



ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: May 13, 2025

Where: Government Center Board Room

The public is invited to join the meeting remotely by phone call:

Phone: 1-415-655-0001

Access Code: 2553 704 8689

Meeting Password: 7282

9:00 a.m.

1) J. Mark Wedel, County Board Chair

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

9:00 a.m.

- D) Citizens Public Comment-** Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those give minutes but will take the information and finds answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 option 8 no later than 2:30 P.M. on the Monday before the meeting.
- 2) Consent Agenda-** All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the times will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File-**
April 22, 2025 - May 12, 2025
 - B) Approve County Board Minutes-**
April 22, 2025
 - C) Approve Electronic Funds Transfers**
EFT Report thru 05.05.25
 - D) Approve Auditor Vouchers-**
Auditor Warrants - R&B 04.18.25
 - E) Approve Auditor Vouchers-**
Auditor Warrants - HHS 04.18.25
 - F) Adopt Resolution-**
Search & Rescue Donation - Kimberly Township
 - G) Adopt Resolution-**
Search & Rescue Donation - Idun Township
 - H) Adopt Resolution-**
Search & Rescue Donation - Beaver Township
 - I) Approve-**
Consumption & Display Permits - Hidden Meadows Campground Bar and Grill
 - J) Adopt Resolution-**
Application for Temp OnSale Liquor License - Aitkin Fire Dept. Relief Assoc.
 - K) Approve Manual Warrants/Voids/Corrections-**
ELAN 04.10.25
 - L) Adopt Resolution-**
Sheriff's Office Donation - Private Citizen
 - M) Adopt Resolution-**
Search & Rescue Donation - Williams Township
 - N) Adopt Resolution-**
Search & Rescue Donation - Workman Township
 - O) Adopt Resolution-**
Search & Rescue Donation - Haugen Township
 - P) Approve Auditor Vouchers-**
Auditor Warrants 04.25.25
 - Q) Approve Auditor Vouchers-**
Auditor Warrants - HHS 04.25.25
 - R) Adopt Resolution-**
LG220 Application for Exempt Permit - Lawler Area Community Club
 - S) Adopt Resolution-**
Combining Parcels for Land Sales
 - T) Approve-**
Letter Acknowledging Spongy Moth Treatment in Aitkin County
 - U) Approve-**
Brat Sale - American Legion
 - V) Approve Manual Warrants/Voids/Corrections-**
Manual Warrants 04.30.25
 - W) Approve Auditor Vouchers-**
Auditor Warrants 05.02.25
 - X) Approve Auditor Vouchers-**
Auditor Warrants - HHS 05.01.25
 - Y) Approve-**
HOPE Opioid Funding Request
 - Z) Approve-**
Aitkin Public Schools Opioid Funding Request
 - AA) Approve-**
Aitkin County Public Health Opioid Funding Request
 - AB) Adopt Resolution-**
DNR Acquisition of Land through Heritage Forest Initiative
 - AC) Information Only**
MN DNR Acquisition of land in Savanna State Forest
 - AD) Approve Manual Warrants/Voids/Corrections-**
ELAN 04.24.25
 - AE) Approve Commissioner's Vouchers**
Commissioner Warrants 05.09.25
 - AF) Approve-**
Affidavit of Failure to Receive Warrant
 - AG) Approve Auditor Vouchers-**
Sales/Use & Deisel Tax 05.09.25
 - AH) Approve-**
Request for Out-of-State Travel Authorization
 - AI) Approve Auditor Vouchers-**
Auditor Warrant - R&B 05.09.25

	9:05 a.m.
3) Mark Jeffers	
A) Northland Reliability Project Presentation	
	9:35 a.m.
4) Dennis Thompson – Land Commissioner	
A) LED Retrofit at Long Lake Conservation - Direction Requested	
	9:45 a.m.
5) Erin Melz – Public Health Supervisor	
A) Approve Scheduling Public Meeting	
	9:50 a.m.
6) Kathleen Ryan – County Auditor	
A) 2026 Budget Process and Schedule Review - Discussion Item	
	10:00 a.m.
7) Andrew Carlstrom – Environmental Services Director	
A) Public Hearing for Proposed Feedlot	
B) Adopt Resolution - Proposed Feedlot	
C) Approve Northwoods Regional ATV Trail Phase 1A & 1B EAW	
D) Adopt Resolution - Northwoods Regional ATV Trail Phase 1A & 1B	
E) Request Public Hearing Date for Septic Ordinance Amendments	
	10:35 a.m.
8) Chris Sutch – IT Manager	
A) Approve M365 G3 License Expansion	
B) Approve Teams Calling	
	10:55 a.m.
9) Mark Jeffers – Economic Development Coordinator	
A) Approve Award Business Development & Recreation Grants	
	11:00 a.m.
10) Mark Jeffers	
A) County/Administration related Updates	
	11:05 a.m.
11) Board of Commissioners	
A) Commissioner Committee Reports	
	ADJOURN



2B

AITKIN COUNTY BOARD OF COMMISSIONERS

April 22, 2025

9:00 a.m.

Government Center Board Room

Regular Session Minutes

1.A CALL TO ORDER

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

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

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda, as amended.

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Travis Leiviska
SECONDER: Commissioner Bret Sample
 Adding item 6F

1.D Citizens Public Comment - None

2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Bret Sample

A) Correspondence File-

April 8, 2025 - April 21, 2025

B) Approve County Board Minutes-

April 8, 2025

C) Approve Electronic Funds Transfers

Total \$1,215,695.92

D) Approve Auditor Vouchers-

Auditor Warrants 04.04.25

General	\$6,390.00	R&B	\$12,127.70		Total	\$18,517.70
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E) Approve Auditor Vouchers-

Auditor Warrants - HHS 04.04.25

General	\$30.10	HHS	\$47,313.69		Total	\$47,343.79
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F) Adopt Resolution-

Search & Rescue Donation - Pliny Township

G) Approve Manual Warrants/Voids/Corrections-

ELAN 03.27.25

R&B	\$225.97	General	\$4,814.07	Forest	\$628.08	LLCC	\$326.56
						Total	\$5,994.68

H) Approve Commissioner's Vouchers

Commissioner Warrants 04.11.25

General	\$328,345.09	Reserves	\$4,687.55	R&B	\$29,358.22	HHS	\$422.99
State	\$28,259.71	Trust	\$6,160.55	Forest	\$5,857.95	LLCC	\$6,906.94
Parks	\$37,442.36	COVID	\$11,945.63			Total	\$459,386.99

I) Approve Auditor Vouchers-

Auditor Warrants - Sales.Use and Diesel Tax 04.14.25

General	\$99.04	R&B	\$668.73	Trust	\$36.99	LLCC	\$52.72
Parks	\$163.40					Total	\$1,020.88

J) Adopt Resolution-

LG220 Application for Exempt Permit - Moose-Willow Sportsman Club

K) Approve Auditor Vouchers-

Auditor Warrants - HHS 04.11.25

HHS	\$74,304.07					Total	\$74,304.07
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L) Adopt Resolution-

App for Temporary On Sale Liquor License - Jacobson Community Center

M) Adopt Resolution-

LG220 Application for Exempt Permit - Sherwood Forest Owners Association

N) Approve-

Fire Protection Contract - City of Aitkin

O) Approve-

Lake County Power Utility Easement

P) Approve-

Mastic Patch Trailer Equipment Purchase

Q) Adopt Resolution-

Application for Grant-in-Aid Funds for Snowmobile and Ski Trails

R) Approve-

JPA with Wagner Township

S) Adopt Resolution-

Final Contract Payment #20242

T) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 04.14.25

General	\$3,406.20	State	\$61,969.21	LLCC	\$367.16	Total	\$65,742.57
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Regular Agenda

3A Dennis Thompson – Land Commissioner

Informational Only

Summary of 2024 Apportionment

RESULT: INFORMATIONAL ONLY**MOVER:****SECONDER:**

3B Dennis Thompson – Land Commissioner

Informational Only

2024 Campground Summary

RESULT: INFORMATIONAL ONLY**MOVER:****SECONDER:**

3C Dennis Thompson – Land Commissioner

Informational Only

Lake Land Sale Summary

RESULT: INFORMATIONAL ONLY**MOVER:****SECONDER:**

4A Kathleen Ryan – County Auditor
Informational Only
1st Quarter 2025 Budget Review

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

5A Carli Goble - Health & Human Services Fiscal Supervisor
Informational Only
H&HS Quarter 1 2025 Fiscal Report

