Bears and Blueberries LLC	55.35	1 Transactions
9221	COGNIA INC	1,400.00	1 Transactions
3810	Paulbeck's County Market	30.42	2 Transactions
10076	PFS Minnesota	2,285.79	2 Transactions
13413	Rest Assured Mattress Co. Inc.	10,884.00	1 Transactions
4968	Upper Lakes Foods, Inc	2,384.38	3 Transactions

19 Fund Total:

17,238.56

Long Lake Conservation Center

7 Vendors

12 Transactions

Aitkin County



21 Parks

Vendor No.	Name	Amount	
90762	Aitkin Co License Center	8.50	1 Transactions
188	Aitkin Sno-Drifters Snowmobile	7,453.80	1 Transactions
10992	Big Wolf Siteworks, LLC	46,559.60	2 Transactions
12194	BWSR	74.91	1 Transactions
2060	Haypoint Jackpine Savages	10,948.40	1 Transactions
2340	Hyytinen Hardware Hank	16.97	1 Transactions
3176	Mille Lacs Trails, Inc.	11,089.80	1 Transactions
3780	Palisade Supersledders Inc.	7,605.30	1 Transactions
3950	Public Utilities	82.68	2 Transactions
4800	Tamarack Sno-Flyers	15,665.10	1 Transactions

21 Fund Total:

99,505.06

Parks

10 Vendors

12 Transactions

WLB1
5/5/26 1:11PM
22 Coronavirus Relief Fund

Aitkin County

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



Vendor No.	Name	Amount			
9085	Climate Makers Inc	14,500.00		1 Transactions	
22 Fund Total:		14,500.00	Coronavirus Relief Fund	1 Vendors	1 Transactions
Final Total:		824,950.96	141 Vendors	319 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	123,665.83	General Fund	
	2	1,923.36	Reserves Fund	
	3	80,029.68	Road & Bridge	
	5	2,919.00	Health & Human Services	
	10	4,508.22	Trust	
	11	4,108.54	Forest Development	
	13	476,552.71	Taxes & Penalties	
	19	17,238.56	Long Lake Conservation Center	
	21	99,505.06	Parks	
	22	14,500.00	Coronavirus Relief Fund	
All Funds		824,950.96	Total	Approved by,
			
			

WLB1
5/5/26 3:23PM

Aitkin County



2M

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

Page 2

1 General Fund

Vendor Name
No.

Amount

10789 Old National Bank (ELAN)

6,805.54

31 Transactions

1 Fund Total:

6,805.54

General Fund

1 Vendors

31 Transactions

Final Total:

6,805.54

1 Vendors

31 Transactions

WLB1
5/5/26 3:23PM

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Amount			
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

5/5/26

3:23PM

Aitkin County



5 Health & Human Services

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

Page 2

Vendor No.	Name	Amount			
10789	Old National Bank (ELAN)	382.01		5 Transactions	
5 Fund Total:		382.01	Health & Human Services	1 Vendors	5 Transactions
Final Total:		382.01	1 Vendors	5 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	6,805.54	General Fund
All Funds	6,805.54	Total

Approved by,

.....

.....

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	59.00	Road & Bridge
All Funds	59.00	Total

Approved by,

.....

.....

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	382.01	Health & Human Services
	All Funds	382.01	Total

Approved by,

.....

.....

Total Elan pd 4.23.26 = \$7246.55



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Cash Balance Report - April 2026

<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 Cash Balances for the County as of April 30, 2026.		
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 checked="" type="checkbox"/> No <i>Please Explain:</i>		

5/5/2026	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE
CASH BALANCE SHEET	01/31/26	02/28/26	03/31/26	04/30/26	12/31/25	12/31/24	12/31/23	12/31/22	12/31/21	
INVESTMENTS	25,373,081.17	29,206,253.91	23,048,045.82	24,786,863.90	30,345,176.75	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	15,926,196.89	14,740,784.77	13,742,360.09	12,546,646.65	17,766,497.17	18,141,683.73	15,954,763.57	14,528,551.70	14,109,614.93	
ROAD & BRIDGE - Fund 3	3,629,148.39	4,954,570.00	4,446,438.99	5,482,198.07	4,346,762.81	3,838,217.82	4,058,895.47	2,230,541.57	1,531,679.66	
Unorgized Townships - Fund 4	262,883.88	274,330.21	262,928.59	278,951.26	265,687.94	377,829.52	418,377.64	428,656.35	513,900.22	
HEALTH & HUMAN SERVICES - Fund 5	5,067,215.15	4,378,026.39	3,395,203.59	2,476,893.40	5,536,599.93	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	70,247.00	70,247.00	
DEBT SERVICE - Fund 6	147,937.01	147,937.01	147,937.01	147,937.01	731,944.52	819,903.27	766,520.88	712,886.12	667,237.20	
Ditch - Fund 7	38,844.81	38,945.36	39,032.53	39,128.36	38,741.65	38,952.73	38,262.78	37,280.97	36,921.80	
STATE - Fund 9	63,291.34	62,486.06	57,058.83	72,014.62	108,924.40	138,944.53	176,481.53	152,930.30	140,016.66	
TRUST - Fund 10	2,362,918.38	2,361,899.14	2,344,325.12	1,532,271.91	2,587,008.71	1,841,674.87	2,037,464.17	2,354,738.83	1,819,303.22	
LAND - Fund 11	384,199.67	461,081.56	408,762.59	653,205.66	524,259.22	545,061.38	602,221.06	647,195.90	788,950.96	
TOWNSHIPS/SCHOOLS/ARDC - Fund 12	44,758.58	130,793.01	62,852.00	234,688.38	547,634.40	662,621.04	762,783.47	702,259.77	584,881.42	
TAXES & PENALTIES - FUND 13	97,981.70	192,709.29	473,731.57	5,698,389.11	0.00	0.00	429.00	0.00	3,796.54	
COLLABORATIVE AGENCY - FUND 15	92,950.42	114,752.42	114,752.42	114,752.42	92,950.42	91,168.71	70,557.33	77,102.14	72,411.03	
ENVIRONMENTAL TRUST - FUND 18	457,761.67	457,843.29	457,865.47	457,889.86	457,677.38	457,677.38	482,753.04	457,818.59	457,818.59	
LLCC - Fund 19	(307,678.78)	(382,657.74)	(396,633.56)	(402,180.76)	(276,867.70)	38,514.78	21,327.43	0.00	0.00	
PARKS - Fund 21	(617,920.35)	(501,204.25)	(486,943.59)	(411,126.42)	(556,722.62)	(500,440.18)	(170,531.73)	101.00	119,713.47	
ARPA - Fund 22	339,907.68	334,957.68	330,137.68	314,637.68	352,732.68	664,700.96	1,697,676.83	2,070,440.91	1,308,817.34	
OPIOID SETTLEMENT - Fund 25	681,363.07	681,363.07	651,633.06	648,527.58	683,113.07	650,908.93	285,894.22	250,088.50	0.00	
HOUSING TRUST FUND - Fund 85	236,198.00	236,198.00	236,198.00	236,198.00	236,198.00	194,444.00	97,222.00	0.00	0.00	
TOTAL CASH & INVESTMENTS	28,978,204.51	28,755,062.27	26,357,887.39	30,191,269.79	33,513,388.98	34,674,493.44	33,921,515.48	31,131,255.09	28,140,851.40	

FUND BALANCE as of 12/31/2024

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

WLB1
5/6/26 11:29AM

Aitkin County



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

3 Road & Bridge

Vendor Name
No.

Amount

9641 S & R REINFORCING, INC.

163,267.30

1 Transactions

3 Fund Total:

163,267.30

Road & Bridge

1 Vendors

1 Transactions

Final Total:

163,267.30

1 Vendors

1 Transactions

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	163,267.30	Road & Bridge
All Funds	163,267.30	Total

Approved by,

.....

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLB1

5/6/26

1:35PM

Aitkin County



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

5 Health & Human Services

Vendor Name

No.

Amount

10785 Old National Bank

264.62

1 Transactions

5 Fund Total:

264.62

Health & Human Services

1 Vendors

1 Transactions

Final Total:

264.62

1 Vendors

1 Transactions

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	264.62	Health & Human Services
All Funds	264.62	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2Q
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: County "ON" Sale WINE-STRONG BEER and 3.2 Malt Liquor License - Abiel Hospitality LLC dba Hidden Meadows Bar & Grill

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested	
<input checked="" type="checkbox"/> CONSENT AGENDA		<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY		<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Christy M. Bishop	Department: Auditor's Office
---	--

Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

Application for new County "ON" Sale WINE-STRONG BEER and 3.2 Malt Liquor License for Abiel Hospitality LLC dba Hidden Meadows Bar & Grill located at 42206 438th Ln Aitkin, MN 56431 - 48-27 Unorg Township

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Resolution to approve new County "ON" Sale WINE-STRONG BEER and 3.2 Malt Liquor License for Abiel Hospitality LLC dba Hidden Meadows Bar & Grill located at 42206 438th Ln Aitkin, MN 56431 - 48-27 Unorg Township

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:*

Resolution #20260512-xxx Application for New County “ON” Sale – WINE-STRONG BEER and 3.2 Malt Liquor License - Abiel Hospitality LLC dba Hidden Meadows Bar & Grill

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following new liquor license for a period of February 15, 2026 - December 31, 2026:

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

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

Adopted this 12th Day of May, 2026 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

2R
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Consumption and Display Permit - Abiel Hospitality LLC dba Hidden Meadows Bar & Grill

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested	
<input checked="" type="checkbox"/> CONSENT AGENDA		<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY		<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Christy M. Bishop	Department: Auditor's Office
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

Application for new Consumption and Display Permit for Abiel Hospitality LLC dba Hidden Meadows Bar & Grill located at 42206 438th Ln Aitkin, MN 56431 - 48-27 Unorg Township

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Motion to approve application for new Consumption and Display Permit for Abiel Hospitality LLC dba Hidden Meadows Bar & Grill located at 42206 438th Ln Aitkin, MN 56431 - 48-27 Unorg Township

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:*



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Trail Permit to Norsemen Motorcycle Club for AlanDale Trail System

<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
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Submitted by: Dennis (DJ) Thompson	Department: Land
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Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner	Estimated Time Needed: 5 Minutes
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Summary of Issue:

Norsemen Motorcycle Club is the trail sponsor for the proposed AlanDale Trail System. The trail will be located in both Aitkin and Kanabec County. The Aitkin County portion of the trail is in sections 35 and 36 of Williams Township. The project is being done in phases.

To complete this trail, Aitkin County needs to issue a trail permit. Once completed, the Norsemen Motorcycle Club will maintain the trail with Grant-in-Aid funding. The trail system has already been approved by the DNR for GIA funds.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Motion to approve Trail Permit for Norsemen Motorcycle Club for AlanDale Trail.

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:*



GRANT IN AID TRAIL PERMIT

This permit is granted by the State of Minnesota acting by and through the County of Aitkin, under the authority and subject to the provisions of M.S. 282 and other applicable statutes, to the PERMITTEE, as named below:

Permittee: Norsemen Motorcycle Club – Marissa Martinson			
Address: 22180 Hillside Trail NW, Elk River, MN 55330 (personal address)			
Purpose of Permit: Clear and Open the AlanDale trail system (approved by DNR).			
Type of Trail: ATV/OMH	Width of Trail: 3'to 10'	Summer Mechanized Travel is permitted	Number of Trail Shelters Permitted:0

Property being covered under this permit:

The trail will be located in both Kanabec County: Ford Township (Sections 01,12) and Kroschel Township (Sections 06, 07, 17, 18), and Aitkin County: Williams Township (Sections 35-36). Attached Map defines project phases and trail routes that intersect County lines.

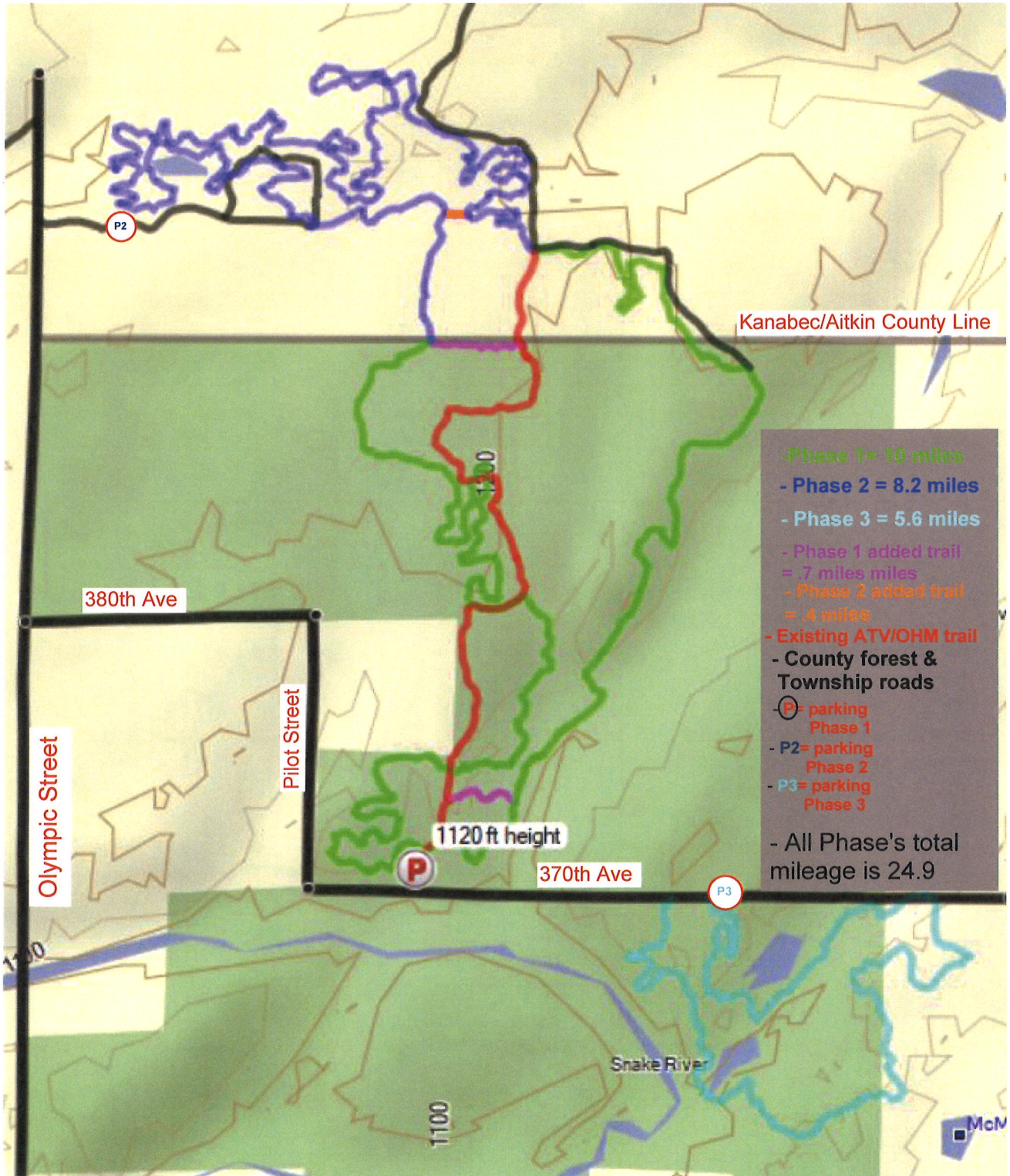
1. This permit shall be continuous and will terminate upon notification in writing to Aitkin County six (6) months prior to termination by the Landowner(s).
2. The right-of-way shall be open to the general public for ATV/OHV use during specific dates.
3. Aitkin County shall at all times have the right to enter upon said right-of-way for any purpose necessary to the performance of lawful powers and duties.
4. Aitkin County shall have the right to close said right-of-way during any emergency.

This permit is issued and accepted upon the conditions and subject to all terms and limitations contained in the statutes of the State of Minnesota and all conditions herein specified.

Permittee has read, understands, and agrees to comply with all the requirements of this permit

THIS PERMIT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

Permittee <i>Marissa Martinson</i>	Date 4/17/26
Permittee	Date
Aitkin County	Date





Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Approve Out-of-State Travel Approval

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Andrew Carlstrom	Department: Environmental Services
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Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director	Estimated Time Needed: 5 Minutes
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Summary of Issue:

On November 25, 2025, the Aitkin County Board approved a 3-year contract service agreement with Schneider GeoPermits to utilize their permitting, licensing, and land use software platform. The service contract includes registration, airfare, and hotel to Schneider Users' Conference. Registration is valued at \$500 and the conference hotel rate is \$215/night.

The Empower 26 Conference is scheduled for September 28-29 in Savannah, Georgia. Shannon Wiebusch, Office Assistant V and Andy Bober, Zoning Officer from the Environmental Services department to attend this conference to further learn best practices and future technologies for our GeoPermits applications.

Shannon and Andy's exemplary service and dedication to duty have been instrumental to our initial setup of this new software. Board approval is required for any out-of-state travel.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve Out-of-State travel for Shannon Wiebusch and Andy Bober, at no cost to Aitkin County, to attend Schneider's User's Conference in Savannah, Georgia.

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:



Board of County Commissioners Agenda Request

4B
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Discretionary EAW - Elm Island Lake RV Park

<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: Planning & Zoning	
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 10 minutes
Summary of Issue: On May 5, 2026, Aitkin County received a revised and completed EAW from the proposer of the Elm Island Lake RV Park. In accordance with MN Rules 4410, I am requesting the County Board's approval to sign and distribute the EAW for the 30 day public and agency comment period. Please see memorandum. During this 30 day comment period, I am also requesting a public input meeting for the public to address concerns with the County Board at the regularly scheduled Board of June 9, 2026. The Public Hearing will be held with the Planning Commission at a later date and upon meeting the steps and requirements of the EAW process.		
Alternatives, Options, Effects on Others/Comments: Board could deny approving discretionary EAW for distribution.		
Recommended Action/Motion: Motion for Board to approve the discretionary EAW for distribution and for the Environmental Services Director to sign the EAW as complete.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



AITKIN COUNTY ENVIRONMENTAL SERVICES PLANNING & ZONING

Aitkin County Government Center
307 2nd Street NW, Room 219
Aitkin, MN 56431

aitkinpz@aitkincountymn.gov
Phone: 218-927-7342
Fax: 218-927-4372

MEMORANDUM TO AITKIN COUNTY BOARD OF COMMISSIONERS

DATE: May 12, 2026

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

RE: EAW (Environmental Assessment Worksheet) for Elm Island Lake RV Park

On June 10, 2025, the Aitkin County Board made the decision for the need of an EAW for the Elm Island Lake RV Park, which is a proposed residential planned unit development/common interest community. Since that time the county has worked with the proposer to ensure the EAW was completed.

On May 4th the EAW Review Committee met to review the application for completeness and accuracy. After review, the EAW Review Committee determined it is now complete and recommends it to the County Board.

I am requesting the County Board's approval to sign the EAW, indicating it is complete, and to send it to the Environmental Quality Board (EQB) for publication in the EQB Monitor. I will then distribute the EAW to those required by MN Rules Chapter 4410. Once published there is a 30-day comment period.

A press release identifying the name, location, description of the project, location where to view EAW copies, the date the comment period ends and where to send the comment will be published in the Aitkin Age. After all the comments have been received, I will gather the EAW Review Committee to respond to the comments and draft recommended findings of fact and conclusions for County Board consideration.

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

4C
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Request Public Input Meeting - Elm Island Lake RV Park

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested	
<input type="checkbox"/> CONSENT AGENDA		<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY		<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Andrew Carlstrom	Department: Planning & Zoning
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Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director	Estimated Time Needed: 10 minutes
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Summary of Issue:

Due to public interest of the proposed Elm Island Lake RV Park, I am requesting a public input meeting for the public to address concerns with the County Board at the regularly scheduled Board of June 9, 2026. The official Public Hearing will be held with the Planning Commission at a later date and upon meeting the steps and requirements of the EAW process.

Alternatives, Options, Effects on Others/Comments:

Board could deny Public Input Meeting.

Recommended Action/Motion:

Motion for Board to approve the Public Input Meeting for June 9, 2026 at 10AM.

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:



Board of County Commissioners Agenda Request

5A

Agenda Item #

Requested Meeting Date: 05-12-26

Title of Item: Award Grants: Revitalization Grant Program

<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
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Submitted by: Mark Jeffers	Department: Economic Development
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Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator	Estimated Time Needed: 10 minutes
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Summary of Issue:

The Aitkin County Economic Development Committee has received and reviewed grant funding requests for the Revitalization Grant Program. Grant applications and grant award summary are included.

The Committee was unanimous on the recommendation. The Committee recommends and requests approval to award the following grants at this time:

Growth Innovations (16 2nd St. NE building)	\$5000
Smokey Jake's BBQ (sign project)	\$5000

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

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Economic Development requests approval of a motion to award the recommended grants.

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:*

Aitkin County has received Federal Fiscal Recovery Funding through the American Rescue Plan Act.

2026 Business Development & Recreation Grant Award Summary

1. 16 2nd Street NE Aitkin (this is the building that that houses Uptown Energy business and also housing on the second level) on Highway 210, owned by Growth Innovations
 - a. The project will reface the building and repair the exterior brick because of deteriorating conditions
 - b. Total project cost has been quoted by a local contractor at \$14,200. Applicant match is \$9,200 and the grant ask is \$5,000
 - c. In review of our guidelines, this project meets our requirements and will add a fresh look to the downtown Aitkin area.

2. 12 2nd Street NW Aitkin (Smokey Jake's BBQ) on Highway 210, owned by Jacob Schanz
 - a. The project will add a digital sign (4x6) on the upper side of the building and be visible from the stoplight at 210 and oncoming traffic
 - b. The sign meets City of Aitkin sign ordinance requirements (recently amended- Projecting signs shall be permitted, provided they are mounted perpendicular (90 degrees) to the building façade to ensure visibility from adjacent rights-of-way.)
 - c. Total project cost has been quoted at \$11,783. Applicant match is \$6,783 and the grant ask is \$5,000
 - d. In review of our guidelines, this project meets our requirements and will add a fresh look to the downtown Aitkin area.

2026 Revitalization Grant

#	Facility Name	Project Name	Contact Name	Email	City	Phone	\$ requested	\$ Awarded
1	McGregor VFW	signage for building			McGregor		\$ 1,600	\$ 1,600
2	REMAX	Front of building remodel	Jared Lundgren	jaredl@remax.net	Aitkin		\$ 5,000	\$ -
3	MacDonald Enterprises	The Landing	Jim MacDonald	218.927.2669	Aitkin		\$ 5,000	\$ 5,000
4	Rialto Theatre	canopy improvement	Kirk Peysar	kpeysar@yahoo.com	Aitkin		\$ 5,000	\$ 5,000
5	Petal & Leaf Nursery	outbuilding expansion	Andrea Bohn	bohnandrea@icloud.com	McGregor		\$ 5,000	\$ 5,000
6	Growth Innovations	16 2nd Street property	Tami Jacobs	tjacobs@growthiv.org	Aitkin		\$ 5,000	\$ 5,000
7	Smokey Jake's BBQ	outside digital signage	Jake Schanz	jake@smokeyjakesbbq.com	Aitkin		\$ 5,000	\$ 5,000
8								
9								
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16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
							\$ 31,600	\$ 26,600



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Information Only- Strategic Plan Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Information Only
Submitted by: Mark Jeffers		Department: Economic Development
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 15 minutes
Summary of Issue: Mark Jeffers will present the Q1 Strategic Plan update.		
Alternatives, Options, Effects on Others/Comments:		
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>		

AITKIN COUNTY STRATEGIC PLAN UPDATE

Mark Jeffers

Aitkin County Economic
Development Coordinator



Naturally Better.

Strategic Plan 2025 YE

	Goal #	# Completed	Completion %
Annual Goals	20	20	100%
Goals to be completed by December 2025	9	9	100%
2025	29	29	100%

Community Engagement & Economic Development	Goal	Start Date	Timeline	Status	Who
Optimize Land Use Ordinances	Review a minimum of three current ordinances for refinement per year	2025	Annual	Complete for 2025	Andrew Carlstrom
	Completion of an economic impact study for Northwood ATV Trail System in 2025	2025	Completion by December 2025	Complete	Dennis Thompson/ Mark Jeffers
Unified Approach to Effectiveness	Goal	Start Date	Timeline	Status	Who
Showcase County Value & Resources	Weekly podcast distribution throughout strategic plan timeline	2025	Annual	Complete for 2025	Mark Jeffers
Talent Acquisition, Development & Well-being	Goal	Start Date	Timeline	Status	Status
Showcase the Aitkin County Advantage	Completion of a recruiting video by December 2026	2025	Completion by December 2025	Complete	Bobbie Danielson
Modernize Onboarding for Efficiency	Complete a GE Workout on the onboarding process	2025	Completion by December 2025	Complete	Bobbie Danielson
Transform Review into Mentorship	Launch Career Coaching pilot in 2025	2025	Completion by December 2025	Complete	Bobbie Danielson

Strategic Plan 2026 Q1

	Goal #	# Completed	Completion %
Annual Goals	20	3	15%
Goals to be completed by December 2026	6	0	0%
2026	26	3	12%

Goal	Start Date	Timeline	Status	Who
Attend at least one regional career fair per year	2025	Annual	completed for 2026	Bobbie Danielson
Respond to GE Workout requests within 5 days of submission	2025	Annual	Completed for 2026	Revitalization Core Team
Offer at least one half-day (or longer) onsite leadership and potential leaders training program annually	2025	Annual	Completed for 2026	Bobbie Danielson



Strategic Plan 2026 Q1

	Goal #	# Completed	Completion %
Annual Goals	20	3	15%
Goals to be completed by December 2026	6	0	0%
2026	26	3	12%

	Goal	Start Date	Timeline	Status	Who
	Utilization of the Housing Trust Fund (50% expended by year 2)	2026	Completion by December 2026	2026	Mark Jeffers
Enhance Community Engagement & Responsiveness	Develop and pilot customer/community survey by December 2026	2026	Completion by December 2026	2026	Sarah Pratt/Mark Jeffers
Career Coaching	5 or more departments in 2026	2026	Completion by December 2026	2026	Bobbie Danielson
Empower Strength-Based Growth	100% leadership team participation in Gallup Strengthfinder training by December 2026	2026	Completion by December 2026	2026	Bobbie Danielson
	Incrementally increase the number of employees who have completed Gallup Strengthfinder training	2026	Completion by December 2026	2026	Bobbie Danielson
	Include Gallup Strengthfinder training into the onboarding process for new employees	2026	Completion by December 2026	2026	Bobbie Danielson

Strategic Plan

1. Community Engagement & Economic Development

Improving how we connect with the public by being proactive and bringing people together. Focusing on balancing economic growth with preserving traditions, maintaining public safety, sustaining an effective transportation system, and tackling community issues, while protecting our beautiful natural resources.

2. Unified Approach to Effectiveness

Building a trusting, smooth-running, flexible organization that sticks together, makes decisions based on solid data, and encourages open talks to quickly reach consensus. The goal is to make Aitkin County Government more efficient and responsive to achieve our mission.

3. Talent Acquisition, Development & Well-being

Streamline talent recruitment and retention to maximize efficiency and performance while reducing turnover and associated costs. Empower employees at all levels to continuously learn, grow, and innovate, fostering a supportive work environment that enhances trust, well-being, job satisfaction, and productivity, ultimately driving cost efficiency and exceptional service.



Naturally Better.



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: 2027 Budget Process and Dates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Information Only
Submitted by: Kathleen Ryan, County Auditor		Department: Auditor
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed: 10 Minutes
Summary of Issue: Review the 2027 Budget Process Timeline and discuss any questions before the May 19th Committee of the Whole.		
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 checked="" type="checkbox"/> No <i>Please Explain:</i>		

2027 Budget Process Timeline

April 27 th	Budget Process and Schedule Review	Budget Committee
May 12 th	Budget Process and Schedule Review	Auditor County Board
May 18 th	Budget Process, Schedule and Preparation Forms to Department Heads	Administration (April)
June 29 th	Budget Preparation Forms DUE to Auditor	Auditor Department Heads
July 8 th	Budget Discussion with Department Head Group	Auditor/Administration Department Heads
July 13 th – 17 th	Individual Meetings with Department Heads to Review Draft Budgets	Department Heads
August 11 th	Appropriations & Dues Discussion	County Board Auditor/Administration Sheriff
August 25 th	Budget Presentations – General Fund & Sheriff Budget Presentations – HHS & Highway	HHS and Highway
September 8 th	Budget Presentations – Highway Preliminary Budget Recommendations Shared	Highway Auditor
September 22 nd	County Board Sets Preliminary Levy – TNT must occur after November 24 th – Must be adopted by September 30 th	County Board
November 25 th	Additional Budget Discussion, <i>if needed</i>	County Board Auditor/Administration Department Heads
December 15 th 6:05 p.m.	Budget Information Meeting held (TNT)	County Board Administration
December 22 nd	Final FY 2027 Budget (operating and capital) and Levy adopted – Must be adopted no later than 5 working days after Dec. 20 th (Dec. 28 th)	County Board



Board of County Commissioners Agenda Request

6B

Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Update Financial Policies

<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
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Submitted by: Kathleen Ryan, Auditor	Department: Auditor
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Presenter (Name and Title): Kathleen Ryan, Auditor	Estimated Time Needed: 15 Minutes
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Summary of Issue:

Updated Financial Policy language as part of the over all Operations Policies of Aitkin County.

Some highlights of changes:
 Procurement Policy and Purchasing Policy were combined into one policy. We found there was repeat language and the need to have 2 policies was not necessary.

Updated dollar thresholds as part of the Capital Improvement Policy.

Added/clarified language regarding the donation of county owned equipment to non-profit organizations.

Updated MEALS language to state that the daily maximum will only be paid if the employee qualifies for 3 consecutive meals.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Recommend the updated policy/policies as part of the General Operations Policy. Discontinue/Delete separate Procurement Policy for Aitkin County.

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:*

Financial Policies

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INTRODUCTION
Accounting, Auditing and Financial Reporting Policies.....
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Purchasing Card Policy
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Purchase and/or Replacement of County Vehicles Policy.....
Public Purpose of Expenditure.....
Travel, Meals, and General Expense Reimbursement Policy.....

*Add Risk Management Language

*Add Internal Control Language

**The Purchasing Policy included with this language covers the Procurement Policy language also.

**Employee travel is covered; more details may need to be included but can be removed from Personnel Policy.

Accounting, Auditing and Financial Policies

Aitkin County will establish and maintain a high standard of accounting practices. Accounting standards will conform to Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

Aitkin County will maintain a strong internal audit function.

The financial data maintained by the County Auditor will be the official Aitkin County books.

All subsystems will reconcile to the official county system monthly.

The county will maintain a fixed asset list to identify and protect all county assets.

Aitkin County will maintain an integrated financial system with electronic financial reports/queries for internal management purposes.

At the end of each fiscal year, the County will report the portion of the fund balance that is not in spendable form as Non-spendable Fund Balance on the financial statements.

Prior to the end of each fiscal year, the County Board will determine any committed fund balance.

Special Revenue Funds Cash Flow - At the end of each fiscal year, the County will maintain a Spendable – Assigned portion of the fund balance for cash flow.

General Fund Cash Flow - At the end of each fiscal year, the County will maintain a Spendable – Unassigned portion of the fund balance for Cash Flow in a range equal to 40 – 50% of the General Fund net county share. Net county share is defined as expenditures less non-property tax revenues. In addition to cash flow needs this accommodates emergency contingency concerns.

In the event that amounts maintained for cash flow fall above or below the desired range, the County Auditor and County Administrator shall report such amounts to the County Board after the end of the fiscal year. Should the actual amount maintained for cash flow fall above or below the desired range, the County shall create a plan to restore the appropriate levels.

The resources classified as unassigned can be used to cover expenditures for revenues not yet received.

When both restricted and unrestricted resources are available for use, it is the County's policy to first use restricted resources and then use unrestricted resources as they are needed. It is the County's policy to use resources in the following order: 1) committed 2) assigned 3) unassigned.

Operating Budget Policy

The formal budgeting process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided, given the anticipated level of available resources.

The county will attempt to maintain its present service level for all priority and essential services within available revenues. New services will be considered for funding within available resources.

Aitkin County will utilize a “priority based” service level approach to resource allocation.

Each program area/program will prioritize services and allocate resources according to highest priority and greatest need.

The resources to fund the budget will include all revenues that can reasonably be anticipated from all sources and the entire amount of fund balance estimated to be carried forward at the beginning of the fiscal year.

County enterprise operations are intended to be self-supporting, i.e., current revenues and planned use of reserves will cover current expenditures, including capital improvements and depreciation. Enterprise operations are to be reviewed annually for self-sufficiency.

The county will utilize procedures which allow program areas/programs to integrate goals, objectives, and performance measurement into the budget requests.

All unfunded positions will be removed from the Proposed Budget unless the Department Head requests the position remain valid due to potential future funds such as a grant or revenue swings.

The Aitkin County Board goal is to approve a budget which is balanced in terms of the total available resources equaling the projected use of funds.

- The county will budget to maintain fund balances at adequate levels to ensure sufficient resources are available for current and future expenditures, whether planned or unforeseen.
- The county will budget to maintain an unassigned fund balance for cash flow and contingencies in the General Fund, to support operations and unforeseen items and events until current tax revenues are received. Based upon the semi-annual collection of local taxes and the associated state County Program Aid revenues, the General Fund should maintain an unassigned fund balance at year end equaling 40-50% of operations, which is calculated as total budgeted operating expenditures less budgeted (non-property tax) revenues (net county share).

- The County Board may assign fund balance for a specific purpose to be spent in future years. Programs may budget for the use of the committed or assigned fund balance during the annual budget process.
- The County may utilize Fund Balance for capital expenditures, requested and approved during the annual budget process, which are “one-time” in nature. The one-time capital expenditures are items which occur on an infrequent basis and would cause an abnormal spike in the base operating budget.

Within the County’s Financial System, the County will maintain an integrated electronic budgetary control system to ensure adherence to the budget with accessible reports/queries comparing actual revenues and expenditures to budgeted amounts.

The Capitalization threshold for assets of Aitkin County, as defined in the Fixed Asset Policy of this document, applies to all budgets and purchases associated with the Capital Expenditure series of accounts (66xx).

Capital Improvement Policy

A Capital Improvements Program (CIP) will be developed for a period of five years. As resources are available, the most current year of the CIP will be incorporated into the current year operating budget as the Capital Improvements Budget (CIB). The CIP will be reviewed and updated annually. Years two through five are for planning purposes only.

The county will maintain its physical assets in a manner which is adequate to protect the county’s capital investment and to minimize future maintenance and replacement costs. The county will provide for maintenance and replacement with current revenues where possible.

To be considered in the Capital Improvements Program a project must have an estimated cost of at least \$25,000 and a useful life greater than one year. *Projects may not be combined to meet the minimum standard unless they are dependent upon each other.*

Items that are considered an operating expense (such as maintenance agreements, personal computer software upgrades, PC’s, etc.) will generally not be considered within the CIP.

The county will identify the estimated costs and potential funding sources for each capital project prior to inclusion in the CIP. The operating costs to maintain capital projects shall be considered prior to the decision to undertake the capital projects.

Capital projects and/or capital asset purchases will be evaluated on the following criteria:

- Mandatory project
- Maintenance project (approved replacement schedules)
- Project improves efficiency
- Project provides a new service
- Policy area project
- Broad extent of usage
- Length of expected useful life
- Positive effect on operation and maintenance costs
- Availability of state/federal grants
- Elimination of hazards (improves public safety)
- Prior commitments
- Replacement due to disaster or loss

The CIP will be presented for review and recommendation to the County Board by the Budget Committee.

Investment Policy

It is the policy of the County to invest public funds in a manner which will provide the highest investment return with minimum risk while meeting the daily cash flow demands of the County and conforming to all federal, state, and local regulations governing the investment of public funds. Investment portfolio risk will be minimized to ensure that liquidity and marketability are maintained. The County will not invest in instruments that it cannot hold until maturity. Although investments are subject to short-term volatility, it is critical that a long-term investment focus be maintained.

This Investment Policy applies to all financial assets of the County.

All cash and investments will be maintained in a single cash and investment pool, unless otherwise required by law, court order, grant regulation, contract, or County Board directive.

Interest revenue and gains (or losses) on sales of investments will be retained in the general fund unless specifically designated otherwise by law, court order, County Board resolution, state statute, grant regulation, or contract.

All revenues, expenditures, assets, and liabilities relating to securities lending transactions will be recorded in the general fund. Revenue gains (or losses) related to this investment of cash collateral will be retained in the general fund.

The County Treasurer is designated as investment officer and is responsible for investment decisions and activities, with the input of the County Board.

No person may engage in an investment transaction except as provided under the terms of the investment policies and the procedures established by the County Treasurer and applicable State law or rule.

The selection of banking services will be made by the County Treasurer.

The County Treasurer shall maintain a system of internal controls for investments, which shall be documented in writing. The internal controls shall be reviewed by the State Auditor's Office. The controls shall be designed to avoid losses of County funds arising from frauds, employee errors, and misrepresentations by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the County. The investment portfolio of the County shall be designed to meet the following objectives in the order of priority:

Safety – Safety of principal is of critical importance to the investment program. Investments of the County shall be undertaken in a manner that preserves the principal in the overall portfolio.

Liquidity – The County's investment portfolio will remain sufficiently liquid to meet all reasonable operating requirements.

Return on Investment – The County's investment portfolio shall be designed with the objective of attaining a market rate return. The core of investments is limited to low-risk securities in anticipation of earning a fair return relative to the risk being assumed.

Trading – Portfolio purchases will focus on holding investments until maturity to maintain securities at amortized cost. Excessive investment portfolio turnover commonly referred to as "trading" or "overtrading" to obtain short-term gains is not consistent with the County's stated investment objectives and is prohibited.

The investment program shall be operated in conformance with federal, state, and other legal requirements. Authority to manage the County's investment program is derived from the following:

- Minnesota Statutes §118A, Municipal Funds
- The designations within this Policy as adopted

Debt Policy

Each situation requires a thorough review of the County's debt position, financial health and economic forecast. The limitations of this policy refer to Aitkin County debt only.

The county will maintain good communications with bond rating agencies and will try to improve or maintain its current bond rating so that the County's borrowing costs are minimized and so that access to credit is preserved.

The county will not use short-term borrowing to finance operating needs except in the case of an extreme financial emergency which is beyond the County's control or reasonable ability to forecast.

The County may only use long-term debt financing when all the following conditions exist:

- When non-recurring capital improvements are desired, and
- When it can be determined that future citizens will receive a benefit from the improvement, and
- When the cost benefit of the improvement, including interest cost, is positive.

The issuance of long-term debt is limited to capital improvements or projects that cannot be financed from current revenues or resources. For purposes of this policy, current resources are defined as unassigned fund balance greater than that needed for cashflow.

Aitkin County will not pledge indebtedness to outside agency financing unless the deemed benefit of the project is primarily for Aitkin County residents.

Every effort will be made to limit the payback period of the bonds or notes to the estimated useful life of the capital asset constructed or purchased.