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

6A Jim Bright – Facilities Coordinator
Motion to:

Approve Going out for HHS bids

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska
Consensus to include Bids in papers distributed in districts 4 & 5

6B Jim Bright – Facilities Coordinator
Motion to:

Approve Widseth proposal for B3 requirements

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

6C Jim Bright – Facilities Coordinator
Motion to:

Approve Contract with Contegritty Group

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Bret Sample
as amended contingent upon changing point of contact to John Welle

6D Jim Bright – Facilities Coordinator
Motion to:

Approve Going out for roofing bids

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Travis Leiviska
Consensus to include Bids in papers distributed in districts 4 & 5

6E Jim Bright – Facilities Coordinator
Motion to:

Approve Quote from Mcguire Mechanical for replacement of the Jail kitchen freezer and cooler

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Travis Leiviska

6F Jim Bright – Facilities Coordinator
Informational Only
Facilities Committee Update

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

7A Mark Jeffers
Informational Only
County/Administration related Updates

Interim Administrative team updating the Board weekly, Employee Appreciation Lunch, Strategic Plan press release, ATV Alliance meeting, county podcast

8A

Board of Commissioners

Informational Only

Commissioner Committee Reports

Facilities Committee, Arrowhead Counties Association, Community health/public health, Aitkin County CARE Board, Northwoods ATV Club Meeting, Aitkin County Association of Townships meeting, East Central Regional Library Board, Aquatic Invasive Species meeting, Hill Lake Township meeting, AEOA, ARDC, Palisade Township meeting, Aitkin Airport Commission

Motion to Adjourn

Motion made at 11:08 a.m.

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Travis Leiviska

Next Meeting: Tuesday, May 13, 2025

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

John Welle
County Engineer



Board of County Commissioners Agenda Request

2C

Agenda Item #

Requested Meeting Date: 5/13/2025

Title of Item: EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru 5/5/2025		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

ELECTRONIC FUNDS TRANSFER**Thru May 5, 2025 Board Meeting May 13, 2025**

Abstract Number	Date	Amount	Reason
22279	4/17/25	\$769,493.97	Payroll Abstract
22280	4/18/25	\$1,796.84	Auditor Abstract
22281	4/18/25	\$11,481.79	Auditor Abstract
22282	4/25/25	\$83,507.14	Commissioner Abstract
22284	4/25/25	\$23,067.09	Auditor Abstract
22285	4/24/25	\$9,026.33	Manual Abstract
22288	4/30/25	\$2,790.61	Manual Abstract
22289	5/2/25	\$945,918.46	Payroll Abstract
22290	5/2/25	\$3,609.58	Auditor Abstract
22291	5/2/25	\$12,495.75	Auditor Abstract

\$0

Voids/No ACH

22283

22286

22287

\$1,863,187.56

S:Board Report:2025 EFT Board Report Thru Date

WLB1
4/16/25

4:16PM

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



2D

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLB1
4/16/25 4:16PM

3 Road & Bridge

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor No.	Name	Amount			
15335	LOT PROS INC.	1,796.84		1 Transactions	
3 Fund Total:		1,796.84	Road & Bridge	1 Vendors	1 Transactions
Final Total:		1,796.84	1 Vendors	1 Transactions	



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	3	1,796.84	Road & Bridge	
	All Funds	1,796.84	Total	Approved by,
			
			

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: Y

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
10481	Ahonen/Brittney	835.85	2 Transactions
86222	Aitkin Independent Age	72.10	1 Transactions
10607	Anytime Fitness	75.16	1 Transactions
89185	Bethesda Lutheran Church Of Malmo	45.00	1 Transactions
783	Canon Financial Services, Inc	757.03	7 Transactions
10342	DHS-Anoka Metro Rtc	500.00	1 Transactions
10188	DHS-Moose Lake RTC	610.70	1 Transactions
9220	Dhs-Msop	10,567.90	4 Transactions
89965	DHS-ST PETER-SEE LIST	3,346.60	1 Transactions
89232	Durgin Smith/Stacey	24.10	1 Transactions
10604	Erickson/Lindsey	300.00	1 Transactions
10603	Erickson/Zachary	300.00	1 Transactions
12094	FLIER/AMANDA	122.76	1 Transactions
13830	HAMDORF/BREA	56.42	2 Transactions
13904	Hill City Assembly of God Church	45.00	1 Transactions
10526	Jarvela/Jennifer	94.72	2 Transactions
10456	King/Miranda	126.49	2 Transactions
6110	Lakes & Pines CAC, Inc	7,615.92	1 Transactions
11072	Lutheran Social Service MN Guardianship	867.15	4 Transactions
9456	Meger/Shanda	496.26	3 Transactions
10571	Nexus Gerard Family Healing	15,569.13	1 Transactions
9014	PAPER STORM	97.20	3 Transactions
9135	Peysar/Lois	460.34	4 Transactions
9489	Redwood Toxicology Laboratory, Inc	182.27	8 Transactions
10394	Resource Training & Solutions	2,168.84	11 Transactions
10530	The Therapist PLC	990.00	6 Transactions
9567	THOMPSON/ANESSA	165.95	2 Transactions
9553	Vestis	67.33	3 Transactions
13084	WELLNESS IN THE WOODS	1,050.00	1 Transactions
10440	Young/Griffin	498.37	3 Transactions
Final Total		48,108.59	30 Vendors 80 Transactions

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	48,108.59	Health & Human Services
All Funds	48,108.59	Total

Approved by,

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Board of County Commissioners Agenda Request

2F

Agenda Item #

Requested Meeting Date: 05/13/2025

Title of Item: Search & Rescue Donation - Kimberly Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Sheriff Dan Guida		Department: Sheriff
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Kimberly Township has donated \$2,500.00 to the all-volunteer Aitkin County Search & Rescue group to assist with the purchase of equipment & training.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting donation		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

Search & Rescue Donation – Kimberly Township

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:

Kimberly Township	\$2,500.00
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

Kimberly Township	Aitkin County Search and Rescue
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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.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request

2G
Agenda Item #

Requested Meeting Date: 05/13/2025

Title of Item: Search & Rescue Donation - Idun Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Sheriff Dan Guida		Department: Sheriff
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Idun Township has donated \$300.00 to the all-volunteer Aitkin County Search & Rescue group to assist with the purchase of equipment & training.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting donation		
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>		

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

Search & Rescue Donation – Idun Township

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:

Idun Township	\$300.00
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

Idun Township	Aitkin County Search and Rescue
---------------	---------------------------------

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.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request

2H

Agenda Item #

Requested Meeting Date: 05/13/2025

Title of Item: Search & Rescue Donation - Beaver Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Sheriff Dan Guida		Department: Sheriff
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Beaver Township has donated \$200.00 to the all-volunteer Aitkin County Search & Rescue group to assist with the purchase of equipment & training.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting donation		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

Search & Rescue Donation – Beaver Township

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:

Beaver Township	\$200.00
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

Beaver Township	Aitkin County Search and Rescue
-----------------	---------------------------------

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.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request

21
Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: Consumption & Display Permits - Hidden Meadows Campground Bar and Grill

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <div style="text-align: right; font-size: small;"><i>*provide copy of hearing notice that was published</i></div>	<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): n/a		Estimated Time Needed: n/a
Summary of Issue: Application for Consumption and Display Permit : HIDDEN MEADOWS CAMPGROUND BAR AND GRILL		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve Application for Consumption and Display Permit: Hidden Meadows Campground Bar and Grill		
Financial Impact: <div style="display: flex; justify-content: space-between;"><div><i>Is there a cost associated with this request?</i> <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i></div><div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div><div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div><div><i>Please Explain:</i></div></div>		



Board of County Commissioners Agenda Request

2J
Agenda Item #

Requested Meeting Date: April 23, 2025

Title of Item: Application for Temp On Sale Liquor License - Aitkin Fire Dept. Relief Assoc.

<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: Aitkin Fire Department Relief Association - Temporary 1-4 Day On Sale Liquor License Event will take place during the Aitkin County Fair at 632 Minnesota Ave N Aitkin, MN 56431 - Dates: July 9, 10, 11 and 12, 2025		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: To approve the Temporary On-Sale Liquor License for Aitkin Fire Department Relief Association		
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>		

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

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

Temporary On-Sale Liquor License – Aitkin Fire Dept. Relief Association – 07.2025

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners approves a Temporary **On-Sale Liquor License** to Aitkin Fire Department Relief Association. Event dates July 9, 10, 11 and 12, 2025.

Aitkin County Fair Grounds – Aitkin Township – 632 Minnesota Ave N Aitkin, MN 56431

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May, 2025

John Welle
County Engineer



Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	6,863.90	23 Transactions		
1 Fund Total:		6,863.90	General Fund	1 Vendors	23 Transactions

Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	170.41	1 Transactions		
2 Fund Total:		170.41	Reserves Fund	1 Vendors	1 Transactions

WLB1
4/23/25 11:40AM
19 Long Lake Conservation Cen

Aitkin County



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

Page 4

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	403.56	3 Transactions		
19 Fund Total:		403.56	Long Lake Conservation Center	1 Vendors	3 Transactions
Final Total:		7,437.87	3 Vendors	27 Transactions	

WLB1
4/23/25 11:40AM

3 Road & Bridge

Aitkin County



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

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	803.36		1 Transactions	
3 Fund Total:		803.36	Road & Bridge	1 Vendors	1 Transactions
Final Total:		803.36	1 Vendors	1 Transactions	

WLB1
4/23/25 11:40AM
5 Health & Human Services

Aitkin County



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

Page 2

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	2,594.24	10 Transactions		
5 Fund Total:		2,594.24	Health & Human Services	1 Vendors	10 Transactions
Final Total:		2,594.24	1 Vendors	10 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	6,863.90	General Fund	
2	170.41	Reserves Fund	
19	403.56	Long Lake Conservation Center	
All Funds	7,437.87	Total	Approved by,
		
		

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	803.36	Road & Bridge
All Funds	803.36	Total

Approved by,
.....
.....

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	2,594.24	Health & Human Services
All Funds	2,594.24	Total

Approved by,
.....
.....

Total Elan pd 4.10.25 = \$10,835.47



Board of County Commissioners Agenda Request

2L

Agenda Item #

Requested Meeting Date: 05/13/2025

Title of Item: SO Donation - Private Citizen

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Accept donation of \$44.00 to the Aitkin County Sheriff's Office from private citizen Diane Webb. This donation will be used for children's safety and drug education materials that are distributed by the sheriff's office.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to Adopt Resolution to accept donation of \$44 for the Aitkin County Sheriff's Office		
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> This is a budgeted revenue item.		

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

Accept Donation – Private Citizen

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:

Diane Webb, private citizen	\$44.00
-----------------------------	---------

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

Diane Webb, private citizen	Aitkin County Sheriff's Office
-----------------------------	--------------------------------

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.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request



Requested Meeting Date: 05/13/2025

Title of Item: Search & Rescue Donation - Williams Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Williams Township has donated \$200.00 to the all-volunteer Aitkin County Search & Rescue group to assist with the purchase of equipment & training.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting donation		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

Accept Donation – Williams Township

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:

Williams Township

\$200.00

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

Williams Township

Aitkin County Search and Rescue

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.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request



Requested Meeting Date: 05/13/2025

Title of Item: Search & Rescue Donation - Workman Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Workman Township has donated \$100.00 to the all-volunteer Aitkin County Search & Rescue group to assist with the purchase of equipment & training.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting donation		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

Accept Donation – Workman Township

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:

Workman Township	\$100.00
------------------	----------

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

Workman Township	Aitkin County Search and Rescue
------------------	---------------------------------

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.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request

20

Agenda Item #

Requested Meeting Date: 05/13/2025

Title of Item: Search & Rescue Donation - Haugen Township

☐ REGULAR AGENDA

☒ CONSENT AGENDA

Action Requested:

☐ Approve/Deny Motion

☒ Adopt Resolution (attach draft)

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

☐ Direction Requested

☐ Discussion Item

☐ Information Only

Submitted by:

Sheriff Dan Guida

Department:

Sheriff's Office

Presenter (Name and Title):

Estimated Time Needed:

Summary of Issue:

Haugen Township has donated \$250.00 to the all-volunteer Aitkin County Search & Rescue group to assist with the purchase of equipment & training.

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:

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

Accept Donation – Haugen Township

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:

Haugen Township	\$250.00
-----------------	----------

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

Haugen Township	Aitkin County Search and Rescue
-----------------	---------------------------------

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.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer

WLB1
4/24/25

9:05AM

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



2P

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Vendor No.	Name	Amount			
9930	SHI International Corp.	1,802.48	2 Transactions		
1 Fund Total:		1,802.48	General Fund	1 Vendors	2 Transactions

2 Reserves Fund

Aitkin County

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



Vendor No.	Name	Amount			
9930	SHI International Corp.	1,337.27	1 Transactions		
2 Fund Total:		1,337.27	Reserves Fund	1 Vendors	1 Transactions

3 Road & Bridge

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor No.	Name	Amount			
10553	ACM, LLC	56,094.84	1 Transactions		
3 Fund Total:		56,094.84	Road & Bridge	1 Vendors	1 Transactions
Final Total:		59,234.59	3 Vendors	4 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,802.48	General Fund
2	1,337.27	Reserves Fund
3	56,094.84	Road & Bridge
All Funds	59,234.59	Total

Approved by,

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



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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: Y

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Health & Human Services

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
10619	4AllPromos	745.46	1 Transactions
14590	ACKLEY/ISAAC	287.79	3 Transactions
9562	Advanced Business Methods, Inc.	112.60	1 Transactions
88284	Aitkin Co Recorder	39.00	2 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	1,311.63	5 Transactions
14337	COLBY/HANNAH	34.01	2 Transactions
10399	Cox/Lisa	132.43	1 Transactions
11051	Department of Human Services	1,584.43	2 Transactions
10605	Herrick/Richard	1,274.14	7 Transactions
10456	King/Miranda	126.49	2 Transactions
89163	NEMOJT	15,754.75	2 Transactions
11894	NEXUS-KINDRED FAMILY HEALING - STAN	3,060.63	2 Transactions
87101	North Homes-Standard	17,223.39	2 Transactions
10616	Parenting Now	1,659.00	1 Transactions
13624	Quadient Leasing USA, Inc	491.10	3 Transactions
9360	Redwood Toxicology Laboratory, Inc.	24.47	1 Transactions
86177	Sheriff Aitkin County	60.00	1 Transactions
13729	SIMS/MEGAN REBECCA	470.62	2 Transactions
4507	Sorensen-Root Thompson Funeral Home	5,953.46	1 Transactions
15347	St Louis County - PHHS	423.22	1 Transactions
86235	The Office Shop Inc	55.49	1 Transactions
Final Total		50,824.11	21 Vendors 43 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	50,824.11	Health & Human Services
All Funds	50,824.11	Total

Approved by,

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



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: LG220 Application for Exempt Permit - Lawler Area Community Club

<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: November 15, 2025 Gambling Permit Application for Lawler Area Community Club. Raffle to be held at Jackson's Hole 36232 Kestrel Ave McGregor, MN 55760 - Salo 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>		

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

LG 220 Permit – Lawler Area Community Club

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – for the Lawler Area Community Club, at the following location Jackson’s Hole, which has an address of 36232 Kestrel Ave Aitkin, MN 56431 – Salo Township. (Note: Date of activity for Raffle – November 15, 2025.)

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request

2S

Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: Combining Parcels for Land Sales

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: When multiple parcels are sold as one tract at auction, the Department of Revenue requires that each individual parcel be put on its own deed, even if there was only one deed previously. This results in added State Deed fees for the purchaser. State Statute does allow for selling multiple parcels as one tract on auction and keeping everything on one deed however, a County Board resolution giving the Land Commissioner the authority to do so is required.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution delegating the authority to group multiple parcels into one tract for sale purposes to the Land Commissioner.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

COMBINING PARCELS FOR LAND SALES

WHEREAS, Laws of Minnesota 2024, Chapter 113, does not require County Board approval for the sale of certain tax-forfeited lands; and

WHEREAS, Minnesota Statute 282.01, subd. 1(e), states that the County Board may by resolution provide for the grouping of several tracts into one tract when the grouping is deemed advantageous for sale purposes; and

WHEREAS, Minnesota Statute 282.13 states that the County Board may appoint a Land Commissioner and necessary assistants to perform duties as directed by the County Board, including assisting the County Auditor in the sale and rental of forfeited lands and the products thereon; and such other duties concerning tax-forfeited lands as the County Board may direct.