Revenue and Collection Policy

The County Administrator will ensure appropriate procedures are adopted and followed to ensure accurate accounting of revenues receipted into the County. The County Auditor and County Treasurer are responsible for implementing accounting procedures.

Disbursement Policy

The Aitkin County Disbursement Policy is established to:

- Ensure accountability of the public funds.

- Ensure that all disbursement activity comply with applicable Federal, State, and local statutes, laws, codes, ordinances, and rules.
- Maintain controls necessary for the County to operate efficiently, effectively, and in a transparent and responsible manner.
- Provide governance for the disbursement of all funds to satisfy claims against the County.

The County Board must approve all disbursements.

- In accordance with MN Statute 375.18 the County Board delegates authority to the County Administrator and County Auditor to authorize payment of certain claims. The claim must be presented for ratification to the County Board at the next County Board meeting.

Annually the County Board shall designate the authority to make electronic fund transfers (EFT) to satisfy claims against the County to the County Treasurer and their designees, with a copy of the annual designation being provided to the County's designated disbursing bank(s).

Elected Officials serving offices, appointed division managers and department heads, or their authorized delegate with appropriate separation of duties, shall authorize pertinent claims against the County after review of the following:

- Notify the Auditor Department of any new vendor(s) and provide the information necessary to establish the vendor prior to disbursement
- Review invoices or other payment documents for accuracy
- Confirm quantities and prices are consistent with the order
- Ensure sufficient documentation exists to identify the claim
- Ensure the funds are appropriated
- Provide appropriate general ledger account coding
- Provide an authorized signature, either handwritten or electronic
- Notify the Auditor Department when submitting overdue obligations that are not delayed due to a good faith dispute

The County Auditor is responsible for developing procedures related to vendor management that will accomplish the following:

- Verify the authenticity of all new vendors requested by authorized staff
- Verify the authenticity of any vendor changes to name, address, tax identification, and bank information

Cash Handling and Receipting Policy

Due to the decentralized nature of Revenue collection within the County, the objective of this policy is to set forth minimum standards to ensure clear and consistent practices within the county for the handling of cash and the receipt of revenue. This policy will also serve to standardize a sound system of cash controls within the county as well as to provide guidance to departments on improving cash handling skills and accountability.

The County Treasurer shall establish and enforce a reasonable cash receipting policy that will provide the necessary controls and accountability for cash receipts consistent with MN Statutes § 118A. The Treasurer shall also establish rules and guidelines in development of acceptable levels of control for cash collection which facilitate the prompt collection of funds/monies owed to the county. These collection practices are intended to:

- Facilitate effective collection of funds due to Aitkin County.
- Consistently seek to improve collection practices.
- Provide consistency in information related to receipts.
- Facilitate secure transactions.
- Accumulate sufficient information to facilitate proper accounting of receipts and to aid in collectability should the need arise.

The Treasurer will work to address risks related to banking activity, cash handling and payment settlement. Where possible, preventative measures shall be taken to identify and mitigate these risks. Proper controls should be established to account for cash and receipting activity, and reconciled cash and banking records shall be maintained to support these receipting transactions.

Departments authorized to receive payments on behalf of Aitkin County must ensure that adequate control procedures are in place to secure the collection and proper receipt of funds, and to maintain internal controls and accountability of cash receipts. Specific departmental actions shall include:

- Measures to safeguard county funds.
- Procedures to comply with Aitkin County Policy.
- Cash handling system that will prevent, detect, and deter fraud.
- Proper internal controls and accounting of receipts.

Employees suspecting fraud or theft shall immediately notify their supervisor or the County Auditor. The County Auditor shall report and track specific suspected or actual losses related to cash and report to the Office of the State Auditor and law enforcement when appropriate.

CONTROL STANDARDS FOR RECEIPTING AND CASH HANDLING

Adequate cash handling and receipting procedures shall be in place to ensure that all payments received are processed and may be traced from initial receipt to final disposition. This procedure for handling cash receipts shall be designed to provide accountability for all monies received by the county, in accordance with accepted standards of control and accounting practices.

These procedures will be followed when accepting and receipting funds.

- Provide/utilize receipts for all acceptance of monies or payment (settlement of transactions).
- Receipt information will include the date issued, name of payer, net amount received, and sufficient information to identify the purpose of the payment. Also included should be any identifying number, form of payment, identification of person accepting payment and account to which payment is to be credited.
- Maintain proper care and control of all receipts and receipt stock.
- Coins and currency should generally be accepted only when an official Aitkin County receipt can be provided at the time of payment.
- Checks should promptly be restrictively endorsed. Any supplementary information required to ensure subsequent collection should be requested, entered on the face of the check and proper acknowledgement obtained from the payer.
- Checks accepted must be signed and have the payer's name, address and telephone number indicated on the check. When appropriate, identification data should be provided by the payer.
- Postdated checks will not be accepted.
- Checks may not be substituted for cash. Personal transactions with county funds are strictly prohibited. Monies will not be loaned from county funds, and no location is authorized to cash checks from county funds.
- Credit cards may be accepted for payment at authorized/approved locations if the payer presents the actual card or provides the account number, card holder name, expiration date and proper identification. An authorization code will be obtained through the credit card terminal prior to acceptance and receipting of the payment.
- EFT (Electronic Fund Transfers) transactions will need to be coordinated and processed centrally under the administration and supervision of the Treasurer.

Adequate control over access to funds must be maintained at all times. Proper control of processing and storage of cash funds should be in place for all authorized points of collection. Access to vaults and safes should be limited.

General security guidelines for handling and receipting county funds shall include:

- No funds are to be left unattended or unsecured.
- The number of people in each department required to actually handle county funds should be kept to a minimum.
- Each cash fund will be maintained separately. County funds should not be commingled with non-county funds.
- All county funds received should be secured in a locked cash register, drawer, or cash box and when not physically guarded kept in a secure safe, room, or cabinet not commonly accessible.
- Vault combinations should be limited to the smallest number of individuals practicable, given the business needs of the work unit. Vault or safe combinations should never be written down in the cash-handling area.

Employees who have county funds in their custody should be constantly aware of the possibility of the loss of funds due to theft, robbery, or error. Reasonable precautions to prevent losses should be taken. Safekeeping arrangements should be maintained for county funds and the amount of money retained on-hand and subject to loss should be the absolute minimum necessary for that activity.

Transferring and Depositing Funds

It will be the county's policy to require witnessed cash counts and reconciliation whenever funds change hands. Accountability must be maintained through a proper chain of custody, whether transferring between work units, between locations or at a depository.

- All receipts must be delivered in full on a weekly basis by the receiving department to the Auditor Department
- All cash payments are to be deposited in total and may not be used for any other purpose.

Staffing and Training for Cash Handling Responsibilities

All individuals required to handle county funds will be properly trained to do so.

Each department within Aitkin County that is responsible for handling cash will perform a periodic self-assessment (annually at minimum) to ensure procedures are up to date, understood and followed.

Credit Card Acceptance Policy

Credit card acceptance as a payment method via nationally recognized credit cards has become nearly universal within the private sector, where cards are now accepted at point of sale for even small transactions. Credit card transactions can also be of benefit to governmental entities by improving certainty of collection, accelerating payments and availability of funds, lowering costs and enhancing customer service. There are advantages and disadvantages to accepting credit card payments which governmental entities must weigh when deciding whether to accept payments by credit cards.

Acceptance of credit cards by Aitkin County as a payment option or as an alternative to cash or check will be considered on an individual process basis. Departments must demonstrate the viability of the acceptance of alternative forms of payment.

Minimum standards for consideration should include:

- The Department regularly receives payment for goods and/or services in routine operations
- The Department can provide justification that acceptance of cards will increase net revenues
- The Department can ensure that proper controls and procedures are in place
- Adequate security and record-keeping processes are established and properly monitored
- Acceptance will enhance convenience to public and encourage prompt payment

Analysis must be provided that demonstrates the financial viability of card acceptance for the specific venue or segment of county business.

Card issuers promulgate specific regulations which determine how the cards may be used in relation to the type of charges, how and in what manner the card is presented and used at the time of purchase, the process by which fees and discounts are handled and recovered, the level of security of data at time of sale and during the proper storage and maintenance of this information, all of which are firmly enforced.

Aitkin County and the department must comply with all regulations to ensure ongoing service, to permit continued authority to accept credit card payments, and to properly serve the cardholder's needs. Point of Sale (POS) terminal transactions, internet transactions, card not present situations (telephone) and voice authorization all have specific regulations which apply to the transactions in addition to county cash handling and receipting policies.

Risks and exposures to Aitkin County through the use of credit card acceptance and payments processes and operation of related equipment must be minimized through proper handling of transactions.

Merchants that manage card holder data must adhere to strict policies for ensuring that data is secure. The safeguarding of this information continues beyond the transaction including the storage and protection of the data in accordance with credit card issuer policies.

Controls and safeguards must be adequate to provide reasonable assurance that credit card transactions will be properly controlled and accounted for. All paperwork, records, receipts, card imprints, electronic data, etc. containing cardholder account numbers and information is classified as nonpublic under Minnesota Statutes §13.37.

Purchasing Policy (Procurement)

The purpose of this policy is to provide County departments, citizens and vendors with purchasing and contracting services of the highest professional standards in accordance with state and federal laws and regulations. This policy will also guide County employees in the purchase of items at the best price and quality, promote and maintain a good working relationship with suppliers, and emphasize cooperation between and among departments in identifying and implementing standardized organizational programs to save time and money.

This policy applies to all procurement procedures for all departments of the County, unless otherwise stated.

OBJECTIVES OF THE PURCHASING SYSTEM

LIFECYCLE COSTING

In addition to initial purchase price, the County will consider long-term value by considering the long-term maintenance, operating costs, and other indirect costs of purchase.

QUALITY

The County will strive to secure goods and services at the lowest lifecycle cost possible proportionate with quality requirements.

FULL AND OPEN COMPETITION

The County maintains a policy of full and open competition, where all responsible sources are permitted to compete in the purchasing process.

ETHICS AND CONFLICTS OF INTEREST

County employees in a position to procure goods or services will abide by the County's Code of Ethics policy, located within the Personnel Policy. This provision includes an employee's documentation of potential and actual conflicts of interest as part of the County's Code of Ethics Confirmation.

PROCUREMENT AUTHORITY

Procurement is under the broad direction of the County Administrator. Authority to procure products and services is granted to each department head and his/her designee(s).

Department heads are authorized to sign contracts not requiring County Board approval.

Department heads or their designee(s) are required to maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

PROCUREMENT GUIDELINES

PROCUREMENT OF SOFTWARE OR TECHNOLOGY

In any consideration of the purchase of software or technology, a department must consult with IT as early in the process as feasible, to ensure the new software or technology is one that is able to be supported by the County. The department must also work with IT to consider any ongoing or future maintenance fees, license fees, upgrade fees, or other known fees.

Quotation and bid requirements for software or technology are the same as those for professional services.

All computer hardware and software purchases must be for County business purposes only.

The following procedures are to be followed when a department desires to purchase hardware and/or software:

- The requesting department, when applicable, is responsible for securing County Board/Department Head authorization to proceed with the purchase.
- After appropriate approval, IT Department staff will assist with preparation of specifications which will be used for the procurement process. The County's purchasing guidelines will be followed to procure the computer hardware and/or software.

Updates to software for word processing and spreadsheets will be Microsoft Office products, unless specific and compelling reasons can be demonstrated to purchase another brand. IT will be trained in and support Microsoft Office products. Other software products will not be supported with training as aggressively as Microsoft Office products.

CONTRACTING

The combined signature of the County Board Chair and the County Board Clerk is the official signature of the County Board.

The County Administrator is authorized to execute contracts on behalf of the County Board, without prior County Board approval when:

- The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and
- The expense of the contract will not exceed the current budget; and the expense of the contract is less than \$25,000; and
- The contract does not bind the County for a period longer than the current fiscal year OR the contract contains a provision allowing at-will termination of the agreement with 30 days' notice or less.

Department Heads are authorized to execute contracts on behalf of the County Board, without prior County Board approval when:

- The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and
- The expense of the contract will not exceed the current budget; and
- The expense of the contract is less than \$10,000; and
- The contract does not bind the County for a period longer than the current fiscal year OR the contract contains a provision allowing at-will termination of the agreement with 30 days' notice or less.

Department Heads or their designee(s) are granted the authority to renew a contract provided that the only change is to the terms of the contract (i.e., length of service, charges). Should the contract contain changes in the verbiage of the contract or in the description of services provided, the renewal must be treated as a new contract and follow procedures detailed in this policy.

The County Administrator is authorized to manage the County's expenses by taking immediate action on an existing contract which exceeds the delegated authority. In these rare circumstances, the County Administrator is authorized a reasonable amount of discretion to exceed the dollar limit, but not the duration limit, in this policy when it is

documented that waiting until the next County Board meeting to approve a contract amendment or change order will likely cost the County a greater amount or result in a significant service disruption. In these circumstances, the Department Head requesting the purchase and the County Administrator should be in agreement, and the request shall be submitted to the County Board for ratification at the next regular County Board meeting.

The County Highway Engineer has the authority to execute change orders and contract modifications deemed reasonable by the Engineer and within the scope of the project approved by the County Board. The Engineer must use discretion; taking in to account the scope of the project, the total cost of the project compared to the change order and the resources available.

The County Highway Engineer has the authority to execute right-of-way agreements, taking into account the market value of properties, project costs, and financial stability of county resources.

Department Heads have the authority to execute routine multi-year contractual agreements for budgeted items under \$25,000 with County Administrator approval. The Competitive Bidding Process must be followed.

BEST VALUE PROCUREMENT

As an alternative to bidding, the County may elect a “best value” procurement process for construction, building, alteration, improvement, or repair work. If such a method is used, the County will solicit Request for Proposals (RFPs). The County will comply with all requirements for best value procurement under Minn. Stat. § 16C.28.

RESPONSIBLE BIDDER

Awards shall be made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to matters such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

COUNTY ISSUED PURCHASING CARDS

The County has elected to issue certain County employees a county purchasing card under Minn. Stat. § 375.171. The “Request for Credit Card” form will be completed by the department head and submitted to the County Administrator for approval and processing. Credit limits will be set by the Purchasing Card Policy. Purchases exceeding these limits will not be allowed; personal use of the purchasing card is prohibited.

LEASES

Any department considering entering into a lease agreement shall consult with Auditor Department to ensure no similar lease is already in place, and to ensure the best pricing can be obtained.

EXCEPTIONS TO BIDDING

COOPERATIVE PURCHASES AND FEDERAL EXCESS AND SURPLUS PROPERTY

Aitkin County is a member of the Cooperative Purchasing Venture with the State of Minnesota. Purchases from State Contracts are excluded from county bid process procedures but are still required to obtain County Board approval when over the applicable dollar value.

The County is also a member of Sourcewell. This agreement allows the County to utilize nationwide contracts. Such purchases are also excluded from bid process procedures but are still required to obtain County Board approval when over the applicable dollar value.

Departments are encouraged to use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

SOLE SOURCE/BRAND PROCUREMENT

Sole source/brand purchasing minimizes or eliminates competition and should be avoided whenever possible. Sole source requests should not be made unless the department head documents the basis to ensure conformance with applicable rules and laws. These purchases are excluded from standard bid process procedures but are still required to obtain County Board approval when over the applicable dollar value.

Procurement through solicitation of a quote, proposal, or bid from only one source may only be used when one or more of the following circumstances apply:

- The item is available only from a single source;
- Public necessity or emergency will not permit a delay resulting from competitive solicitation;
- The Federal awarding agency of pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the County (applies to Federal funds only); or
- After solicitation of a number of sources, competition is determined inadequate.

STANDARDIZATION

When supplies, equipment, or services are uniformly adopted or otherwise standardized, or when an item is designed to match others in use by the County, the purchase may be exempt from bidding requirements or may be made with limited competition to distributors of the manufacturer of the standardized item. Compatibility issues between differing technologies will also be considered an exception.

EMERGENCIES

A valid emergency is one where the items purchased or services provided are immediately necessary for the continued operation of the office or department involved; OR are immediately necessary for the preservation of life or property. An emergency need is one that could not have been foreseen. Failure to procure an item or service on time does not constitute a valid emergency. The County shall comply with Minn. Stat. §375.21 and 375.22 for emergency procurements.

PROCUREMENT AND PURCHASING

PROCUREMENT AND PURCHASING THRESHOLDS AND METHODS OF PROCUREMENT

All departments shall comply with the following policies regarding purchases. Purchases shall not be artificially divided to avoid bidding requirements. All departments of the County shall comply with Minn. Stat. § 471.345 and 2 CFR 200.317 – 200.326 as applicable and follow the County's Procurement procedures.

PURCHASING

The County Administrator is authorized to make purchases on behalf of the County Board, without prior County Board approval when:

- The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and
- The expense will not exceed the current budget; and
- The expense is less than \$25,000; or
- The expense is considered a normal operational expense and is within the budgeted amount of a specifically identified line item under the County Administrator's management.
- ***Capital purchases are excluded.***

Department Heads are authorized to make purchases on behalf of the County Board, without prior County Board approval when:

- The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and
- The expense will not exceed the current budget; and
- The expense is less than \$10,000; or
- The expense is considered a normal operational expense and is within the budgeted amount of a specifically identified line item under the Department Head's management (i.e. Road salt and sand line item may be expended up to the budgeted amount without County Board approval).
- **Capital purchases are excluded.**

The County Administrator may manage the County's expenses by taking immediate action on a purchase which exceeds the delegated authority of the County Administrator. In these rare circumstances, the County Administrator is authorized a reasonable amount of discretion to exceed the dollar limit in this policy when it is documented that waiting until the next County Board meeting to approve the purchase will likely cost the County a greater amount or result in a significant service disruption. In these circumstances, the Department Head requesting the purchase and the County Administrator should be in agreement, and the request shall be submitted to the County Board for ratification at the next regular County Board meeting.

PROCUREMENT WITH FEDERAL FUNDING OR NON-FEDERAL FUNDING

Aitkin County will follow the dollar requirements as established under the Uniform Municipal Contracting Law (Minnesota State Statute §471.345). If the requirements of this policy and the Municipal Contract Law are different, the requirements of the Municipal Contracting Law should be followed.

PROCUREMENT OF SERVICES

All service contracts of any dollar amount shall have a legal review, due to potential County liability. Quotation/bid procedures for service contracts vary depending upon whether the contract is for a biddable service or a professional service.

BIDDABLE SERVICES

The following services shall comply with procurement requirements for commodities as detailed above, in accordance with Minn. Stat. § 471.345:

- Services related to the manufacture, construction, alteration, or repair of personal property such as computers, copy machines, automobiles, machinery, and other equipment;

- Services related to the maintenance of real or personal property; or
- Other non-technical services which are typically acquired through the bidding process, such as janitorial services, waste disposal services, etc.

Any contract for the procurement of a biddable service more than \$100,000 annually shall be approved by the County Board. All service contracts shall be maintained in Administration.

PROFESSIONAL SERVICES

Professional services are services requiring specialized expertise, advanced education, training, or licensure, including but not limited to attorneys, engineers, architects, accountants, physicians, and consultants.

Approval thresholds for professional services contracts are the same as other procurements.

Professional services should be procured based on “best value” which considers relevant factors such as: qualifications, experience, past performance, capacity to timely complete the work, and cost.

Use of a Request for Proposal (RFP) process is appropriate for most professional services.

Direct negotiation or quotes can be used to secure professional services. These methods are appropriate based on:

- Project size
- Timeline/urgency of the project
- Complexity or specialization of the service
- Number of available and qualified providers
- History with the provider and provider’s familiarity with the project requirements

Projects using federal funds should use the federal procurement process if required.