NOW THEREFORE BE IT RESOLVED, That the Aitkin County Board delegates the authority to group multiple parcels into one tract for sale purposes to the Land Commissioner for Aitkin County.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: Letter Acknowledging Spongy Moth Treatment in Aitkin County

<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: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: The attached letter is part of Minnesota Department of Agriculture's congested area plan that needs to be signed and returned to the local Flight District Standards Office (FSDO) of the FAA. The letter itself is simply an acknowledgment that the County Board has received notification that spongy moth treatments will be occurring in Aitkin County.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve and Board Chair Sign letter acknowledging MDA's spongy moth treatment in Aitkin County.		
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>		

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



AITKIN COUNTY ADMINISTRATION

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

May 13, 2025

Al's Aerial Spraying
c/o Mike Schiffer
3473 Shepardsville Road
Ovid, MI 48866

Dear Mr. Schiffer,

This letter is to provide written documentation of Aitkin County Board of Commissioner's awareness for aerial application by Al's Aerial Spraying, for the Minnesota Department of Agriculture Cooperative Spongy Moth Program treatment projects, occurring in 2025. Al's Aerial Spraying has been contracted by the USDA-Forest Service for the aerial applications of mating disruption to reduce colonies of the spongy moth, *Lymantria dispar*, an invasive species.

We understand Spongy Moth Slow-the-Spread mating disruption treatment project will occur at one site in Aitkin County. Approximately 643 acres are scheduled for aerial treatment in June of this year.

Al's Aerial Spraying will carry out this project in cooperation with, and under the authority of the Minnesota Department of Agriculture, the USDA-Forest Service, and the Spongy Moth Slow-the-Spread Foundation, Inc.

The Aitkin County Board agrees that proper and sufficient public notification of the treatment project has occurred and that the aerial operations are needed and wanted with the intent to slow the spread of spongy moth in our area.

Sincerely,

J. Mark Wedel
County Board Chair

cc: Matt Gallo, MDA



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: May 13, 2025

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: Kathleen Ryan		Department: Auditor/IAT
Presenter (Name and Title): Kathleen Ryan, Auditor		Estimated Time Needed:
Summary of Issue: The American Legion has requested permission to hold their Brat Sale on the Government Center lawn. This will occur May 23, 2025. Requesting permission to hold the Brat Sale.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve use of the Government Center lawn for the American Legion to hold their Brat Sale.		
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>		

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

WLB1
4/30/25

9:21AM

Aitkin County



2V

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 1

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N



Vendor No.	Name	Amount			
8410	Bremer Bank	2,425.61	13 Transactions		
1 Fund Total:		2,425.61	General Fund	1 Vendors	13 Transactions

Aitkin County



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

Vendor No.	Name	Amount			
8410	Bremer Bank	21.00	1 Transactions		
9 Fund Total:		21.00	State	1 Vendors	1 Transactions

Vendor		<u>Name</u>	<u>Amount</u>			
		<u>No.</u>				
8410		Bremer Bank	234.00	1	Transactions	
13 Fund Total:			234.00	Taxes & Penalties		1 Vendors 1 Transactions

Vendor	<u>Name</u>	<u>Amount</u>			
8410	Bremer Bank	110.00		1 Transactions	
19 Fund Total:		110.00	Long Lake Conservation Center	1 Vendors	1 Transactions
Final Total:		2,790.61	4 Vendors	16 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	2,425.61	General Fund
9	21.00	State
13	234.00	Taxes & Penalties
19	110.00	Long Lake Conservation Center
All Funds	2,790.61	Total

Approved by,

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WLB1
5/1/25

9:04AM

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



2W

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Vendor No.	Name	Amount			
9457	Marvin Tretter, Inc	3,609.58	1 Transactions		
3 Fund Total:		3,609.58	Road & Bridge	1 Vendors	1 Transactions

WLB1
5/1/25 9:04AM
11 Forest Development

Aitkin County

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



Vendor	<u>Name</u>	<u>Amount</u>			
10625	Arrowhead Abstract & Title Company	2,268.50	1 Transactions		
11 Fund Total:		2,268.50	Forest Development	1 Vendors	1 Transactions
Final Total:		5,878.08	2 Vendors	2 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	3,609.58	Road & Bridge
11	2,268.50	Forest Development
All Funds	5,878.08	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

[illegible]

Save Report Options?: N

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
10346	AnyPromo Inc	489.00	1 Transactions
9177	BAYLISS/KELLI	185.00	1 Transactions
11141	Bobenmoyer/Glen	185.00	1 Transactions
10142	Campbell/Leigh	185.00	1 Transactions
87691	Chenevert/Lori	60.00	1 Transactions
2763	Countryside Sanitation, LLC	475.00	1 Transactions
10319	Cross/Idere	2,532.00	2 Transactions
11051	Department of Human Services	1,012.32	4 Transactions
9682	DREWES/VICKI	185.00	1 Transactions
6111	Ekelund/Gordon	185.00	1 Transactions
11908	FIXSEN/FRED	185.00	1 Transactions
12094	FLIER/AMANDA	232.44	1 Transactions
10415	Heins/Darla	185.00	1 Transactions
10539	Henderson/Amy	161.00	1 Transactions
10605	Herrick/Richard	269.03	2 Transactions
10526	Jarvela/Jennifer	94.72	2 Transactions
10620	Jones/Cresta	250.00	1 Transactions
10515	Kliber/Kurt	185.00	1 Transactions
10108	Lewis/Shawn M	185.00	1 Transactions
9804	MAYER/PAT	174.00	1 Transactions
9182	MCTMAHON/ANNE K	185.00	1 Transactions
9456	Meger/Shanda	496.26	3 Transactions
9692	Minnesota Energy Resources Corporation	602.21	3 Transactions
14877	NEMITZ/BILINDA	340.58	3 Transactions
13296	NORDQUIST/JOHN	185.00	1 Transactions
10401	Olson/Shelley	185.00	1 Transactions
3950	Public Utilities	2,099.00	3 Transactions
10657	Quadient (HHS)	2,000.00	1 Transactions
12010	RADUENZ/ RODNEY	185.00	1 Transactions
10552	Roach/Macey	267.40	4 Transactions
9178	Ross/Amy	253.72	2 Transactions
9127	RUSCHMEIER/JEFF A	185.00	1 Transactions
10538	Schwagel/Mary	185.00	1 Transactions
9618	Seffl/Michelle	185.00	1 Transactions
14811	Seguin/Cathy	185.00	1 Transactions
10550	Skinaway Fineday/Julie	923.67	18 Transactions

SLM1

5/1/25

12:57PM

Health & Human Services

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 3

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
4507	Sorensen-Root Thompson Funeral Home	1,700.00	1 Transactions
10698	Stericycle,Inc	150.50	4 Transactions
9567	THOMPSON/ANESSA	165.95	2 Transactions
11728	Tuil/Jennifer	183.00	1 Transactions
10601	Ukutegebe/Zachariah	185.00	1 Transactions
10440	Young/Griffin	498.37	3 Transactions
Final Total		18,760.17	42 Vendors 83 Transactions

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	30.10	General Fund
5	18,730.07	Health & Human Services
All Funds	18,760.17	Total

Approved by,

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Board of County Commissioners Agenda Request

2Y

Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: HOPE Opioid Funding Request

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Kelli Crowther, PHN, Opioid Coordinator		Department: H&HS
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Final approval of funding application on behalf of HOPE. This application was reviewed and unanimously approved by Opioid Subcommittee on April 23th, 2025. Project: HOPE Empowerment & Support Programs Overview: HOPE's goal is to assist and support domestic violence victims who are also self-reporting that drug use and addiction(s) are occurring in the household and causing financial and emotional instability. This could be our client and/or a household member that the addiction affects and jeopardizes their well-being, safety, and futures. HOPE would like to be able to offer direct client assistance for basic needs such as safe shelter (Hotel voucher) until a bed opens in a treatment facility and/or there is a safety relocation plan in place. Incentives (ex: gas cards) to participate in Empowerment Support Group, Jail Support Group, Turning Points Program and the emotional support from advocates providing case management.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve \$20,000 one time payment funded with Opioid Settlement Funds to HOPE.		
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> Opioid Settlement Funds will be used to support this project.		

Aitkin County Health and Human Services

Contact:

Please direct all correspondence to the contact information provided below.