Any contract for the procurement of a professional service in excess of \$50,000 annually shall be approved by the County Board. All service contracts shall be maintained in Auditor’s Office.

COMPETITION

All procurement transactions must be conducted in a manner providing full and open competition in accordance with 2 CFR 200.319. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements.

Some of the situations considered to be restrictive to competition include, but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business.
- Requiring unnecessary experience and excessive bonding.
- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive contracts to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
- Any arbitrary action in the procurement process.

The County will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those areas where applicable Federal statutes expressly mandate or encourage geographical preferences.

SUSPENSION OR DEBARMENT (Only Use with Federal Funding)

The County will not engage in a contract with any vendor that is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

Each department will verify vendor’s eligibility by:

- Checking SAM exclusion (2 CFR 200 Appendix II (H)), or
- Collecting a certification from the vendor (2 CFR 180.300), or
- Adding a clause or condition to the contract (2 CFR 180.300).

CONTRACT REQUIREMENTS (Only Use with Federal Funding)

2 CFR 200 Appendix II requires contracts let under federal funding to contain certain clauses or meet certain criteria, as follows:

- Contracts over \$150,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
- All contracts in over \$10,000 must address termination for cause and for convenience by the County, including the manner by which it will be effected and the basis for settlement.

All contracts that meet the definition of “federally assisted construction contract” under 41 CFR Part 60 must include the equal opportunity clause provided under said statute.

When required by federal program legislation, all prime construction contracts over \$2,000 awarded by the County must include a provision for compliance with the Davis-Bacon Act as supplemented by Department of Labor regulations. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The County must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The County must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act, as supplemented by the Department of Labor regulations. The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work to give up any part of the compensation to which he or she is otherwise entitled. The County must report all suspected or reported violations to the Federal awarding agency.

Where applicable, all contracts awarded by the County over \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by the Department of Labor regulations. Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases or supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

If the federal award meets the definition of a “funding agreement” under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to

Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Contracts and subgrants of amounts over \$150,000 must contain a provision that requires the County to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act. Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

The County and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. These requirements include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. (2 CFR200.322)

COST OR PRICE ANALYSIS

A cost or price analysis must be carried out for every procurement action, including contract modifications, over \$150,000, in accordance with 2 CFR 200.323. The method and degree of analysis is dependent on the facts surrounding the procurement situation, but as a starting point, the County must make independent estimates before receiving bids or proposals. Additionally, the cost plus a percentage of cost, and the percentage of construction cost methods of contracting must not be used.

TIME AND MATERIAL CONTRACTS

The County may use time and material type contracts only after a determination is made that no other contract is suitable and only if the contract includes a ceiling price that the contractor exceeds at its own risk. The County must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

RESPONSIBILITY

The County alone is responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the County of any contractual responsibilities under its contracts. The federal awarding agency will not substitute its judgement for that of the County unless the matter is primarily a federal concern. [2 CFR 200.318(k)]

Purchasing (Credit/Debit) Card Policy

The purpose of this policy is to provide detailed information regarding the use of purchasing cards assigned to selected Aitkin County employees to purchase goods and services for Aitkin County.

This policy and procedure apply to all County divisions and agencies that have selected employees to use Purchasing (credit/debit) cards.

The County Administrator may delegate to other specific individuals the responsibility for the performance of some credit duties at a departmental level.

The policy is intended to accomplish the following:

- Ensure that purchase cards are used in accordance with Aitkin County policies.
- Ensure internal controls for authorized credit.
- Ensure that the County bears no legal liability from inappropriate use.
- Provide a convenient credit method and reduction of paperwork.
- Empower employees, increase productivity, flexibility, and efficiency.

Purchase Card Requirements

County employees who accept a county purchasing card accept the responsibility for maintaining security of the card and card number and following this policy. This includes being vigilant to protect the physical card, the card numbers and other identifying data, and

promptly notifying the card issuer and County Auditor Department in the event of fraudulent or potentially fraudulent activity. The card holder is also responsible for ensuring that goods and services purchased with the county purchasing card are received.

Each purchase card issued will have “Aitkin County” and the individual cardholder’s name embossed upon it.

The card vendor will have no individual cardholder information other than the County’s mailing address; no personal credit records, social security numbers, or other personal information is maintained.

County issued purchasing cards shall be used for county business purposes only, and under the appropriate authority of this and other applicable policies.

Purchasing Card Authorization

All transactions on the county purchasing card must be authorized by the individual to whom the card has been assigned.

Through the card issuer, the county will set the following purchase limits by default:

- Single daily purchase limit: \$999.99
- 30-day purchase limit: \$5,000.00

Department heads may set lower limits for cardholders under their supervision.

From time to time, circumstances may arise where it is reasonable to make a purchase exceeding the single daily purchase limit or 30-day purchase limit. In these circumstances, the County Administrator may authorize a one-time adjustment to the purchase limits, provided the purchase is within the authority of the County Administrator under the Purchasing Policy of Aitkin County.

Purchases with a county business purpose may be made with the purchasing card in person, via telephone or through a secure website. If you are unsure whether a website is secure, do not use the county purchasing card. The IT department will be able to assist you in determining if a website is secure.

Documentation, Reconciliation, and Payment Procedures

Documentation, including itemized purchases, must be retained as proof of purchase whenever using the purchasing card. Receipts must be entered into AP Workflow and approved within a reasonable period of time.

If, for some reason, the cardholder is missing documentation of the transaction they must attach an explanation that includes a description of the item, date of purchase, merchant's name, and the reason for missing documentation.

The department head must review all documentation and ensure that all purchases are valid and appropriate prior to approving the claims for payment.

Requests for Purchasing Cards

The department head/manager and County Administrator must approve purchasing cards. The County Treasurer may authorize the purchasing card request in absence of the County Administrator.

The Treasurer is responsible for establishing a form for the authorization to become a purchasing card holder. Completed forms must be submitted to the Treasurer for processing.

Upon issuance of the purchasing card, the cardholder must sign their card.

Cards will be delivered via US Mail directly by the card issuer.

Lost/Stolen Purchasing Cards

Contact information about the card issuer will be provided to the cardholder.

Lost or stolen cards and suspected fraudulent activity must be reported to the card issuer and County Treasurer as soon as possible, but not later than 24 hours after discovery.

Disputes Regarding Credit Cards

In the event of a vendor dispute, the cardholder must complete a Cardholder Statement of Questioned/Disputed Item form within five business days.

Capital Asset Policy

Capital Assets

Capital Assets are tangible or intangible assets that are obtained for use in operations. Aitkin County capitalizes assets that have individual costs that exceed the thresholds on the table below and an expected useful life of at least 3 years.

Capital Asset Category	Fixed Asset Tracking	Capitalization Threshold
Land	\$1	All land is capitalized
Land Improvements	\$1	\$25,000
Building and Building Improvements	\$10,000	\$50,000
Improvements (non-building)	\$10,000	\$50,000
Infrastructure	\$25,000	\$50,000

Furniture, Fixtures & Equipment	\$5,000	\$25,000
Vehicles and Trailers	\$5,000	\$25,000 and any licensed vehicles
Construction in Progress	\$1	Based on anticipated final asset cost

Capital Asset Categories

- **Land** – refers to real property that is owned by the County. The cost of the land is recorded at its historical acquisition price, that includes purchase price, legal and title fees, and easements. Land has an indefinite useful life and is not depreciable.
- **Building and Building Improvements** – Building are permanent structures or facilities that are used for the delivery of government services. The County initially capitalizes all components of a building as one asset that is depreciated over the building’s useful life. Replacements of components of the building, such as a roof and finishes are expensed as incurred. Upgrades or additions of building systems such as lighting, boilers, roof top units, and elevators are capitalized when the project exceeds the capitalization threshold. Buildings are depreciable over their determined useful life.
- **Infrastructure** – refers to road systems, bridges, water and sewer utilities, and drainage systems. These assets are generally static and have a long useful life that is depreciable.
- **Improvements (other than Building)** – refers to parking lots, retaining walls, fencing, sidewalks, and park amenities (playgrounds, pools, pavilions, campgrounds, trails). Improvements are depreciable over their determined useful life.
- **Furniture, Fixtures, and Equipment** – these also include machinery, furnishings, software, and similar items. Capitalizable costs include net purchase price, taxes, delivery, installation, etc. Lump-sum purchases of a group of smaller items that are below the individual capitalization threshold (network equipment, furniture, etc.) are not capitalized unless the aggregate cost is greater than \$25,000.
- **Software** – is considered an intangible asset and should be capitalized if purchased or developed for internal uses. Acquisition costs and other costs incurred to customize the software are also capitalized. Major software upgrades that exceed the capitalization threshold are capitalized.
- **Software as a Service (SAAS)** - systems subscription costs are capitalized within the thresholds that are set in accordance with Government Accounting Standards.

The implementation costs of systems with a SAAS agreement are also capitalized over the initial contract term provided they exceed the capitalization threshold.

- **Vehicles** - include cars, trucks, and any trailers that are required to be licensed and are used in the normal operations of the County. Capitalizable costs include net purchase price, taxes, delivery, and any other costs to set up the vehicle for normal operation.
- **Construction in Progress** – is used to account for costs incurred to construct capital assets before they are substantially complete.
- **Capital Assets purchased with Federal Funds** – Capital Assets purchased with federal funds that are greater than \$5,000 but less than the Capitalization threshold within the policy are required to be tracked.

Depreciation

Depreciation and amortization are methods used to distribute the cost of a capital or leased asset over its useful life in a systematic and rational manner. The County uses the straight-line method to depreciate capital assets and government accounting standards guidance to amortize leased assets. Capital assets are depreciated based on the useful life schedule below as determined by finance and industry standards at the time of purchase.

Capital Asset Category	Useful Life
Land	Indefinite (not depreciated)
Buildings and building systems	20 – 50 years
Infrastructure	50 years
Improvements (other than building)	20 - 25 years
Furniture, Fixtures & Equipment	5 – 20 years
Vehicles	5 – 10 years
Construction in Progress	Until asset is substantially complete (not depreciated)

Capital Asset Process Responsibility

The County Auditor shall determine the procedures and reporting forms to ensure integrity of the fixed asset system.

The County Auditor shall coordinate an annual physical inventory. Responsibility for the individual capital assets remains with the individual departments and department heads that control and use the capital assets.

Ownership of Fixed Assets

All assets of Aitkin County are under the final authority of the Aitkin County Board of Commissioners unless superseded by federal law, rule or grant requirement.

All assets of Aitkin County which are acquired by Aitkin County, for use by Aitkin County, following adoption of this policy shall be titled in the name of Aitkin County, without reference to a specific department. Reasonable efforts to change the titles of assets owned as of adoption of this policy shall be made to comply with this policy in a reasonable period of time.

The titles of all assets acquired by Aitkin County for use by Aitkin County shall be held in one office, as determined by the County Administrator.

Transferring Assets between County Departments

Assets may be transferred between departments without County Board approval.

No accounting journal entry or warrant needs to be made to transfer assets between county departments unless required by a grant agreement.

Selling and Donating Assets

All proceeds from the sale of County items shall be receipted and accounted for in the appropriate department budget.

Assets no longer needed by the County may be donated to non-profit or governmental organizations, sold or discarded. This process will meet the requirements of M.S. 471.3459 and 471.85.

Assets must be appropriately decommissioned before being donated, sold or discarded.

Unless federal law, statute, contract or agreement requires the approval of the County Board, the County Administrator may approve selling or donating assets when the projected value is less than \$25,000. Department heads may approve the selling or donating assets when the projected value is less than \$10,000

Generally, departments seeking to donate or sell assets shall ask other departments if they have a need for that asset, if there is no need then it is appropriate to donate or sell the assets.

Donating Assets to Non-Profit Organizations

Purpose: To Establish procedures to donate surplus equipment to a non-profit organization as permitted by Minnesota Statutes §471.3459.

Definitions

Donation means to contribute, donate or give surplus equipment at no cost to a non-profit organization that serves a public purpose and benefits its community as a whole.

Eligible organization means a non-profit organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

Fair market value means the price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all relevant facts.

Non-profit organization means an organization formed under Section 501(c)(3) of the Internal Revenue Code.

Surplus equipment means equipment used by the County and cellular phones and emergency medical and firefighting equipment that is no longer needed by the County because it does not meet industry standards for the intended use or has minimal or no resale value.

Surplus Equipment Form means the form attached to this policy that must be filled out by a non-profit organization requesting a donation of surplus equipment.

The County may offer surplus equipment for donation in conformance with the following guidelines:

- Department heads are responsible for monitoring their equipment and shall identify and report surplus equipment on a periodic basis or as otherwise requested.
- Department heads shall recommend the fair market value of the surplus equipment.
- County Board declaration: The list of the surplus equipment with each item's fair market value shall be presented to the County Board.
 - The County Board shall approve or deny the surplus equipment as eligible for donation.
 - The County has no obligation to donate surplus equipment.
- Surplus equipment that is not donated may be sold, recycled or discarded as allowed by law.

Donation: After the County Board has determined the surplus equipment eligible for donation, the department head shall be responsible for coordinating the donation of the surplus equipment in accordance with the terms of this policy.

Transfer between departments: All surplus equipment must first be considered for transfer between departments for the benefit of the County.

Surplus equipment shall be posted as eligible for donation on the County's website. The County may also use other reasonable means to notify eligible organizations about the availability of surplus equipment. The County shall wait at least 30 days after advertising surplus equipment before approving any donation. An eligible organization may make an appointment with the department head responsible for the surplus equipment for inspection before the donation.

Approval of donation: Donation must be approved by the County Board.

If more than one eligible organization requests a donation for the same surplus equipment, the County shall consider factors it deems relevant including how the surplus equipment will be used, the benefit to the eligible organization, the impact on the County, how the donation will accomplish goals of the County Board, and any previous donation to the eligible organization.

A donation of surplus equipment is made "as is" with no warranty, guarantee or representation of any kind, express or implied, as to the condition, utility, or usability of the surplus equipment offered. The surplus equipment may be defective and cannot be relied on for safety purposes.

Title/Transfer Fees: Any fees required to transfer the surplus equipment are the responsibility of the eligible organization.

Transportation: In the Surplus Equipment Form, the eligible organization must provide a plan for transporting the surplus equipment from the County to the eligible organization. The eligible organization must pay all expenses associated with the transportation of the surplus equipment.

Title: When surplus equipment is donated to an eligible organization, title and interest in the donated item vests with the eligible organization. The County has no title, property, possessory or any other interest in surplus equipment once a donation occurs.

Disclaimer of Warranties: The County makes no agreement, warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for any particular purpose or use of the Surplus Equipment by the recipient or any other user.

- The recipient acknowledges the surplus equipment may be defective and that it cannot be relied on for safety purposes. The recipient has a duty to inspect the surplus equipment before it is used for any purpose.

- The recipient acknowledges that the County is not a manufacturer of the surplus equipment or a dealer therein; that the surplus equipment is being provided “as is” and “with all faults,” it being agreed and understood that all of the aforementioned risks are to be borne by the recipient or user of the surplus equipment.
- In no event shall the County be liable for any damages in connection with or arising out of the recipient’s or any other person’s or entity’s use of the surplus equipment.

Conflict of Interest: County employees and county officials are prohibited from taking possession of any surplus equipment on behalf of an eligible organization.

Purchase and/or Replacement of County Vehicles

All vehicles approved through the budget process shall be considered as approved and authorized to purchase during the budget year.

All automobiles that have been approved through the budgeting process shall be purchased and authorized as follows:

- Department Head shall develop a specification for a base vehicle plus desired options and obtain comparative quotes as required by the Purchasing Policy.
- At the time of delivery of replacement vehicles, the Department Head will determine the manner and time of disposal of the replaced vehicle. All proceeds from the disposal will be credited back to the department.

It will be the responsibility of the Department Head to request approval of the County Board for any deviations from the approved budget for vehicles.

Public Purpose of Expenditure

PURPOSE

The purpose of this policy is to define, by example, types of expenditures which are deemed, by the County Board of Commissioners and other public officials of the County, to serve a public purpose, are in the interest of the public or provide a positive return to the County and its residents by increasing employee morale, fostering economic development, encouraging citizens to volunteer services to County programs or which improve the County’s business relationship with those with whom we deal.

GENERAL STATEMENT

Aitkin County in principle does not pay for meals and/or refreshments for employees, the general public, or vendors and will use the utmost discretion as related to the expenditure of public funds. Funds will not be expended for any purpose which is specifically forbidden by Federal regulation, State law, Local ordinance or County policy. Expenditures made under this section shall be approved, authorized and documented according to established County financial procedures.

SPECIFIC TYPES OF EXPENDITURES ALLOWED

The County Board determines that the following expenditures are for a public purpose:

- **Meals and Refreshments** – See Travel, Meals, and General Reimbursement Policy.
- **Employee Training** - Funds may be expended for reasonable registration, tuition and travel expenses for approved conferences, seminars, workshops, tuition and approved County employment-related course work. Funds may be expended for tuition assistance required for retraining as part of a planned organizational change based on an organization change plan, or other business purpose, within the approved budget. Based on IRS regulations and State Statute tuition assistance amount may be taxable to the employee. Determination should be coordinated with Human Resources at the time of reimbursement.
- **Memberships and Dues** - When the primary purpose of the membership is for public benefit and not personal interest or gain, County funds may be used for memberships and dues as defined by Minnesota State Statute.
- **Clothing and other Sundry Items** - Employees may be supplied with uniforms, clothing, boots and other gear necessary for the performances of their job, in accordance with bargaining unit agreements, Personnel Rules and Regulations, or established departmental procedures. Based on IRS regulations, cash payments to employees for uniforms will generally be taxable to the employee. Reimbursement for clothing or uniforms purchases that are required by the county will not be taxable.

The County Board determines that the following are deemed to be an expression of appreciation for donated services rendered to the County.

Recognition/Reward Events

Departments may expend funds, to the extent budgeted, for awards given in conjunction with an annual employee, volunteer or provider recognition function or program.

Departments may expend funds, to the extent budgeted, for recognition of outstanding achievements or service by employees, providers (such as foster parents, e.g.) or volunteers (e.g. Sheriff's Reserves). Departments must make every effort to reduce or limit the amount of such expenditure.

The County Board determines the following have the primary purpose of creating a more productive workforce that better serves the community.

Special Events

Departments/Divisions may expend funds for receptions or similar functions in recognition of significant milestones such as retirements or resignations from County service, to recognize multiple years of work for the County, wellness and health promotions, and other similar events.

Administration shall establish procedures for limited expenditures upon the death, hospitalization or serious illness of persons of prominence and others having a direct relationship with Aitkin County.

Travel, Meals, and General Expense Reimbursement Policy

This policy has been adopted by the county board of commissioners of Aitkin County, Minnesota, to be consistent with Minnesota Statutes for claims against the county incurred by employees in the conduct of official Aitkin County business. Further, this policy is designed to provide the basis for determination that: there is authority for county expenditure, the expenditure serves a public purpose, and finally, the expenditure is necessary and directly related to the betterment of the functions of Aitkin County Government.

APPLICATION AND ADMINISTRATION

This policy shall apply to all employees and elected officials of Aitkin County. Additionally, "officials-elect" may be reimbursed under this policy for county business-related expenses from the date their election is certified until the date that they are sworn into their elective position.

If there should be any conflict between this policy and any current collective bargaining agreement between a recognized bargaining unit and Aitkin County, the bargaining agreement shall control. This policy shall be administered and interpreted by the county administrator under the direct supervision of the county board.

If there are recurring unique circumstances which exist in a particular department and may pose a conflict or inconsistency with this policy, that specific division manager/department head may establish special policies and rules of procedure to cover these circumstances. Said special policies and rules shall not be applicable until such time that they have been reviewed and approved by the county administrator or the county board.

TRAVEL/TRAINING REQUESTS AND APPROVAL

All travel must have prior approval from the Aitkin County Board of Commissioners through the annual budget process. Department Heads are authorized to approve budgeted travel, conferences, training, etc.

Overnight travel within a 50-mile radius of the Government Center requires Department Head approval.

Out of state overnight travel requires specific county board approval.

It is the department head's responsibility to remain within the travel allocation in the current year's budget.

TRAVEL – NON-CONFERENCE/TRAINING

TRAVEL TIME

County employees may be authorized work time (excluding Saturdays, Sundays, and holidays) for travel out-of-area the day prior to, the day of, and the day following the convention or meeting date(s).

TRAVEL EXPENSES OF SPOUSE OR OTHER MEMBERS OF THE FAMILY

If an employee's spouse or family accompanies the employee on a county business trip, the expenses attributable to the spouse or family members' travel, meals, lodging, etc., are in no circumstances reimbursable. If a spouse or family member accompanies an employee on a business trip, the reimbursable business expense for transportation and lodging is the single rate cost of accommodations for the employee.

TRAVEL AND EXPENSE CLAIM

An expense claim to be considered for reimbursement shall be prepared after return from travel and presented to the Auditor Department with department head approval in accordance with the adopted county financial policy.

Expenses must be accounted for and turned in for reimbursement within 60 days after they were paid or incurred.

Employee Reimbursement must have attached the detailed information required by the IRS for an Accountable Plan. The documentation must include a receipt plus:

- Name of the Establishment,
- Date and time,
- Cost of the Meal, Beverage, Tax, Tip etc.
- Purpose of the Meeting and
- Names of the people attending

BILLINGS

Employees who have been granted the use of a purchasing card shall make travel and lodging arrangements using the purchasing card. If a purchasing card cannot be used, they should make travel and accommodation arrangements in advance and request that Aitkin County be billed. All authorized travel expenses which are not billed directly to the county are to be paid by the employee, subject to reimbursement upon approval of a travel expense claim.

AUTHORIZED EXPENSES

Mileage Reimbursement - Employees may be reimbursed for traveling on official county business with a private automobile at the prevailing allowable mileage rate established periodically by the Internal Revenue Service (IRS). Employees choosing to use their private vehicle for official business will be reimbursed \$.10 less than the established IRS rate. Mileage shall be paid on the most reasonable direct route.

Employees are eligible for mileage reimbursement:

- when a private vehicle is used for official county business; and,
- for miles traveled in excess of those which the employee would normally have had to travel from residence to the Courthouse/Government Center or work site and return;

When traveling to an alternate work site (client, meeting, conference, training) the County will reimburse mileage at the current rate per mile for actual miles incurred between employee's residence and the alternate work site or from the normal work site to the alternate work site, whichever is the lesser of the two.

Airline Travel – Any Aitkin County employee or elected official who uses airline travel for County business must report the receipt of any credits or other benefits to the County by

notifying the Auditor Department within 30 days of receipt of any such benefits or credit. Any employee or elected official may accrue credits or other benefits to be used by the individual for additional airline travel for county business only. Credits or other benefits accrued to an employee or elected official who uses airline travel for County business cannot be used for personal gain.

Parking - Employees using private automobiles and county vehicles shall be reimbursed on an actual expense basis for parking. Receipts for such payments shall be submitted with the expense reimbursement.

Lodging and Incidentals - Employees may claim reimbursement for lodging, and incidentals at actual cost or IRS allowable per diem rate in accordance with the following:

- Charges for lodging will be reimbursed for only one night prior to the formal start and/or one night beyond the end of the conference, seminar, meeting, etc., and those nights when the event is in session. Receipts shall be submitted for reimbursement.

MEALS

Aitkin County in principle does not pay for meals and/or refreshments for employees, the general public, or vendors and will use the utmost discretion as related to the expenditure of public funds. Funds will not be expended for any purpose which is specifically forbidden by Federal regulation, State law, Local ordinance or County policy.

Expenditures made under this section shall be approved, authorized, and documented according to established procedures.

Department Heads are responsible for ensuring all department reimbursable expenditures are reasonable and necessary, comply with public purpose policy and procedure and are properly documented.

Client program expenses related to grants and client services are not covered by this policy but must adhere to regulations pertaining to that grant or service.

The actual cost of meals, not to exceed \$57.00 per day, while traveling outside of the County will be reimbursed.

The following daily amounts shall be followed:

Breakfast \$13.00 Lunch \$17.00 Dinner \$27.00

Employees shall be reimbursed for the actual cost of meals up to the combined daily maximum if they qualify for three (3) consecutive meals in a day.

- In travel status before 6:00 a.m. or away from home overnight
- Not within County boundaries during the regular scheduled lunch period
- In travel status until after 7:00 pm or away from their normal work location overnight

When meals are included as part of tuition or registration fee, no additional reimbursement can be claimed.

Tips are not reimbursable. If a tip or auto gratuity service fee is automatically charged by the restaurant, it will be reimbursed up to 20% of the meal allowance.

Day meals cannot be charged to a Purchasing (ELAN) card.

Meal delivery fees may be considered a reimbursable expense provided that the fee is a set amount shown on the receipt and not optional (such as a tip). However, the total amount for the meal plus delivery fee must remain within the maximum allowable amount for meal expenses.

Specific Meals and Refreshments allowed:

For staff and volunteers while performing election duties on Election Day, during election counts which are expected to exceed 4 hours and while performing election related duties where an unforeseen emergency or situation occurs which threatens the timely or accurate conduct of an election.

For staff involved in the transport of those who are in-custody, incarcerated or otherwise under the control of County employees. This includes clients of Human Services staff.

When part of a structured agenda for a departmental meeting, conference, workshop or other meeting and the official or employee has been authorized to attend with other organizations.

- Meals are not authorized when the meeting breaks for lunch, only when presentations continue throughout the meal period and only for Aitkin County employees.

For County sponsored meetings, conferences or workshops where participants include County and non-County attendees, if the meeting continues through the meal period and doesn't break.

- A registration fee may or may not have been charged.

At meetings (such as department wide quarterly meetings, management meetings, county-wide or department wide meetings for all managers, supervisors, etc.) when the refreshment and/or meals are necessary to sustain the flow of the meeting and to retain the attention of the attendees. ***The meeting cannot break for lunch.***

For food and beverage purchase as part of a special county event, recognition, or emergency response event, see Public Purpose of Expenditures.

The county never pays for alcoholic beverages or employee social events.

Meal Taxability and Documentation:

Employer provided food and beverages that do not meet the IRS 'Meals as Entertainment' exclusion criteria (through the Directly Related Test or the Associated Test or 'De Minimis Exclusion') is subject to income and employer taxes and shall be included in the employee's total taxable income.

All meals and/or refreshments purchased and submitted for payment (Purchasing Card or Employee Reimbursement) must have attached the detailed information required for an Accountable Plan. The documentation must include a receipt plus:

- Name of the Establishment,
- Date and time,
- Cost of the Meal, Beverage, Tax, Tip etc.
- Purpose of the Meeting and
- Names of the people attending



Board of County Commissioners Agenda Request



Requested Meeting Date: May 12, 2026

Title of Item: Request for Bids - Boat and Water Building

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Jim Bright	Department: Maintenance
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Presenter (Name and Title): Jim Bright Facilities Coordinator	Estimated Time Needed: 10 Min
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Summary of Issue:

Requesting to go out for bids to construct a new boat and water storage building.

I'll also be requesting quotes for: plumbing, heating, and electrical for the new building, and demo of the old building. I'll present these quotes to the Board for consideration when received.

Highway department will be doing the site work.

The project will be advertised in the Aitkin, McGregor and Grand Rapids paper.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve soliciting bids to construct a new boat and water building.

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:*

We have FEMA money for the construction of the building.

STRUCTURAL NOTES AND SPECIFICATIONS

DUFFY ENGINEERING AND ASSOCIATES, INC.

STRUCTURAL ENGINEERING

350 Highway 10 South, Saint Cloud, MN 56304

(320) 259-6575 | info@duffyeng.com

Project: CONTEGRITY GROUP - AITKIN COUNTY

Location: 315 1ST ST NW, AITKIN MN

Project No.: 25115 | Date: 07-11-25

Drawn by: GJB | Checked by: JJW

BUILDING CODES

A. 2020 MINNESOTA STATE BUILDING CODE AND 2018 IBC.

B. MEET REQUIREMENTS OF ALL PREVAILING CODES.

DESIGN LIVE LOADS

- GROUND SNOW LOAD: 60 PSF
- ROOF SNOW LOAD: 42 PSF
- WIND: 90 MPH (ASCE 116 MPH (ULTL) EXPOSURE B)
- SEISMIC: DESIGN CATEGORY "A"
- OTHERS: PER BUILDING CODE
- * PLUG SNOW BUILDUP IN ACCORDANCE WITH BUILDING CODE.

FOOTINGS AND FOUNDATIONS

A. MINIMUM FROST COVER FROM GRADE TO BOTTOM OF FOOTING IS 42 INCHES UNLESS NOTED OTHERWISE (SEE FOUNDATION PLAN).

B. SOIL DESIGN ALLOWABLE BEARING CAPACITY IS 2500 PSF (ASSUMED). SOIL BEARING CAPACITY SHALL BE VERIFIED BY SOILS ENGINEER FAMILIAR WITH SITE AND SOIL CONDITIONS. CONTRACTOR SHALL FOLLOW ALL SOILS ENGINEER RECOMMENDATIONS. NOTIFY ENGINEER OF RECORD IMMEDIATELY OF ANY POOR SOIL CONDITIONS.

C. FOOTING STEPS SHALL NOT EXCEED 45° UNLESS NOTED OTHERWISE AND SHALL HAVE A MINIMUM SPACING BETWEEN STEPS OF AT LEAST TWICE THE STEP HEIGHT.

D. BACKFILL SHALL BE PLACED IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE SOILS ENGINEER IF COMPACTION IS REQUIRED.

E. FILL SHALL BE COMPACTED IN THE FOLLOWING MINIMUM STANDARD PROCTOR VALUES:

SLAB ON GRADE: 95%

FOOTINGS: 95%

TOTAL FOUNDATION BACKFILL: 95%

BASEMENT BACKFILL: 95%

NOT FOR BID

F. UNLESS OTHERWISE APPROVED BY ENGINEER OR SOILS ENGINEER, IN AREAS WHERE OVEREXCAVATION IS REQUIRED, THE EXCAVATION SHALL BE OVERSIZED A DISTANCE TO THE FOOT BOTTOM FOR FOOTING AREAS FOR EACH FOOT OF LOWER DEPTH.

G. ALL COLUMN FOOTINGS SHALL BE CENTERED ON THE COLUMNS, AND WALL FOOTINGS SHALL BE CENTERED ON THE WALLS UNLESS NOTED OTHERWISE.

CAST-IN-PLACE-CONCRETE

- A. DESIGN CODE:** "BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE" (ACI 318).
- B. CONCRETE (F'C IS 28 DAY COMPRESSIVE STRENGTH OF CONCRETE):**
FOOTINGS: F'C=4000 PSI, 6" SLUMP, 3/4" MAX. AGR.
WALLS, GRADE BEAMS: F'C=4000 PSI, 4" SLUMP, 3/4" MAX. AGR.
SLAB ON GRADE: F'C=4000 PSI, 4" SLUMP, 3/4" MAX. AGR.
CORE AND BOND BEAM FILL: F'C=3500 PSI, 6" SLUMP, 3/8" MAX. AGR.
ALL EXTERIOR CONCRETE SHALL BE AIR ENTRAINED (5 TO 7% (+/- 1%) BY VOLUME.
- C. REINFORCING STEEL: (NEW, DEFORMED AND CLEAN)**
ASTM A615 FOR REINFORCING BARS.
ASTM A615 GRADE 60, GRADE 40 FOR STIRRUPS AND TIES.
- D. ALL CONCRETE REINFORCING FOR REINFORCEMENT SCHEDULE: PER MINIMUM COVER.**
- E. REINFORCING SPLICES SHALL BE THE GREATER OF 48 BAR DIAMETERS OR 24" U.N.O.**
- F. FIBERMESH REINFORCING: ASTM C 1116, TYPE III FOR POLYPROPYLENE FIBERS. FIBERMESH REINFORCING IN SLABS ON GRADE SHALL BE FIBERMESH 300 OR APPROVED EQUIVALENT.**
- G. EMBEDDED ITEMS: ANCHOR BOLTS, PIPE SLEEVES, HOLES, ETC. SHALL BE COORDINATED WITH ALL TRADES.**
- H. FURNISH AND INSTALL ALL CHAIRS, TIES, AND OTHER ACCESSORIES IN ACCORDANCE WITH THE CONCRETE REINFORCING STEEL INSTITUTE (CRSI) "MANUAL OF STD. PRACTICE".**
- I. CONSOLIDATE ALL CONCRETE BY VIBRATING OR PUDDLING.**
- J. ALL CONCRETE MIX DESIGNS SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW.**
- K. FINISHED CONCRETE SHALL BE FIELD CURED FOR NOT LESS THAN 18 HOURS AND WET MORE THAN 3 DAYS.**
- L. ALL CONCRETE AND MASONRY CONSTRUCTION DURING HOT OR COLD WEATHER SHALL COMPLY WITH ACI CODE.**
- M. CONTROL JOINTS SHALL BE ZIPPED OR SAWCUT (1/4 SLAB THICKNESS). MAX SPACING SHALL NOT EXCEED 24 MULTIPLIED BY THE SLAB THICKNESS, AND SHOULD NOT EXCEED 18' UNLESS APPROVED BY THE ENGINEER.**
- N. CONSTRUCTION JOINTS SHALL BE CONSTRUCTED PER THE CONSTRUCTION JOINT DETAIL. CONSTRUCTION JOINTS SHALL BE LOCATED IN COORDINATION WITH THE SUPERINTENDENT WITH SPACING NOT EXCEEDING 45 FEET, UNLESS OTHERWISE APPROVED.**

GENERAL CONSTRUCTION NOTES

1. THE CONTRACTOR IS RESPONSIBLE FOR MEANS AND METHODS OF CONSTRUCTION INCLUDING BUT NOT ALL SHORING, SCAFFOLD, BRACING, TEMPORARY CONSTRUCTION, ETC. NECESSARY TO PERFORM REQUIRED CONSTRUCTION.
2. THE CONTRACTOR SHALL REVIEW ALL CONTRACT DOCUMENTS FROM ALL DISCIPLINES AND CONFIRM DIMENSIONS, SPECIFICATIONS, ETC., AND ANY CONTRADICTIONS FOUND BETWEEN ANY OF THE CONSTRUCTION DOCUMENTS SHALL BE REFERENCED TO THE ARCHITECT OR ENGINEER IMMEDIATELY.
3. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE FEDERAL STATE OR LOCAL LAWS REGARDING SAFETY AND WARNING REQUIREMENTS ON THE JOB SITE.
4. ALL SHOP DRAWINGS REQUIRED BY THESE SPECIFICATIONS SHALL BE REVIEWED AND STAMPED BY THE CONTRACTOR PRIOR TO SUBMITTAL TO THE ARCHITECT AND ENGINEER.
5. SPECIAL INSPECTIONS AND TESTING WHEN REQUIRED BY THE SPECIAL STRUCTURAL TESTING AND INSPECTION SCHEDULE ON THIS SHEET SHALL BE COORDINATED BY THE CONTRACTOR.
6. IF ANY WORK IS COVERED UP PRIOR TO CONSULTATION OR APPROVAL BY THE APPROPRIATE INSPECTOR/ENGINEER, IT SHALL BE UNCOVERED FOR INSPECTION AT THE EXPENSE OF THE CONTRACTOR.

WOOD TRUSSES

- A. WOOD TRUSSES SHALL BE PREFABRICATED BY AN APPROVED WOOD TRUSS FABRICATOR IN ACCORDANCE WITH ANSI/TPI "NATIONAL DESIGN STANDARD FOR METAL-PLATE-CONNECTED WOOD TRUSS CONSTRUCTION".
- B. TRUSS SUPPLIER SHALL SUBMIT SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL PRIOR TO FABRICATION. SHOP DRAWINGS SHALL BE CERTIFIED BY A PROFESSIONAL ENGINEER IN THE STATE OF THE PROJECT.
- C. TRUSSES SHALL BE DESIGNED FOR THE LIVE LOAD SHOWN IN THE GENERAL NOTES PLUS THE ACTUAL DEAD LOADS INCLUDING FINISHED CEILING. MINIMUM TRUSS SPACING SHALL BE 24" O.C. MAXIMUM DEFLECTION VALUES:
ROOF TRUSSES: LIVE LOAD $L/360$, TOTAL LOAD $L/240$
FLOOR TRUSSES: LIVE LOAD $L/480$, TOTAL LOAD $L/360$
- D. SUBMIT SHOP DRAWINGS WHICH SHOW FRAMING PLAN WITH TRUSS LAYOUT. ALL ROOF TRUSSES SHALL BE SECURED TO WOOD BEARING WALL SYSTEMS TO RESIST 300 LB OF UPLIFT/FORCE UNLESS NOTED OTHERWISE.
- E. INSTALLATION SHALL BE IN ACCORDANCE WITH MANUFACTURER RECOMMENDATIONS.

CARPENTRY

- A.** INSTALLATION OF ALL MATERIALS SHALL BE IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE IBC, LOCAL CODES AND MANUFACTURERS, OR AS SPECIFIED ON THE DRAWINGS, WHICHEVER IS MORE STRINGENT.
- B.** VISUALLY GRADED SAWN LUMBER: DOUGLAS FIR-LARCH (DFL), HEM-FIR (HF), SPRUCE-PINE-FIR (SPF), SOUTHERN PINE (SYP) WITH MINIMUM OF "NO. 2" FOR FRAMING.
STUDS: DFL, HF, SPF OR SYP, STUD GRADE.
JOISTS, RAFTERS, PLATES: DFL, HF, SPF OR SYP, NO. 2 AND BETTER
- C.** MACHINE STRESS RATED SAWN LUMBER (MSR), WITH GRADING PERFORMED BY ONE OF THE FOLLOWING AGENCIES: WCLIB, NLGA, WWPA, NELMA OR SPIB.
- D.** LAMINATED VENEER LUMBER (LVL): MICROLLAM, STRUCLAM OR APPROVED EQUAL WITH MINIMUM VALUES: FB = 2900 PSI, E = 2.0 MPS.
- E.** PARALLEL STRAND LUMBER (PSL): PARALLAM OR APPROVED EQUAL WITH MINIMUM VALUES: FB = 2900 PSI, E = 2.0 MPS.
- F.** GLULAM: APPROVED PRODUCT MEETING THE REQUIREMENTS OF ANSI/AITC STANDARD A190.1 WITH MINIMUM VALUES: FB = 2400 PSI, E = 1.8 MPS.
- G.** WOOD I-JOIST: WSI, TJI, GPI, STRUCJOIST, AMERICAN I-JOIST OR APPROVED EQUAL.
- H.** PLYWOOD: PS 1 "U.S. PRODUCT STANDARD FOR CONSTR AND INDUST PLYWOOD", OR PS2 "PERFORMANCE STANDARD". ROOF AND WALL SHEATHING SHALL BE EXTERIOR GRADE.
- I.** FRAMING ANCHORS: 18 GAGE MINIMUM, KANT-SAG, SIMPSON OR APPROVED EQUAL, U.N.O.N.
- J.** WOOD PRESERVATIVE: PROVIDE PRESSURE TREATED LUMBER THAT MEETS REQUIREMENTS OF IBC. ALL FASTENER AND HARDWARE IN CONTACT WITH PRESSURE TREATED LUMBER SHALL BE APPROVED FOR USE.
- K.** ANCHOR BOLTS: ASTM A307 OR ASTM A36 ANCHOR BOLTS SHALL BE INSTALLED PER IBC 2308.6 WITH 1/2" BOLT AT 48" OC (MAX). THERE SHALL BE A MINIMUM OF TWO BOLTS PER SILL PLATE.
- L.** LAG BOLTS: FF-B-561.
- M.** NAILS: COMMON TO MEET FF-N-105 OR QQ-N-105, GALVANIZED AT EXTERIOR. ALL NAILING SHALL CONFORM TO THE MINIMUM REQUIREMENTS OF THE NAILING SCHEDULE.
- N.** ALL HANGER HARDWARE TO BE SIMPSON STRONG TIE ANCHOR SYSTEMS OR APPROVED EQUAL.