Kelli Crowther, PHN

Aitkin County Public Health

(218) 927-7267

kelli.crowther@aitkincountymn.gov



2025

Opioid Settlement (OS) Funding Application

Section 1: Applicant Information

Date	4/17/2025
Organization Name	HOPE - Healing Opportunity Provided Equally
Street Address	117 2nd St. NW
Mailing Address <i>if different</i>	PO Box 153
City, State, Zip Code	Aitkin, MN 56431
County	Aitkin

Primary Contact	Megan Cummings
Phone	218.927.2327
Email	megan@aitkinhope.org

Financial Contact	Megan Cummings
Tax ID/SSN	41-1543099
Phone	218.927.2327
Email	megan@aitkinhope.org

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



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

PROJECT NAME:	HOPE Empowerment & Support Programs
Brief Overview To assist and support domestic violence victims who are also self-reporting that drug use and addiction(s) are occurring in the household and causing financial and emotional instability. This could be our client and/or a household member that the addiction affects and jeopardizes their well-being, safety, and futures. HOPE would like to be able to offer direct client assistance for basic needs such as safe shelter (Hotel voucher) until a bed opens in a treatment facility and/or there is a safety relocation plan in place. Incentives (ex: gas cards) to participate in Empowerment Support Group, Jail Support Group, Turning Points Program and the emotional support from advocates providing case management.	
Funding Request Amount	\$20,000

Section 2: Project Category

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

Treatment

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

Examples may include:

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

Prevention

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

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

Harm Reduction

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

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

Research and Training

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

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

Section 3: Guiding Principles

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

- ☒ Spend Money to Save Lives.
 - OS dollars will be used on a specific project and not to fill budget gaps or shortfalls in other programs. OS dollars are being used to expand on an existing evidenced based program or initiative.
- ☒ Use Evidence to Guide Spending
 - There is evidence to support expansion of an existing program. This could include an initiative or program that was not successful but there are learned outcomes that could be successful.
- ☐ Invest in Youth Prevention
 - This program supports, children, youth and families in effective programs.
- ☒ Focus on Racial Equity
 - This program serves a specific demographic or underserved population in our community. Check one.

☐ Socioeconomic

☐ Veterans

☒ Other Domestic Violence Victims

☐ Seniors

☒ Homeless

☐ LGBTQ

☐ Youth

☐ Black/Indigenous/People of Color
- ☒ Develop a Fair and Transparent Process for Spending Funds
 - There is a process in place for clear and transparent use of OS dollars

Please Note:

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

Section 4: Work plan and Goals

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

Goals and Work plan for HOPE Empowerment & Support Programs

To assist and support domestic violence victims who are also self-reporting that drug use and addiction(s) are occurring in the household and causing financial and emotional instability. This could be our client and/or a household member that the addiction affects and jeopardizes their well-being, safety, and futures.

HOPE would like to expand our current services to include financial assistance to reduce barriers to clients that are working towards sobriety and recovery from addiction. Currently our funding and program only allows for domestic violence as the priority for financial assistance, in many cases sheltering financial assistance can only be offered to those actively fleeing domestic violence.

This expansion of funding would allow our advocates to assist in more situations to meet the needs of safe housing/shelter, connection to treatment professionals, peer support and access to these services that are free and confidential are lacking and very much needed in Aitkin County.

HOPE's team is trauma informed and trained to offer compassionate and non-judgmental, person-centered services. HOPE has been serving the Aitkin community for 44 years and has established strong community partnerships which would be beneficial and an effective source to bridge the gap in community services to keep victims safe and striving towards sobriety and independence.

In March of 2025, HOPE served sixty-three adults. Eighty-seven percent of those adults have self-report that themselves and/or their partner or child in the home have a current and/or history of drug use and addiction. We know that self-reporting often results in under-reporting as clients fear being judged by employers, child protection services and becoming involved and/or facing criminal complications.

ACTIVITIES TO ACCOMPLISH GOAL(S)	TIMELINE	RESPONSIBLE INDIVIDUAL(S)
HOPE Support Group - Hybrid model (in person/zoom)	Continuous - Wed 8-9:30am	Advocate (Jaime)
Aitkin County Jail - Women's Empowerment Group	Continuous - Tues 1-2pm	Advocate (Darla)

Turning Points Program (16 wks, 2 hrs/wk) Twice/yr	Continuous - Thurs 8-10am	Advocates (Darla/Jaime)
Direct Client Assistance-(shelter,food,utilities)	5/1/25 - 12/31/25	Advocates w/ED approval

Section 5:Evaluation:

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

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

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

If the funding is approved, we would add a few customizations in of our current database for better long term trend evaluations. HOPE uses the electronic database Victim's Assistance Management Systems (VAMS) to track clients, demographics, case notes and all services provided. We would add features specific to addiction and recovery so that we can capture the data for number of individuals and households assisted. It would be our intentions to provide solid and successful reporting data to request future funding from this partnership.

Section 6: Budget and Funding Request

Please complete the total project funding table below or the attached Excel sheet. You can also attach your own detailed budget.

Total Project Funding Table

A) How much funding are you requesting from the Aitkin County Opioid Settlement Funds?	\$ 20,000
B) Do you anticipate any additional funding for this project? <i>Include other grants, donations, fundraised amounts, budgeted dollars, etc.</i>	\$
C) How much do you or a partner anticipate contributing in-kind to the project? <i>Include staff/volunteer time, etc.</i>	\$
Total Project Cost (should equal the sum of the 3 lines above)	\$ 20,000

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



Board of County Commissioners Agenda Request

2Z

Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: Aitkin Public Schools Opioid Funding Request

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Kelli Crowther, PHN, Opioid Coordinator	Department: H&HS
Presenter (Name and Title):	Estimated Time Needed:
Summary of Issue: Final approval of funding application on behalf of ISD1 . This application was reviewed and unanimously approved by Opioid Subcommittee on April 23th, 2025. Project: AHS Prevention and Intervention for Substance Abuse Program Overview: ISD1s goal for this project is to offer prevention activities and implement small group and/or 1:1 interventions using the American Lung Association N-O-T and INDEPTH curriculum for students with substance abuse referrals in grades 7-12. The outcomes will be measured by willingness to quit and/or cessation for students.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Approve \$80,000 paid quarterly over 3 years funded with Opioid Settlement Funds to ISD1.	
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> Opioid Settlement Funds will be used to support this project.	

Aitkin County Health and Human Services

Contact:

Please direct all correspondence to the contact information provided below.

Kelli Crowther, PHN

Aitkin County Public Health

((218) 927-7267

Kelli.crowther@aitkincountymn.gov



Public Health
Prevent. Promote. Protect.
Aitkin County

2025

Opioid Settlement (OS) Funding Application

Section 1: Applicant Information

Date	March 14, 2025
Organization Name	Aitkin Public Schools
Street Address	306 2nd St. NW
Mailing Address if different	
City, State, Zip Code	Aitkin, MN 56431
County	Aitkin

Primary Contact	Kathleen Christy
Phone	218-927-2115, ext. 3414
Email	kchristy@isd1.org

Financial Contact	Heather Hipp
Tax ID/SSN	41-600000-1
Phone	218-927-2115, ext. 3422
Email	hhipp@isd1.org

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

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

PROJECT NAME:

AHS Prevention and Intervention for Substance Abuse Program

Brief Overview ISD1s goal for this project is to offer prevention activities and implement small group and/or 1:1 interventions using the American Lung Association N-O-T and INDEPTH curriculum for students with substance abuse referrals in grades 7-12. The outcomes will be measured by willingness to quit and/or cessation for students.

Funding Request

Up to \$80,000 over three years

Section 2: Project Category

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

Treatment

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

Examples may include:

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

Prevention

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

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

Harm Reduction

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

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

Research and Training

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

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

Section 3: Guiding Principles

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

- ☒ Spend Money to Save Lives.
 - OS dollars will be used on a specific project and not to fill budget gaps or shortfalls in other programs. OS dollars are being used to expand on an existing evidenced based program or initiative.
- ☒ Use Evidence to Guide Spending
 - There is evidence to support expansion of an existing program. This could include an initiative or program that was not successful but there are learned outcomes that could be successful.
- ☒ Invest in Youth Prevention
 - This program supports, children, youth and families in effective programs.
- ☒ Focus on Racial Equity
 - This program serves a specific demographic or underserved population in our community. Check one.

<input type="checkbox"/> Socioeconomic	<input type="checkbox"/> Veterans	<input type="checkbox"/> Other_____
<input type="checkbox"/> Seniors	<input type="checkbox"/> Homeless	<input type="checkbox"/> LGBTQ
<input type="checkbox"/> Youth	<input type="checkbox"/> Black/Indigenous/People of Color	
- ☒ Develop a Fair and Transparent Process for Spending Funds
 - There is a process in place for clear and transparent use of OS dollars

Please Note:

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

Section 4: Work plan and Goals

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

From August 2025 to June 2028 an AHS staff member will follow the MnMTSS model of support to offer:
-Interventions for students with substance abuse referrals in our school district, and
-offer prevention activities to our students.