NOT FOR BID

FRAMING SCHEDULE

USE	MEMBER LOCATION/TYPE	SPECIES	GRADE	REMARKS
STUDS, TRIMMERS	1ST & 2ND FLR BRG WALLS	HF, DFL, SPF, SYP	STUD	2x4 AT 16" O.C.
STUDS, TRIMMERS	NONBEARING WALLS OR 3RD & 4TH FLR BRG WALLS	HF, DFL, SPF, SYP	STUD	2x4 OR 2x6 AT 16" O.C.
HEADERS, LINTELS	ALL FLOORS	HF, DFL, SPF, SYP	NO. 2 AND BETTER	AS NOTED ON PLAN
PLATES	1ST FLOOR	HF, DFL, SPF, SYP TREATED	NO. 2 AND BETTER	TO MATCH STUD WIDTH
PLATES	2ND, 3RD & 4TH FLOORS	HF, DFL, SPF, SYP	NO. 2 AND BETTER	TO MATCH STUD WIDTH
MISC. BLOCKING, FIRE-STOPPING, FURRING	ALL FLOORS	HF, DFL, SPF, SYP	STANDARD OR BETTER	AS REQUIRED BY DETAIL

1. 1. ALL NAILING SHALL CONFORM TO THE MINIMUM REQUIREMENTS OF THE NAILING SCHEDULE INDICATED ON IBC TABLE 2304.9.1.
2. 2. LINTELS ARE NOTED FOR MASONRY OPENINGS. HEADERS ARE NOTED FOR FRAMED OPENINGS. BEAMS ARE NOTED FOR STEEL.

NOT FOR BID

CUTTING AND DRILLING SCHEDULE - DIMENSIONAL LUMBER

DESCRIPTION	MEMBER LOCATION/TYPE	CODE REQUIREMENT	REMARKS
CUTTING AND NOTCHING	EXTERIOR WALL OR BEARING PARTITION	NOT TO EXCEED 25% OF MEMBER WIDTH	7/8" MAX. FOR 2x4 1 3/8" MAX FOR 2x6
	NONBEARING PARTITION	NOT TO EXCEED 40% OF MEMBER WIDTH	1 3/8" MAX FOR 2x4 2 1/8" MAX FOR 2x6
	NONBEARING PARTITION	NOT TO EXCEED 40% OF MEMBER WIDTH	1 3/8" MAX FOR 2x4 2 1/8" MAX FOR 2x6
	NONBEARING PARTITION	NOT TO EXCEED 60% OF MEMBER WIDTH IF STUDS ARE DOUBLED	2" MAX FOR (2) 2x4 2 1/4" MAX FOR (2) 2x6
BORED HOLES	BEARING PARTITION	NOT TO EXCEED 60% OF MEMBER WIDTH	2" MAX FOR 2x4 3 1/4" MAX FOR 2x6
	ROOF OR FLOOR JOISTS	NOT ALLOWED WITHIN 3" OF TOP OR BOTTOM	1 1/2" MAX FOR 2x8 2" MAX FOR 2x10 2 3/4" MAX FOR 2x12

3. 1. THE EDGE OF A BORED HOLE IN A STUD SHALL NOT BE NEARER THAN 5/8" FROM ANY EDGE.
4. 2. WHERE PLATES ARE CUT, A METAL TIE NOT LESS THAN 16 GA. AND 1 1/2" WIDE SHALL BE FASTENED TO EACH PLATE.
5. 3. NOTCHING OF FABRICATED FLOOR OR ROOF TRUSSES IS NOT ALLOWED.
6. 4. DRILLING THROUGH LAMINATED VENEER LUMBER IS NOT ALLOWED WITHOUT APPROVAL FROM THE ENGINEER.

NOT FOR BID

STRUCTURAL TESTING AND SPECIAL INSPECTION SCHEDULE

SPECIFICATION SECTION	DESCRIPTION	TYPE OF STRUCTURAL TESTING	FREQUENCY	ASSIGNED FIRM
IBC 1705.6	SOIL COMPACTION TESTING	TESTING AGENCY	PER SOIL REPORT	AS APPROVED BY S.E.R.
IBC 1705.3	CONC. SLUMP, AIR, TEMP., CYLINDERS	TESTING AGENCY	EVERY 50 CY PLACED ONCE DAILY MINIMUM	AS APPROVED BY S.E.R.
IBC 1705.3	CONC. WALLS AND RETAINING WALLS REINFORCING AND CONC. PLACEMENT	SPECIAL INSPECTION ENGR. OR TECH. SPERV'D BY S.E.R.	PERIODIC DURING REINF. & CONC. PLACMT	AS APPROVED BY S.E.R.
IBC 1705.4	MASONRY WALL REINFORCING, GROUTING AND WORKMANSHIP	ENGR. OR TECH. SPERV'D BY S.E.R.	PERIODIC DURING REINF. & GROUT PLACMT	AS APPROVED BY S.E.R.
MNBC 1705.2.2	ROOF DECK WELDING	ENGR. OR TECH. SPERV'D BY S.E.R.	PERIODIC DURING INSTALLATION	AS APPROVED BY S.E.R.
IBC 1705.2.3	STRUCTURAL STEEL BOLTING AND WELDING	ENGR. OR TECH. SPERV'D BY S.E.R.	PERIODIC	AS APPROVED BY S.E.R.

7. 1. S.E.R. = STRUCTURAL ENGINEER OF RECORD.

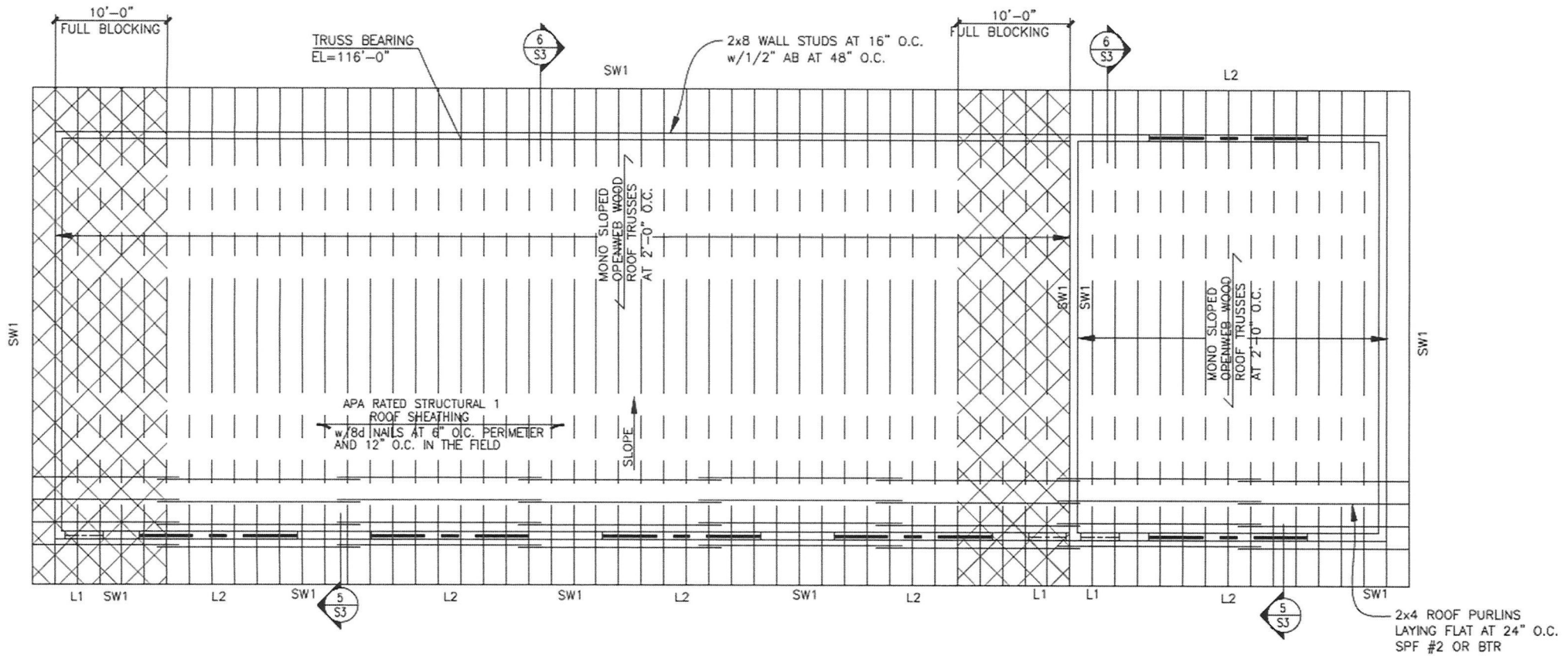
8. 2. FOUNDATION DESIGN IS BASED ON CONCRETE STRENGTH OF 2500 PSI AND THEREFORE DOES NOT REQUIRE SPECIAL INSPECTION BY IBC 1705.5.2.3.

NOT FOR BID

CONCRETE PROTECTION FOR REINFORCEMENT

DESCRIPTION	MINIMUM CLEAR COVER REQUIRED (INCHES)
SURFACES CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH	3
SURFACES EXPOSED TO EARTH OR WEATHER - #6 BAR AND LARGER	2
SURFACES EXPOSED TO EARTH OR WEATHER - #5 BAR AND SMALLER (INCLUDING MESH)	1 1/2
SURFACES NOT EXPOSED TO WEATHER OR IN CONTACT WITH GROUND - SLABS, WALLS, JOISTS	3/4
SURFACES NOT EXPOSED TO WEATHER OR IN CONTACT WITH GROUND - BEAMS, COLUMNS	1 1/2

NOTE: CONCRETE COVER REQUIREMENTS NOT LISTED HEREIN SHALL BE IN ACCORDANCE WITH ACI 318.




ROOF FRAMING PLAN

1/8"=1'-0"



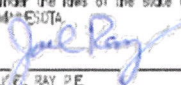
GENERAL FOUNDATION NOTES:

1. ALL COLUMNS FOOTINGS ARE CENTERED ON COLUMNS AND WALL FOOTINGS ARE CENTERED BENEATH WALL U.N.O.
2. FOR GENERAL STRUCTURAL NOTES AND SPECIFICATIONS SEE S1.
4. SEE ARCHITECTURAL DRAWINGS FOR LOCATIONS OF RECESSED SLABS. SLOPED AREAS IN SLABS ON GRADE, AND CURBS.
5. VERIFY ALL OPENINGS AND DIMENSIONS WITH ARCHITECTURAL DRAWINGS.
6. INSTALL FOUNDATION DRAIN TILE PER RECOMMENDATIONS OF SOILS REPORT AND AS INDICATED ON ARCHITECTURAL SECTIONS.
7. COORDINATE LOCATION OF STEPPED FOOTINGS WITH CIVIL DOCUMENTS. MAINTAIN MINIMUM FROST COVER OF 3'-6" AT BUILDING FOUNDATIONS AND 5'-0" AT FOOTINGS AWAY FROM BUILDING. VERIFY COVER REQUIREMENTS WITH GEOTECHNICAL REPORT.



DUFFY ENGINEERING AND ASSOCIATES, INC.
 STRUCTURAL ENGINEERING
 350 Highway 10 South
 Saint Cloud, MN 56304
 Phone: (320) 259-6575
 Email: info@duffyeng.com

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed ENGINEER under the laws of the state of MINNESOTA.


 J. L. RAY P.E.
 07-11-25 45920
 Date License No.

REVISIONS:	No.	Date	Action			

FOOTING SCHEDULE

MK	SIZE	REINFORCING
TSE14	1'-4"x1'-8" THICKENED SLAB EDGE	2-#5 CONT
TSE20	2'-0"x1'-0" THICKENED SLAB FOOTING	2-#5 CONT

ROOF FRAMING NOTES:

1. FOR COLUMN SCHEDULE AND BASEPLATE DETAILS SEE S2.
2. FOR GENERAL STRUCTURAL NOTES AND SPECIFICATIONS SEE S1.
3. REFER TO THE ARCHITECTURAL PLANS FOR DIMENSIONS OF WALLS, OPENINGS, AND ADDITIONAL DETAILS OR SECTIONS.

FOOTING FOUNDATION PLAN
 ROOF FRAMING PLAN

LINTEL SCHEDULE

MK	SIZE, TYPE	S=STUD JAMB T=TRIMMER (UNLESS NOTED OTHERWISE ON PLAN)
L1	(2)2x8 SPF #1	2S,1T
L2	(3) 1 3/4"x 16" 1.55E LSL	2S,2T

- NOTE: 1. LINTEL DESIGNATION WITH * INDICATES LINTEL IS ELEVATED INTO TRUSS/JOIST SPACE.
2. TWO PLY LVL MUST BE NAILED TOGETHER WITH 3 ROWS OF 16d COMMON NAILS AT 12" OC. THREE PLY LVL MUST BE NAILED TOGETHER WITH 3 ROWS OF 16d COMMON NAILS AT 6" OC. FOUR PLY LVL MUST BE BOLTED TOGETHER WITH 1/2" BOLTS AT 12" OC T&B STAGGERED. TOP AND BOTTOM ROWS OF NAILS OR BOLTS SHALL BE LOCATED 2" FROM THE TOP AND BOTTOM OF THE MEMBER.

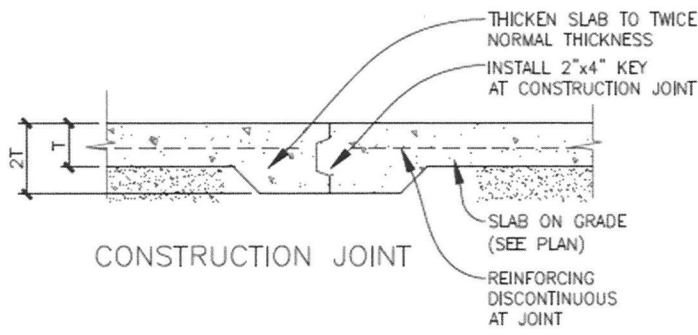
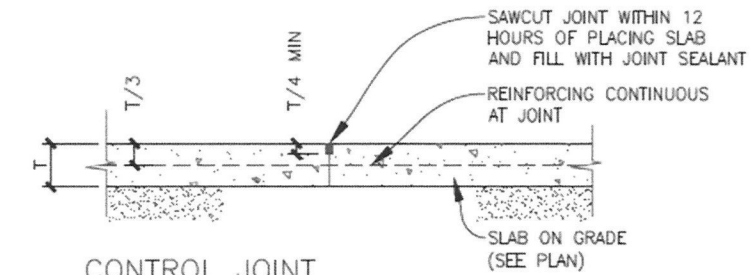
CONTEGRITY GROUP
 AITKIN COUNTY
 315 1ST ST NW
 AITKIN MN

SHEAR WALL SCHEDULE

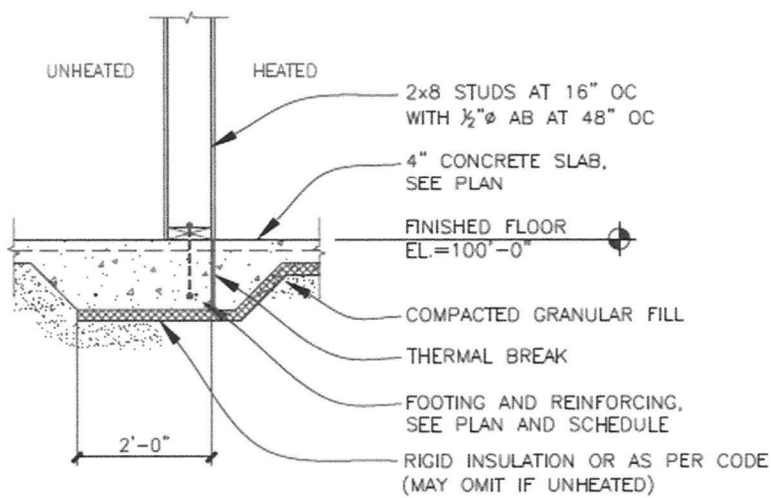
TYPE	SHEAR PANEL	WALL FASTENER	PATTERN SPACING		
			EDGE	RIDGE	NOTES
SW1	7/16" OSB	8d	4"	12"	

Project No.: 25115
 Date: 07-11-25
 Drawn by: CLW
 Checked by: JR

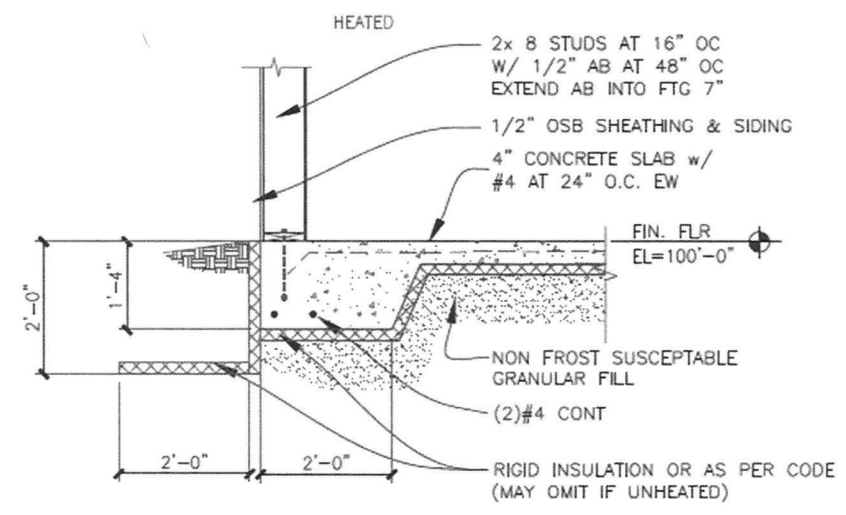
S2 OF 3



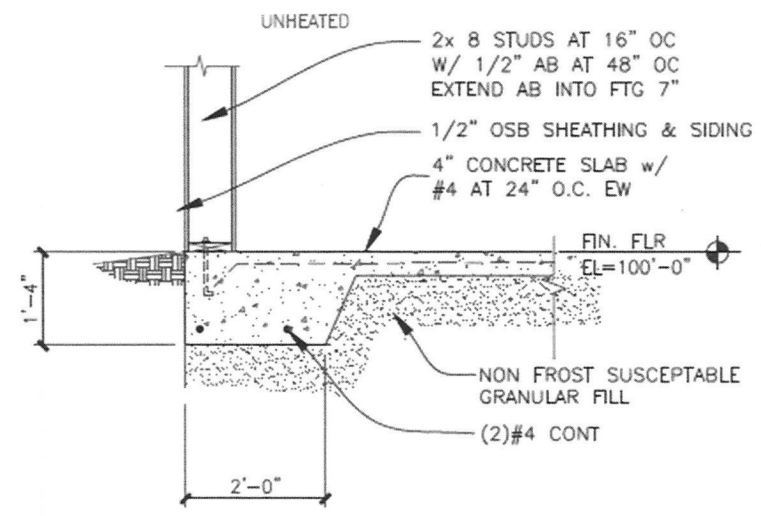
1 DETAIL N.T.S.



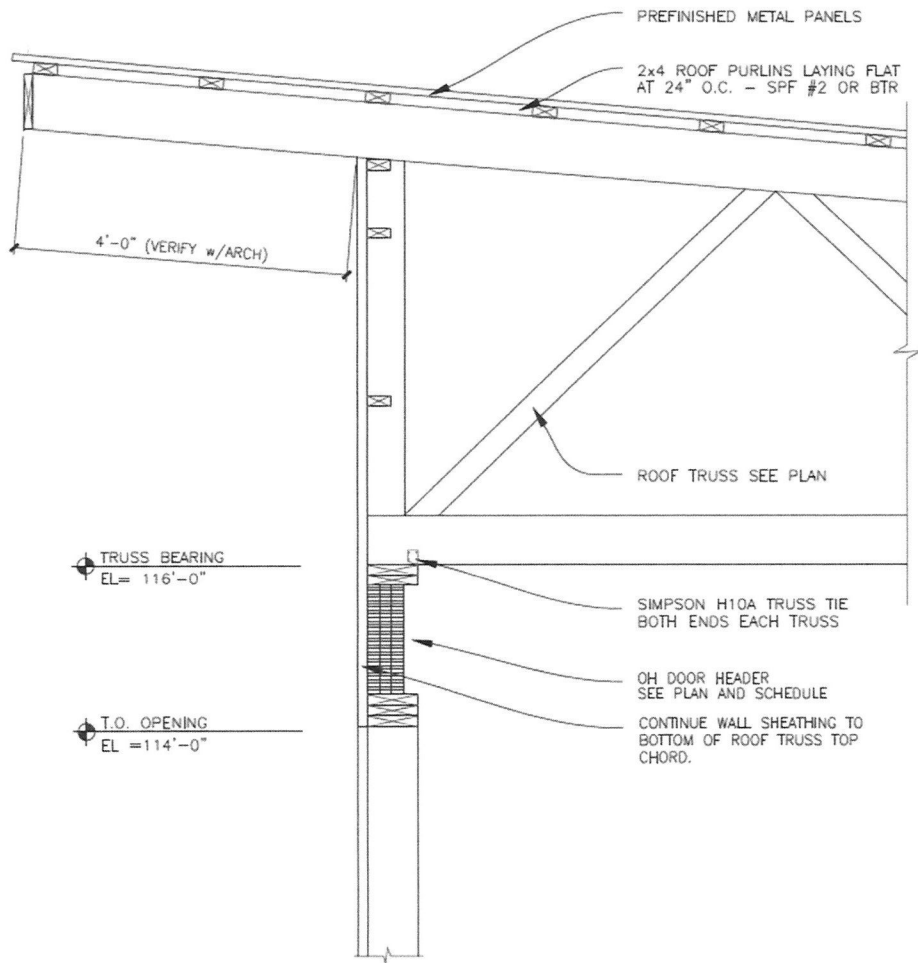
3 DETAIL THICKENED SLAB 1/2"=1'-0"



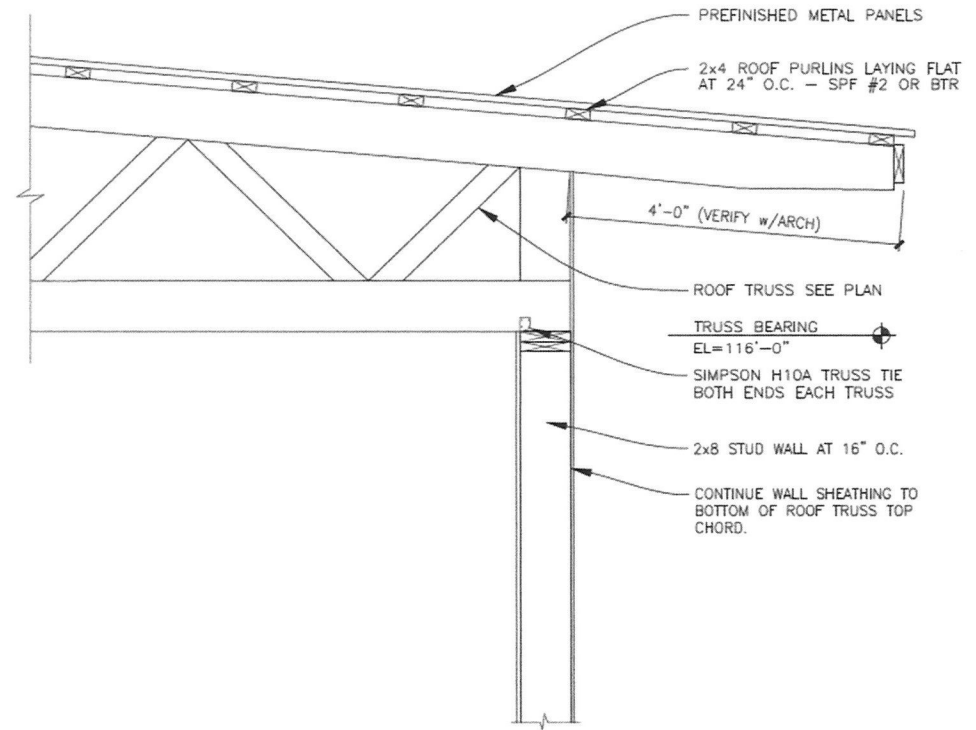
2 FLOATING SLAB w/HEAT FND DETAIL 1/2"=1'-0"



4 FLOATING SLAB w/COLD FND DETAIL 1/2"=1'-0"



5 **DETAIL** $\frac{3}{4}'' = 1'-0''$



6 **DETAIL** $\frac{3}{4}'' = 1'-0''$



DUFFY ENGINEERING
AND ASSOCIATES, INC.

STRUCTURAL ENGINEERING

350 Highway 10 South
Saint Cloud, MN 56304

Phone:

(320) 259-6575

Email:

info@duffyeng.com

I hereby certify that this plan,
specification or report was
prepared by me or under my
direct supervision and that I
am a duly Licensed ENGINEER
under the laws of the state of
MINNESOTA.

Joel Ray
JOEL RAY P.E.

07-11-25

45920

Date

License No.

REVISIONS:		No. Date	Action

SECTIONS AND DETAILS

CONTEGRITY GROUP
AITKIN COUNTY
315 1ST ST NW
AITKIN MN

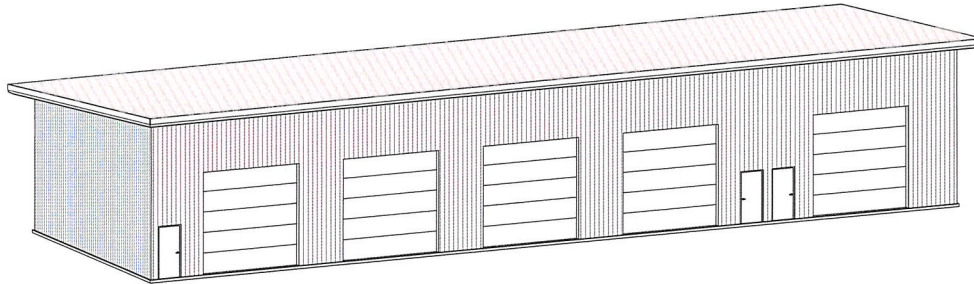
Project No.: 25115
Date: 07-11-25
Drawn by: GLW
Checked by: JR

S3 OF 3

BOAT & STORAGE BUILDING

CONTEGRITY GROUP, AITKEN COUNTY

315 1ST ST NW, AITKEN MN



SHEET INDEX	
SHEET #	SHEET NAME
GENERIC	GENERIC
G1.10	TITLE SHEET
G1.11	FLOOR REVIEW
G1.12	ARCHITECTURAL
A1.10	FLOOR & ROOF PLANS
A1.11	BUILDING ELEVATIONS
A1.12	BUILDING SECTIONS
A1.13	DETAILS
DESCRIPTION	
S1	GENERAL NOTES AND SPECIFICATIONS
S2	FOOTING FOUNDATION PLAN ROOF FRAMING PLAN
S3	SECTIONS AND DETAILS
TOTAL SHEETS: 9	

2023-11575

BOAT & STORAGE BUILDING

ALTERNATES	
#	DESCRIPTION
ALTERNATE #1	<XXXXXX>

DESIGN TEAM:

ARCHITECTURAL: Wiseth
704 E Howard St
Hibbing, MN 55016
Office Phone: 218-263-4668
Cell: Mike Pfeifer
Phone: 218-261-6051

STRUCTURAL: Dally Engineering and Associates, INC.
356 Highway 10 South
St. Cloud, MN 56304
Contact: Joel Ray
Phone: 320-259-6575

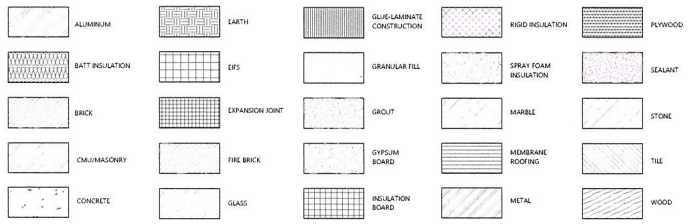
ELECTRICAL: BY OWNER

MECHANICAL: BY OWNER

ABBREVIATIONS

AB	AT	E	EA	HB	HOSE BIB	PT	PAINT	SSTL	STAINLESS STEEL
ACC	ACROSS PANEL	EF	EACH FACE	HWH	HOT WATER HEATER	PR	PAIN	STD	STANDARD
ACT	ACOUSTIC CEILING TILE	EW	EACH WAY	PNL	PANEL	PS	PANEL	STL	STEEL
ACR	AIR CONDITIONING	ELCT	ELECTRICAL	PR	PANIC BAR	PTB	PAPER TOWEL DISPENSER	STJ	STEEL JOIST
AB	ANCHOR BOLT	DWC	ELECTRIC WATER COOLER	ID	INSIDE DIAMETER	PTB	PAPER TOWEL DISPENSER	STD	STORAGE
ALT	ALTERNATE	EL	ELEVATION	INT	INGRESS/EGRESS (DOOR/WINDOW)	PR	PAPER TOWEL RECEPTOR	STR	STRUCTURAL
AL	ALUMINUM	ELV	ELEVATOR	INT	INTERIOR	PAR	PARALLEL	SUS	SUSPENDED
Z	ANGLE	EQ	EQUAL	INT	JOINT	PAR	PARALLEL	SYS	SYMMETRICAL
APX	APPROXIMATE	EOP	EQUIPMENT	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
ARCH	ARCHITECTURAL	EOP	EQUIPMENT	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
BSMT	BASEMENT	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
BM	BEAM OR BENCHMARK	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
BGS	BEARING	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
BFS	BEARING PLATE	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
BT	BOTTOM	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
BK	BUCK	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
BWS	BLOCKING	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
BK	BRICK	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
BWS	BUILDING	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
BD	BOTTOM OF	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CB	CABINET	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CPT	CARPET (E)	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CSMT	CASHEMENT	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CI	CAST IRON	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CB	CATCH BASIN	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CL	CEILING	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CA	CENTERLINE	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CHL	CHANNEL	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CHND	CHAMBERLAD	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CO	CLEANOUT	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CL	CLEAR	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CL	CLOSE	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
COL	COLUMN	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CONC	CONCRETE	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CMU	CONCRETE MASONRY UNIT	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CONC	CONSTRUCTION	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CONT	CONTINUOUS	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CONTR	CONTRACTOR	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CONTR	CONTRACTOR	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
CT	CONTROL JOINT	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
DL	DEAD LOAD	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
DEPT	DEPARTMENT	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
DTL	DETAIL	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
DMM	DIAMETER	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
DM	DIMENSION	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
DPR	DISPENSER	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
DR	DOOR	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
DH	DOUBLE HUNG	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
DN	DOWN	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
DS	DOWNPOUT	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
DWG	DRAWING	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM
DF	DRINKING FOUNTAIN	EXP	EXPANSION	JOINT	JOINT	PAR	PARALLEL	SYS	SYSTEM

TYPICAL MATERIAL HATCH PATTERNS



TYPICAL SYMBOLS & TAGS

TYP. SYMBOLS

Centerline Symbol	⊕
Exit Symbol	⊗
Glazing Symbol	⊗
Tempered Glass	(T)
Drinking Fountain	(DF)
Fire Extinguisher Cabinet	(FIC)
Fire Extinguisher	(FE)
True North Arrow	N

VIEW REFERENCE LEGEND

BUILDING ELEVATION MARK

INTERIOR ELEVATION MARK

PHASING LEGEND

STANDARD TAGS

KEY PLAN NOTES

REVISION TAG

ROOM TAG

WALL TAGS

RATED WALL TAG

WINDOW TAGS

GRAPHIC SCALE

GRAPHIC SCALE 1/8" = 1'-0"



VICINITY MAP

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PROJECT ARCHITECT: [Signature] DATE: <MM/DD/YYYY>

DATE	REV#	REVISIONS DESCRIPTION

BOAT & STORAGE BUILDING
TITLE SHEET

G1.10
PROJECT #: 2023-11575

© 2023 WIDSETH ENGINEERS & ASSOCIATES, INC. SHEET 22-23-4-2023-11575-11

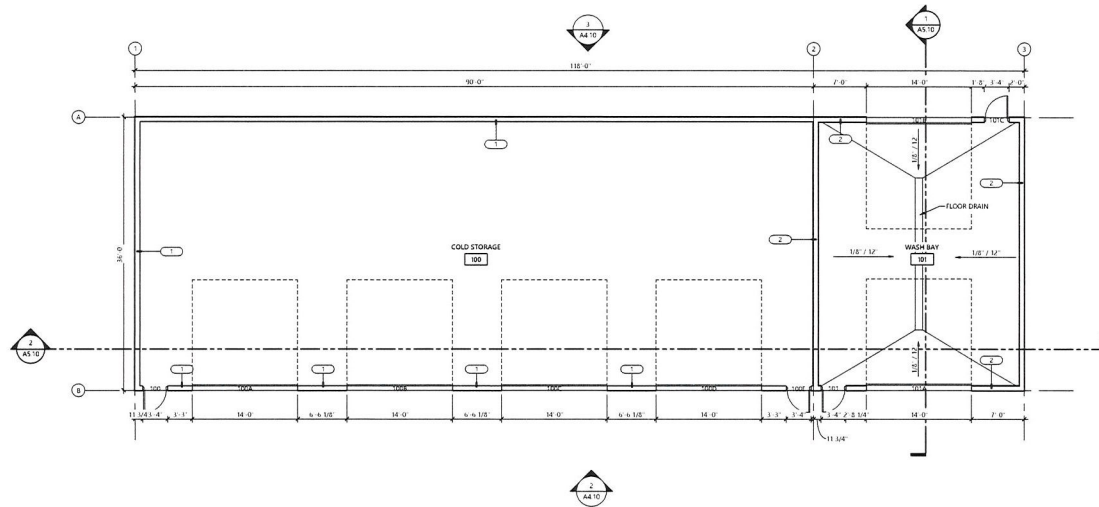
- GENERAL FLOOR PLAN NOTES:**
- ALL INTERIOR PARTITION WALLS ARE METAL STUDS @ 16" O.C WITH 5/8" GWB EACH SIDE (U.N.O.)
 - DISCREPANCIES SHALL BE BROUGHT TO THE ARCHITECT'S ATTENTION IMMEDIATELY
 - ALL PIPING, CONDUITS, AND RELATED MECHANICAL AND ELECTRICAL ITEMS SHALL BE CONCEALED WITHIN DRYPWALL, FURRING AS REQUIRED IN FINISHED AREAS WHETHER SHOWN OR DRAWING OR NOT (U.N.O.)
 - PROVIDE METAL PLATE BACKING AND/OR TREATED WOOD BLOCKING IN WALLS WHERE WALL-MOUNTED EQUIPMENT IS SHOWN OR INDICATED. VERIFY HEIGHT AND LENGTH WITH ACTUAL EQUIPMENT.
 - ALL MECHANICAL EQUIPMENT PADS TO BE 4" HIGH U.N.O. LENGTH AND WIDTH OF PADS TO BE VERIFIED BY CONTRACTOR.
 - ALL DIMENSIONS ARE CLEAR FROM THE CENTER OF STUD TO CENTER OF STUD. SEE PARTITION TYPES FOR ACTUAL THICKNESS OF PARTITIONS. MASONRY WALLS ARE DIMENSIONED TO THE NOMINAL FACE.
 - ALL EXTERIOR DIMENSIONS ARE TO THE FACE OF STUD. ALL INTERIOR DIMENSIONS ARE TO THE CENTER OF THE WALL (U.N.O.)
 - PATCH ALL HOLES IN SURFACES WHERE EQUIPMENT HAS BEEN REMOVED OR DEMOLITION HAS OCCURRED. PREPARED SURFACES AS REQUIRED FOR NEW FINISHES. PATCH TO MATCH ADJACENT SURFACE IF NOT SCHEDULED.
 - ALL FLOOR OPENINGS AND DEPRESSIONS IN THE WORK SHALL BE FILLED OR CLOSED U.N.O. WITH MATERIALS TO MATCH ADJACENT SURFACES. FINISHES ARE FIRE RATED.
 - PROVIDE CONTROL JOINTS FOR GYPSUM BOARD WALLS. MAXIMUM SPACING PER ASTM C 840 AND GA-216.