Our goals include:

- supporting children affected by substance use disorders,
- funding interventionist services to improve the capability of our district to abate the opioid crisis with intervention, and
- prevent substance abuse.

ACTIVITIES TO ACCOMPLISH GOAL(S)	TIMELINE	RESPONSIBLE INDIVIDUAL(S)
Provide small group and individual interventions with students who receive substance abuse referrals to increase willingness to quit and/or cessation.	September 2025-June 2028	AHS staff
Provide prevention activities to 7-12 grade students.		

Section 5:Evaluation:

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

Project Outcomes	How will you measure these changes?	What will you do with these results?
-decreased substance abuse.	<p>-the number of student substance abuse referrals will be reduced from the 2023-24 school year (no substance abuse interventionist position).</p> <p>-Each participant will be given a pre- and post-program survey to help gauge understanding and willingness to want to quit chemicals. Participants will show a marked improvement (through the survey) of their desire to remain chemical free</p> <p>-an increased understanding of the dangers and risks of using chemicals measured by survey results.</p>	AHS staff responsible for prevention efforts and substance abuse interventions will present results to ISD1s school board and the Opioid Settlement Committee.

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

We will continue to search for ways to fund the interventionist position beyond the opioid settlement funding.

Section 6: Budget and Funding Request

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

Total Project Funding

A) How much funding are you requesting from the Aitkin County Opioid Settlement Funds?	up to \$80,000
B) Do you anticipate any additional funding for this project? <i>Include other grants, donations, fundraised amounts, budgeted dollars, etc.</i>	\$ 0
C) How much do you or a partner anticipate contributing in-kind to the project? <i>Include staff/volunteer time, etc.</i>	About \$5,000 for staff development, office space, supervision of position, computer, and supplies.
Total Project Cost <i>(should equal the sum of the 3 lines above)</i>	Not more than \$85,000

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



Board of County Commissioners Agenda Request



Requested Meeting Date: May 13, 2025

Title of Item: Aitkin County Public Health Opioid Funding Request

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <div style="text-align: right; font-size: small;"><i>*provide copy of hearing notice that was published</i></div>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Kelli Crowther, PHN, Opioid Coordinator		Department: H&HS
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Final approval of funding application on behalf of Aitkin County Public Health. This application was reviewed and unanimously approved by Opioid Subcommittee on April 23th, 2025. Project: Cannabis and Tobacco Compliance and Retailer Education Overview: Funding will be used to complete and enhance tobacco checks to licensed tobacco and/or cannabis retailers in Aitkin County. Education will be provided to all retailers, including additional education for retailers selling licensed products to under-aged buyers. The funding requested will be utilized for purchasing licensed products, PH staff time and mileage. Funding is to be utilized over a 3-year timeline.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve \$15,150 paid quarterly over 3 years funded with Opioid Settlement Funds to Public Health.		
Financial Impact: <div style="display: flex; justify-content: space-between;"><div><i>Is there a cost associated with this request?</i> <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i></div><div style="display: flex; align-items: center;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div><div style="display: flex; align-items: center;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div><div style="text-align: right;"><i>Please Explain:</i></div></div> <p>Opioid Settlement Funds will be used to support this project.</p>		

Aitkin County Health and Human Services

04/15/2025

Contact:

Please direct all correspondence to the contact information provided below.

Kelli Crowther, PHN

Aitkin County Public Health

((218) 927-7267

Kelli.crowther@aitkincountymn.gov



Public Health
Prevent. Promote. Protect.
Aitkin County

2025

Opiod Settlement (OS) Funding Application

Section 1: Applicant Information

Date	04/18/2025
Organization Name	Aitkin County Public Health
Street Address	204 First St NW
Mailing Address if different	
City, State, Zip Code	Aitkin, MN 56431
County	Aitkin

Primary Contact	Brea Hamdorf
Phone	218-927-7256
Email	Brea.hamdorf@aitkincountymn.gov

Financial Contact	Carli Goble
Tax ID/SSN	
Phone	
Email	Carli.goble@aitkincountymn.gov

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

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

PROJECT NAME:	<i>Cannabis and Tobacco Compliance and Retailer Education</i>
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Brief Overview Funding will be used to complete and enhance tobacco checks to licensed tobacco and/or cannabis retailers in Aitkin County. Education will be provided to all retailers, including additional education for retailers selling licensed products to under-aged buyers. The funding requested will be utilized for purchasing licensed products, PH staff time and mileage. Funding is to be utilized over a 3-year timeline.

Funding Request	\$15,150.00
------------------------	-------------

04/08/2025

Section 2: Project Category

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

Treatment

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

Examples may include:

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

Prevention

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

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

Harm Reduction

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

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

Research and Training

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

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

Section 3: Guiding Principles

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

- ☒ Spend Money to Save Lives.
 - OS dollars will be used on a specific project and not to fill budget gaps or shortfalls in other programs. OS dollars are being used to expand on an existing evidenced based program or initiative.
- ☐ Use Evidence to Guide Spending
 - There is evidence to support expansion of an existing program. This could include an initiative or program that was not successful but there are learned outcomes that could be successful.
- ☒ Invest in Youth Prevention
 - This program supports, children, youth and families in effective programs.
- ☒ Focus on Racial Equity
 - This program serves a specific demographic or underserved population in our community. Check one.

<input type="checkbox"/> Socioeconomic	<input type="checkbox"/> Veterans	<input type="checkbox"/> Other_____
<input type="checkbox"/> Seniors	<input type="checkbox"/> Homeless	<input type="checkbox"/> LGBTQ
<input checked="" type="checkbox"/> Youth	<input type="checkbox"/> Black/Indigenous/People of Color	
- ☒ Develop a Fair and Transparent Process for Spending Funds
 - There is a process in place for clear and transparent use of OS dollars

Please Note:

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

Section 4: Work plan and Goals

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

Infographic materials about FDA(Tobacco) and/or OCM (cannabis) approved products will be reviewed and enhanced, as needed, to help facilitate retailer education and discussion. Public Health will coordinate with local youth and law enforcement (as schedule allows) to complete checks on licensed retailers. Youth, under the guidance and observation of staff/ LE, will attempt to purchase licensed products. If no sales are made, retailers will be thanked for doing their part in reducing youth access. Information on continued education and FDA approved licensed products will be provided to all retailers. If sales are made to the youth, education will be provided to clerks and managers on reading IDs and well as the laws regarding minimum age to purchase licensed products. The goal of the project is to enhance the education of retail staff and reduce youth access to licensed products.

Retailer checks will be broken into 4 categories: Tobacco Congratulate and Education, Cannabis Congratulate and Educate, Tobacco Compliance, Cannabis Compliance. Anticipated timeline for

check: Tobacco C&E = 3 days; Cannabis C&E = 1 day; Tobacco check = 2 days; Cannabis check = 1 day.

Products that are purchased during these checks will be utilized as educational tools for parents, communities and other youth during events, discussions, health fairs, classes, etc. The general public often is unaware of the "new" look of products and devices and do not recognize when youth are in possession of and/or using them.

A variety of studies suggest and conclude that "active enforcement of minimum legal age laws using random, unannounced compliance checks of tobacco retailers and sanctions for violations tend to reduce underage sales, and as a result, probably reduces the availability of tobacco to underage individuals from commercial tobacco retailers. Furthermore, additional measures such as targeted retailer education about sales laws, community education and mobilization, and mass media campaigns appear to bolster the effects of enforcement activities on increasing retailer compliance." Another study notes "to prevent underaged adolescents from smoking and becoming adult smokers, the availability of cigarettes needs to be limited. Results demonstrated that compliance checks, where sales clerks routinely ask young-looking customers for their IDs, is effective in limiting availability by decreasing rates of cigarette sales to underaged adolescents."