ROOM FINISH SYMBOL LEGEND

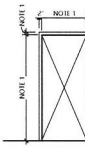
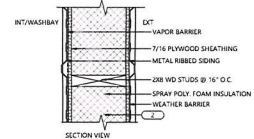
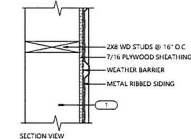
	FLOOR FINISH CHANGE SYMBOL
	DENOTES DIRECTION OF FLOORING INSTALLATION PATTERN
	DENOTES LOCATION OF CORNER GUARDS

KEYED PLAN NOTES

#	DESCRIPTION
---	-------------



EXTERIOR WALL TYPES



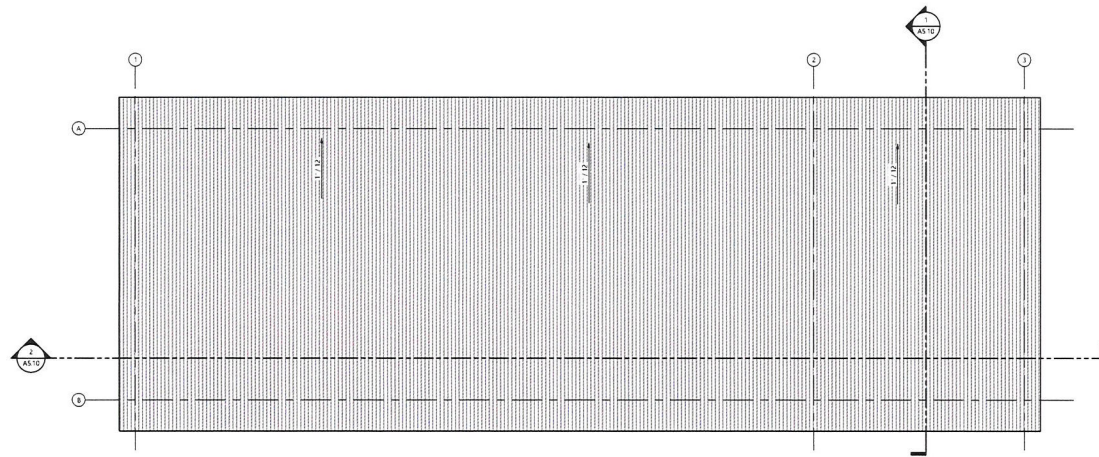
HOLLOW METAL FRAME TYPES

- FRAME TYPE NOTES**
- SEE DOOR SCHEDULE FOR SIZES
 - EXTERIOR (GL-1)
 - INTERIOR (GL-1)

DOOR SCHEDULE - NEW DOORS

DOOR #	HANDWARE GROUP	DOOR				FRAME				(IF APPLICABLE)		FIRE RATING	COMMENTS	
		WIDTH	HEIGHT	TYPE	GLAZING TYPE	MATERIAL	FINISH	TYPE	MATERIAL	FINISH	HEAD HEIGHT			DEPTH
100		7'-0"	7'-0"	I		HM		HM	HM	PT-1	2"	5.3/4"		
100A		14'-0"	84'-0"	OH						PT-2				
100B		14'-0"	14'-0"	OH						PT-2				
100C		14'-0"	14'-0"	OH						PT-2				
100D		14'-0"	14'-0"	OH						PT-2				
100E		7'-0"	7'-0"	I		HM		HM	HM	PT-1	2"	5.3/4"		
101		7'-0"	7'-0"	I		HM		HM	HM	PT-1	2"	5.3/4"		
101A		14'-0"	14'-0"	OH						PT-2				
101B		14'-0"	14'-0"	OH						PT-2				
101C		7'-0"	7'-0"	I		HM		HM	HM	PT-1	2"	5.3/4"		

1 FIRST LEVEL FLOOR PLAN
1/8" = 1'-0"



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NOT FOR CONSTRUCTION
09-10-2024

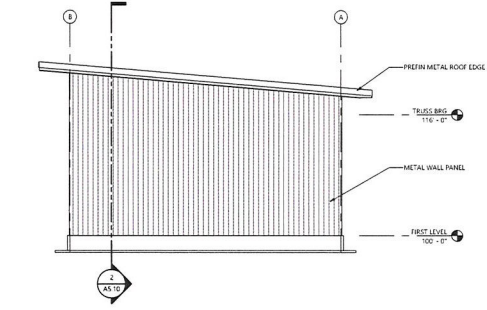
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DATE	REV#	REVISIONS DESCRIPTION

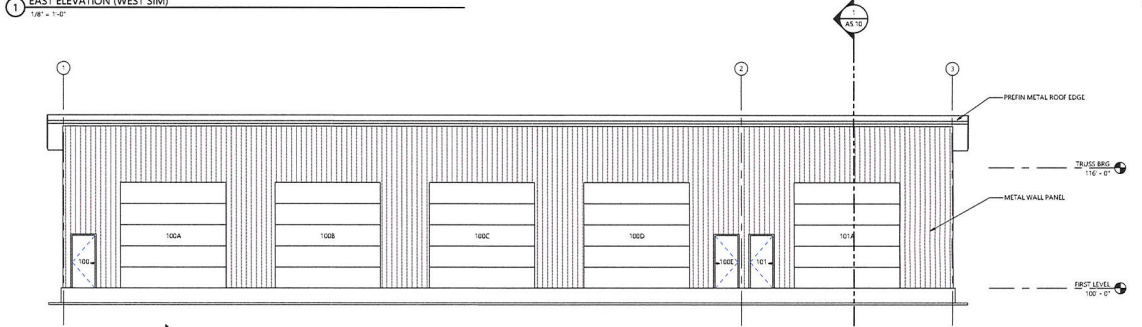
BOAT & STORAGE BUILDING
FLOOR & ROOF PLANS

A1.10
PROJECT # 2023-11573

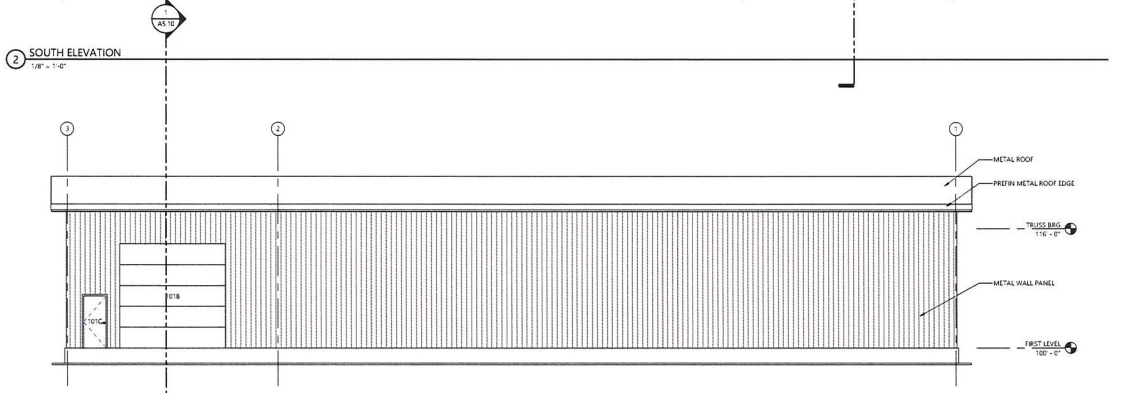
KEYED PLAN NOTES	
#	DESCRIPTION



1 EAST ELEVATION (WEST SIM)
1/8" = 1'-0"



2 SOUTH ELEVATION
1/8" = 1'-0"



3 NORTH ELEVATION
1/8" = 1'-0"

C:\2023\WIDSETH\PROJECTS\BOAT_STORAGE\BOAT_STORAGE.dwg 2/15/2024 11:52:45 AM

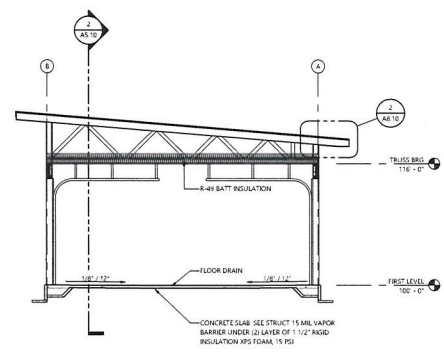
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DATE: 09-10-2024
PROJECT ARCHITECT: LW # 000000 DATE: <MM-DD-YYYY>

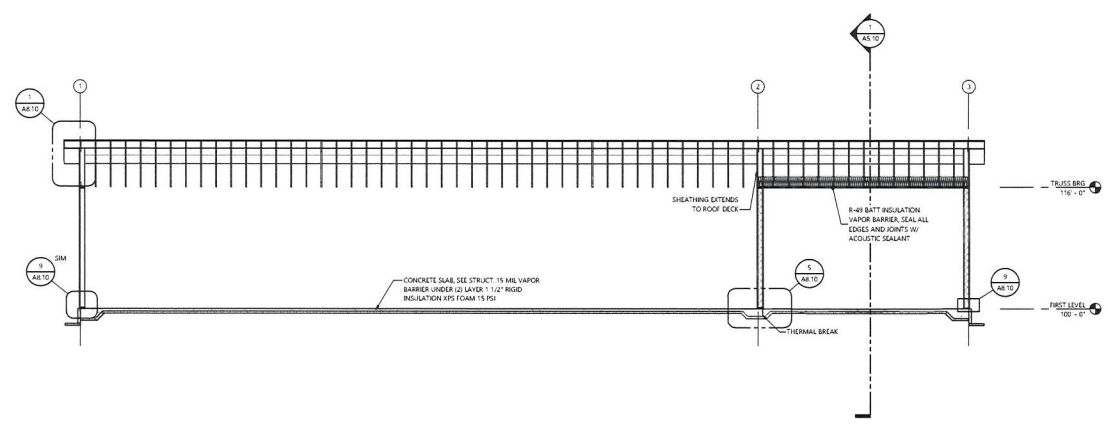
DATE	REV#	REVISIONS DESCRIPTION

BOAT & STORAGE BUILDING
BUILDING ELEVATIONS

A4.10
PROJECT # 2023-11575



1 CROSS SECTION THROUGH WASH BAY
1/8" = 1'-0"



2 LONGITUDINAL SECTION
1/8" = 1'-0"

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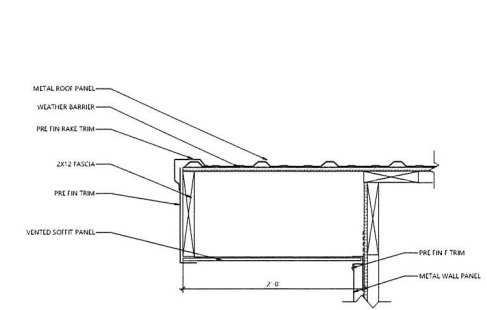
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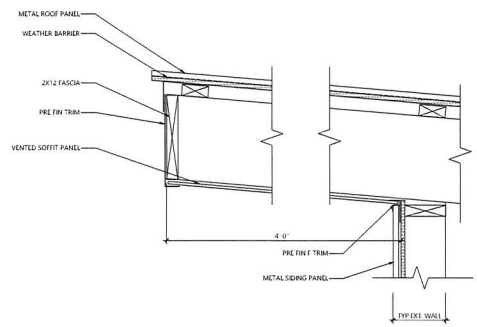
DATE	REV#	REVISIONS DESCRIPTION

BOAT & STORAGE BUILDING
BUILDING SECTIONS

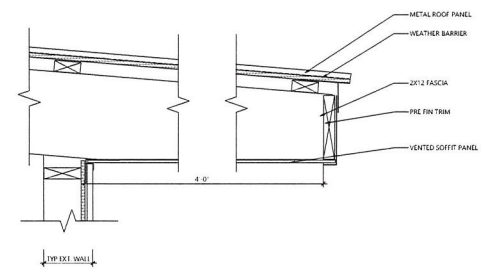
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PROJECT #: 2023-11575



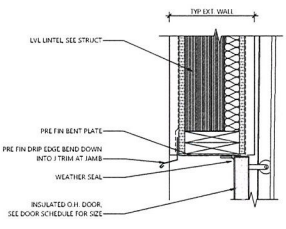
1 RAKE DETAIL
1/12" = 1'-0"



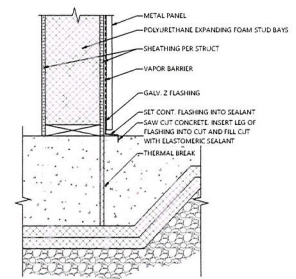
2 EAVE DETAILS
1/12" = 1'-0"



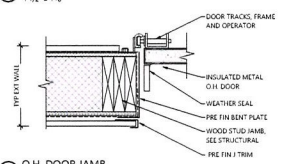
3 DOOR HEAD (JAMB SIM)
3'-0"



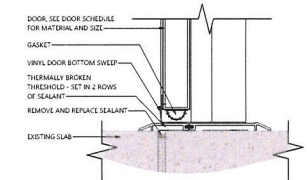
4 O.H. DOOR HEAD
1'-0" = 1'-0"



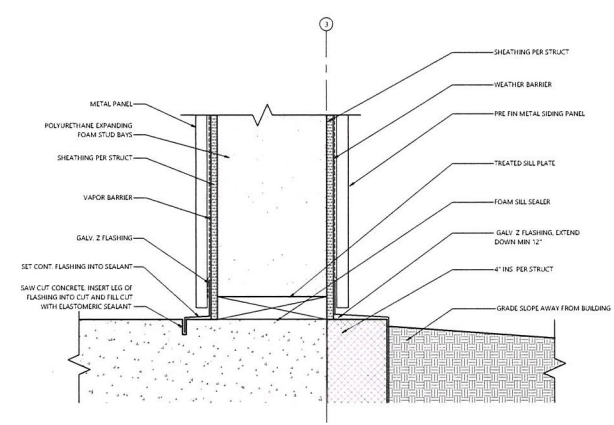
5 WASH BAY PARTITION AT THICKENED SLAB
1/12" = 1'-0"



6 DOOR THRESHOLD
1'-0" = 1'-0"



7 O.H. DOOR JAMB
1/12" = 1'-0"



8 TYP EXT. WALL DETAIL
3'-0" = 1'-0"

8 DOOR THRESHOLD
3'-0" = 1'-0"

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NOT FOR CONSTRUCTION
DATE: 09-10-2024
PROJECT ARCHITECT: <XXXX> DATE: <MM-DD-YYYY>

DATE	REV	REVISIONS DESCRIPTION

BOAT & STORAGE BUILDING
DETAILS

A8.10
PROJECT #: 2023-11575



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Health & Human Services Building Renovation Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Information Only
---	--	--

Submitted by: Jim Bright	Department: Maintenance
------------------------------------	-----------------------------------

Presenter (Name and Title): Jim Bright, Facilities Coordinator	Estimated Time Needed: 5 min.
--	---

Summary of Issue:
Update on the Health & Human Services Building Renovation.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Information Only.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$
 Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request



Requested Meeting Date: May 12, 2026

Title of Item: Annual Aitkin County Opioid Settlement Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
---	--	--

Submitted by: Paula Arimborgo	Department: H&HS Administration
---	---

Presenter (Name and Title): Kelli Crowther, H&HS Public Health	Estimated Time Needed: 20 min
--	---

Summary of Issue:
 A presentation of the Annual Aitkin County Opioid Settlement Update.

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:*



AITKIN COUNTY OPIOID SETTLEMENT FUNDS

Annual Meeting May 12, 2026



WHERE IS THE FUNDING COMING FROM?

Starting in 2020, Attorney General's Offices from multiple states, including Minnesota, sued opioid manufacturers, distributors, and other parties to hold them accountable for their role in creating and perpetuating the devastating opioid epidemic.

THE AGREEMENT



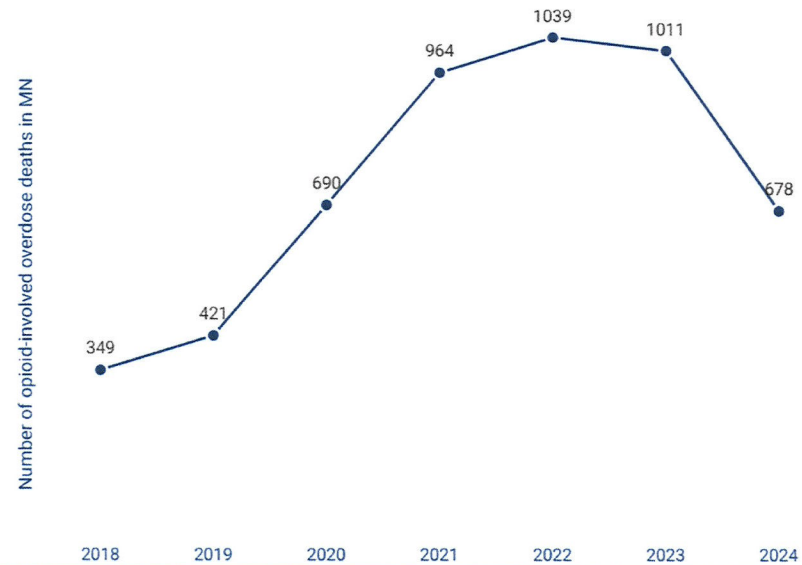
- ✓ Pay billions of dollars nationally for opioid epidemic treatment and prevention
- ✓ Requires data transparency
- ✓ Industry changes to ensure crisis never happens again



IMPACT ON MINNESOTA

Opioid Overdose Deaths

The number of opioid-involved drug overdose deaths decreased significantly in 2024



MINNESOTA OPIOID FUNDING

**21 settlements =
\$633 million for MN**

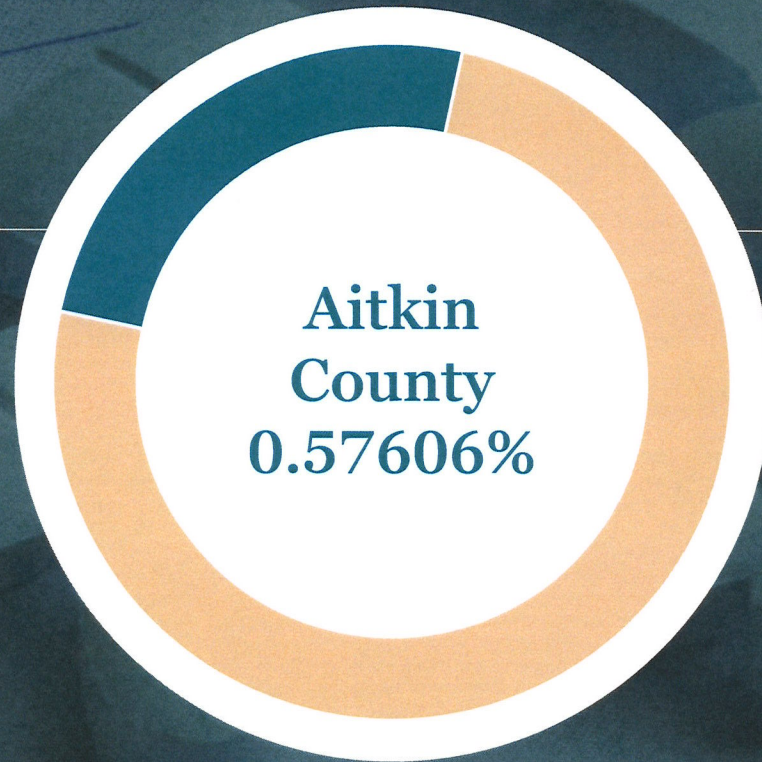
- Distributors: McKesson, Cardinal Health, AmerisourceBergan
- Manufacturers: Insys, Mallinckrodt, Endo, Johnson & Johnson, Teva, Pharmaceuticals, Allergan, Purdue Pharma, Sackler
- Consulting/Marketing: McKinsey, Publicis
- Pharmacy Chains: Walmart, CVS, Walgreens

Funding is determined by:

- the impact of the crisis on the state
- the number of overdose deaths
- the number of residents with substance use disorder
- the number of opioids prescribed
- the population of the state

MINNESOTA FUNDING DISTRIBUTION

MN STATE
Funding
25%



MN LOCAL
Funding
75%

AITKIN COUNTY OPIOID SETTLEMENT FUNDING



AITKIN COUNTY STEPS FOR FUNDING



APPLICATION

Application is completed and received.



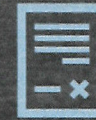
SUBCOMMITTEE

Subcommittee determines whether application meets funding requirements.



BOARD OF COMMISSIONERS

Board votes for final approval to support funding request.



MEMORANDUM OF UNDERSTANDING

MOU is a contract to serve between the applicant and AC for funding purposes.



FUNDING

Funding is provided to the applicant either by one-time payment or reimbursement of invoice.

AITKIN COUNTY DISTRIBUTED FUNDING

2025

Administration

Prevention

Treatment

Other Strategies

\$123,023.13

**Funding distributed since
conception:
\$186,209.70**

2025 PROJECTS FUNDED

Applications Received: 10

Applications Funded: 8

'24 Public Health

Tall Cop Presentation for Aitkin County Youth

'24 Public Health

Naloxone: continued distribution throughout Aitkin County

Cannabis and Tobacco Compliance
\$15,150 over 3yrs

Petals of Peace

Recovery Movie Meetup
\$4,465

Youth Prevention Education
\$5,000

Ramon Spectrometer
\$32,900

Robert Nelson LADC

Substance Use Assessments
Up to \$5,000

HOPE Empowerment and Support Programs
\$20,000

ISD1 Interventionalist
\$80,000 over 3 yrs

Luke Gould LADC

Substance Use Assessments
Up to \$5,000- Declined

Q1

Q2

Q3

Q4

2025

THANK YOU



Kelli Crowther, PHN

Opioid Settlement Funding Coordinator



kelli.crowther@aitkincountymn.gov



218-927-7267



Aitkin County Board of Commissioners Committee Reports Forms



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
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
Aitkin County HRA (Liaison)	Monthly	4th Wednesday	Sample
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 and 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 Counties Natural Resource Board	Odd Months	4th Monday	Sample Alt. Kearney
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund Alt. Minke
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
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	Sample Alt. Westerlund
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