ACTIVITIES TO ACCOMPLISH GOAL(S)	TIMELINE	RESPONSIBLE INDIVIDUAL(S)
Review FDA licensed tobacco products & create infographic	April- May 2025	Brea Hamdorf
Coordinate availability dates with ACSO/ youth	May 2025, August 2025, Spring/ Summer 2026, Spring/ Summer 2027	Brea Hamdorf
Retailer checks and education	Spring/summer of each year	Brea Hamdorf
Processing of violation of sale (if compliance check)		Aitkin County Sheriff Office
Follow-up with education for retailers selling to underaged buyers	Ongoing – within 10 days of notification of compliance check	Brea Hamdorf
Reviewing retailer contact information and relicensing information. Providing any education material about licensed products.	January of each year	Aitkin County Auditor Office

Section 5:Evaluation:

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

Project Outcomes	How will you measure these changes?	What will you do with these results?
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PROJECT SUSTAINABILITY: Identify how you will work to sustain the project beyond the initial funding.

As statutorily required work, regulatory compliance checks will be conducted through collaboration between Public Health, Aitkin County Sheriff's Office, and Aitkin County Attorney's Office. Grant funding to support this work, along with community engagement and education, is continually sought, and when it is not available, levy dollars fund the activity and youth stipends. Congratulate and Educate checks are not required or mandated; they are an opportunity for open conversation and dialogue with retailers, encouraging them to provide education to their staff and to organize their store in ways that have proven to make products less accessible and appealing to youth. The C&E program continues to exist through MDH and Aitkin County registers for the program each year to support the added visits to retailers and to support the ability to offer our youth buyers a stipend for their time and effort.

Section 6: Budget and Funding Request

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

Total Project Funding Table

A) How much funding are you requesting from the Aitkin County Opioid Settlement Funds?	\$15,150.00
B) Do you anticipate any additional funding for this project? <i>Include other grants, donations, fundraised amounts, budgeted dollars, etc.</i>	\$3,300.00*
C) How much do you or a partner anticipate contributing in-kind to the project? <i>Include staff/volunteer time, etc.</i>	\$5,100.00**
Total Project Cost (should equal the sum of the 3 lines above)	\$23,550.00

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

Budget items:

PH salary/fringe: \$60.25/hr x 65 hours/year = \$3,916.66 x 3	\$11,750.00
Purchasing of products/ items to assist with checks: \$200/category/year= \$800 x 3	\$2,400.00
Mileage – 500 miles/year ~\$333/year x 3	\$1,000.00

* PH receives \$50/retailer/Tobacco C&E check. This funding is utilized as a stipend for the youth buyers for all the different category checks.

** in-kind staff time of Aitkin County Sheriff's Office and Aitkin County Auditor's Office.



Board of County Commissioners Agenda Request

2AB
Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: DNR Acquisition of Land through Heritage Forest Initiative

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: The Heritage Forest Initiative is being spearheaded by the Northern Waters Land Trust (NWLT) who have acquired funds to purchase lands in Aitkin County that were previously owned by Potlatch. After the purchase, NWLT is donating the land to either the State DNR or County for management. The attached resolution is required for the lands that the State DNR will be receiving.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution for approval of State DNR land acquisition.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

Proposed State DNR Land Acquisition

WHEREAS, In accordance with Minnesota Statutes 89.021, the Commissioner of the Department of Natural Resources on May 13, 2025, provided the Aitkin County Board with a description of lands to be acquired by the State of Minnesota for State Forest purposes, as described in Exhibit A; and

WHEREAS, the Department of Natural Resources utilizes funding that requires County Board approval for Reinvest in Minnesota (RIM).

EXHIBIT A – see attached

Minnesota Heritage Forest ACQ0161298

Lands of approximately 686 acres legally described as follows, see EXHIBIT A.

NOW THEREFORE BE IT RESOLVED, by the Board of County Commissioners of Aitkin County on May 13, 2025, that the State's proposed acquisition of the above described land is approved.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer

Exhibit A
DRAFT – LAND DESCRIPTION
Natural Heritage Forest
Acquisition 161298
The Conservation Fund to MN DNR
Aitkin County

The Northwest Quarter of the Northeast Quarter (NW ¼ of NE ¼), Section 29, Township 50, Range 22, Aitkin, Minnesota.

AND

The Northeast Quarter of the Southeast Quarter (NE ¼ of SE ¼); Government Lot 3 (NW ¼ of SE ¼); Government Lot 4 (SW ¼ of SE ¼); the Southeast Quarter of the Southeast Quarter (SE ¼ of SE ¼); that part of Government Lot 2 (SW ¼ of NE ¼) lying South of Highway 200; and all that part of the Southeast Quarter of the Northeast Quarter (SE ¼ of NE ¼), lying South of Highway 200, ALL IN Section 21, Township 52, Range 27, Aitkin County, Minnesota.

AND

The Southeast Quarter of the Southwest Quarter (SE ¼ of SW ¼); the Southwest Quarter of the Southwest Quarter (SW ¼ of SW ¼); and the Southwest Quarter of the Northwest Quarter (SW ¼ of NW ¼), LESS Highway Right of Way, ALL IN Section 22, Township 52, Range 27, Aitkin County, Minnesota.

AND

The Northeast Quarter of the Northwest Quarter (NE ¼ of NW ¼) and the Northwest Quarter of the Northwest Quarter (NW ¼ of NW ¼), Section 27, Township 52, Range 27, Aitkin County, Minnesota.

AND

The Northeast Quarter of the Northeast Quarter (NE ¼ of NE ¼); the Southeast Quarter of the Northeast Quarter (SE ¼ of NE ¼); Government Lot 1 (NW ¼ of NE ¼); Government Lot 2 (SW ¼ of NE ¼); and the Northeast Quarter of the Southeast Quarter (NE ¼ of SE ¼), LESS Railroad Right of Way and LESS that part of the Northeast Quarter of the Southeast Quarter lying South and West of the former railroad right of way known as the Minneapolis, St. Paul Saulte Saint Marie Railway Company and also known as Soo Line Railroad and now known as the Moose lake to Cass Lake Soo Line Trail, ALL IN Section 28, Township 52, Range 27, Aitkin County, Minnesota.

This is a preliminary version of the legal description. This description is intended to generally describe the property in the proposed transaction. However, the final legal description is subject to change for reasons including but not limited to correcting errors, ensuring accuracy, and/or after property surveying.

Prepared by:
D. A. Drusch
MN DNR Lands & Minerals
10-9-2023



Board of County Commissioners Agenda Request



Requested Meeting Date: May 13, 2025

Title of Item: MN DNR Acquisition of land in Savanna State Forest

<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: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Attached is the official notice from the MN DNR for the acquisition of 80 acres in Section 22, T51N, R22W. The parcel will be gifted to the DNR by the Ruffed Grouse Society who will purchase the property utilizing Outdoor Heritage Funds. The parcel is adjacent to existing DNR Forestry managed lands in the Savanna State Forest.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Division of Forestry
1200 Minnesota Ave S
Aitkin, MN 56431

May 2, 2025

Aitkin County Board of Commissioners
307 2nd Street NW
Aitkin, MN 56431

Dear Aitkin County Board of Commissioners ,

On behalf of the MN Department of Natural Resources (DNR), I am notifying you that the DNR is acquiring 80 acres in Section 22, T51N, R22W in Aitkin County. This acquisition was started in 2017 with former owner Ray Norman and completed with Tri State Holdings.

The parcel will be gifted to the DNR by the Ruffed Grouse Society who will purchase the property utilizing Outdoor Heritage Funds. The parcel is adjacent to existing DNR Forestry managed lands in the Savanna State Forest.

The parcel IDs are 42-0-035500 and 42-0-035600.

Please feel free to contact me by telephone at (218) 429-3023, or by email at brian.leitinger@state.mn.us with any questions or concerns you have about the acquisition.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Leitinger'.

Brian Leitinger
Aitkin Area Forest Supervisor



1 General Fund

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

Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	6,575.34	48 Transactions		
1 Fund Total:		6,575.34	General Fund	1 Vendors	48 Transactions



Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	83.99	1 Transactions		
2 Fund Total:		83.99	Reserves Fund	1 Vendors	1 Transactions

WLB1
5/6/25 10:19AM
10 Trust

Aitkin County



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

Page 4

Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	136.00	1 Transactions		
10 Fund Total:		136.00	Trust	1 Vendors	1 Transactions

WLB1
5/6/25 10:19AM
11 Forest Development

Aitkin County



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

Vendor	<u>Name</u>	<u>Amount</u>			
	<u>No.</u>				
5462	Bremer Bank (Elan ACH)	341.63		1 Transactions	
11 Fund Total:		341.63	Forest Development	1 Vendors	1 Transactions

WLB1

5/6/25

10:19AM

19 Long Lake Conservation Cen

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 6

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	90.00	1 Transactions		
19 Fund Total:		90.00	Long Lake Conservation Center	1 Vendors	1 Transactions
Final Total:		7,226.96	5 Vendors	52 Transactions	

WLB1

5/6/25

10:20AM

5 Health & Human Services

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	1,799.37	13 Transactions		
5 Fund Total:		1,799.37	Health & Human Services	1 Vendors	13 Transactions
Final Total:		1,799.37	1 Vendors	13 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	6,575.34	General Fund
2	83.99	Reserves Fund
10	136.00	Trust
11	341.63	Forest Development
19	90.00	Long Lake Conservation Center
All Funds	7,226.96	Total

Approved by,

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

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	1,799.37	Health & Human Services
All Funds	1,799.37	Total

Approved by,
.....
.....

Total Elan Pd 4.24.25 = \$9026.33

WLB1
5/6/25

1:00PM

Aitkin County



2AE

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Print List in Order By:

	1	1 - Fund (Page Break by Fund)
		2 - Department (Totals by Dept)
		3 - Vendor Number
		4 - Vendor Name

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLB1

5/6/25

1:00PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 2

1 General Fund

Vendor No.	Name	Amount	
9562	Advanced Business Methods, Inc.	230.35	2 Transactions
89856	Aitkin Co Agricultural Society	700.00	1 Transactions
117	Aitkin County Sheriff	92.50	1 Transactions
86222	Aitkin Independent Age	1,507.00	5 Transactions
9561	Amazon Business	984.82	11 Transactions
14005	American Tower Corporation	413.20	1 Transactions
14563	Anoka County Corrections	11,407.00	1 Transactions
248	Association of Mn Counties	3,000.00	4 Transactions
10452	AT&T Mobility	711.93	4 Transactions
15240	AT&T Mobility (Central Serv)	438.34	5 Transactions
10265	AT&T Mobility (Community Correct)	362.71	4 Transactions
14578	AutoSmith Service Group, LLC	21,852.03	2 Transactions
9323	Avery/Jill	165.00	1 Transactions
13725	Beartooth Hardware Inc	8.54	1 Transactions
7053	Bill's Sportsman's Service	24.99	1 Transactions
10507	Blevins/Kimberlie	80.00	1 Transactions
783	Canon Financial Services, Inc	492.00	3 Transactions
9154	Central Minnesota Emergency Training LLC	275.00	2 Transactions
10520	Charter Communications Holding (Sheriff)	208.58	1 Transactions

WLB1

5/6/25

1:00PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 3

1 General Fund

Vendor No.	Name	Amount	
15142	Christensen/Charles	119.00	2 Transactions
1010	City Of Aitkin	4,989.50	1 Transactions
12780	CliftonLarsonAllen LLP	840.00	1 Transactions
9243	Command Central, LLC	410.00	1 Transactions
10855	Culligan Soft Water	103.70	1 Transactions
13733	Deerwood Bank	10.45	1 Transactions
10628	Delta Dental of MN	39.29	1 Transactions
10527	Dotzler/Amy Lynne	332.50	1 Transactions
9440	Dotzler/Sharon A	35.00	1 Transactions
11002	Ecm Publishers, Inc.	85.00	1 Transactions
10231	eGoldfax	296.41	1 Transactions
91345	Elvecrog/Roberta C	35.00	1 Transactions
9888	Friesner/Nathan	195.00	1 Transactions
1775	Galls LLC	160.42	2 Transactions
11634	Gammello & Pearson PLLC	852.00	12 Transactions
10426	Grainger	465.00	1 Transactions
4173	Grams/Lori	35.00	1 Transactions
5851	Gustafson Attorney at Law/Jean M.	982.50	2 Transactions
7525	Hometown Bldg Supply	68.84	2 Transactions
12045	Janzen/Joy	47.60	2 Transactions

WLB1

5/6/25

1:00PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 4

1 General Fund

Vendor No.	Name	Amount	
14813	Joerger/Rebecca	57.40	2 Transactions
14832	Kulifaj / Stephen	117.60	2 Transactions
11990	Lange/David	137.20	2 Transactions
14642	Leonhardt/Jacob	153.46	2 Transactions
10263	Long Lake Conservation Foundation	2,000.00	1 Transactions
12048	McDowell Agency, Inc./The	484.90	1 Transactions
3334	MCIT	94.00	1 Transactions
90853	Mickelson/Bonnie H	35.00	1 Transactions
12927	Midwest Machinery Co.	144.44	1 Transactions
9692	Minnesota Energy Resources Corporation	3,146.15	4 Transactions
11997	Minnesota Monitoring, Inc	1,146.00	1 Transactions
3455	Motorola Inc	43.20	1 Transactions
5729	National Pen Co. LLC	274.01	2 Transactions
5966	Northspan Group,Inc	75.00	1 Transactions
10036	OSM	152.00	1 Transactions
3810	Paulbeck's County Market	211.90	1 Transactions
9808	Performance Foodservice	632.27	1 Transactions
3950	Public Utilities	10,759.42	9 Transactions
4010	Rasley Oil Company	148.96	4 Transactions
4036	Ratz/James	87.85	2 Transactions

WLB1

5/6/25

1:00PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 5

1 General Fund

Vendor No.	Name	Amount	
10386	Recyclops, Inc.	8,750.00	1 Transactions
9151	River Valley Forensic Services PA	850.00	1 Transactions
10879	Shred-It	232.13	1 Transactions
14814	Snyder/Tara	104.16	1 Transactions
13424	Sonnee/Dennise J	127.60	2 Transactions
4260	St Louis Co Sheriff's Office	75.00	1 Transactions
86235	The Office Shop Inc	837.88	10 Transactions
13934	The Tire Barn	1,353.59	6 Transactions
5173	Thomson Reuters-West Publishing	2,271.33	2 Transactions
10930	Tidholm Productions	1,176.30	3 Transactions
9617	Timber Lakes Septic Service, Inc.	325.00	1 Transactions
14558	Verizon Wireless-VCET	225.00	2 Transactions
3518	Voyageur Press Of McGregor, Inc	425.00	2 Transactions
10005	Watson/Linda	10.00	1 Transactions
5056	Western Lake Superior Sanitary	5,500.00	1 Transactions

1 Fund Total:	95,219.95	General Fund	74 Vendors	162 Transactions
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Aitkin County



2 Reserves Fund

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	<u>Name</u>	<u>Amount</u>			
<u>No.</u>					
9272	ARCHITECTURAL RESOURCES INC	11,500.00	1	Transactions	
10474	Nistler/Alex	138.23	1	Transactions	
3810	Paulbeck's County Market	96.62	1	Transactions	
2 Fund Total:		11,734.85	Reserves Fund	3 Vendors	3 Transactions

WLB1

5/6/25

1:00PM

3 Road & Bridge

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 7

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
86222	Aitkin Independent Age	81.00	1 Transactions
9138	ASAP Towing	205.00	1 Transactions
10087	Atwater Chevrolet Buick GMC	180.40	1 Transactions
86467	Auto Value Aitkin	350.84	4 Transactions
8674	Boyer Ford Trucks, Inc	56.39	1 Transactions
783	Canon Financial Services, Inc	192.60	1 Transactions
163	Charter Communications Holdings (R&B)	143.13	1 Transactions
88880	Datacomm Computers & Networks Inc	1,026.00	1 Transactions
8694	Department of Transportation	117.71	1 Transactions
7935	East Central Energy	180.01	2 Transactions
7060	Federated Co-Ops Inc.	565.08	2 Transactions
12181	Fleet Pride, Inc.	643.33	1 Transactions
10633	FREDRICKSON/GERALD	1,310.00	1 Transactions
8622	Frontier Communications Holdings LLC	525.60	3 Transactions
1754	Garrison Disposal Company, Inc	35.10	2 Transactions
2089	Heartland Tire Inc	653.06	3 Transactions
9102	JOHNSON/BRAD & MELISSA	4.99	1 Transactions
10545	KOSLOSKI/RICK	1,000.00	1 Transactions
10630	LANO EQUIPMENT INC	24,050.54	1 Transactions

WLB1

5/6/25

1:00PM

Aitkin County


3 Road & Bridge

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Vendor No.	Name	Amount	
2941	M R Sign Co Inc	473.52	2 Transactions
3247	MCEA	700.00	3 Transactions
15300	MCGREGOR ACE HARDWARE	7.73	1 Transactions
9708	MOMENTUM TRUCK GROUP	104.19	1 Transactions
10864	Nistler, Contruction Landscapes/Tim	1,350.00	2 Transactions
9179	NORTH CENTRAL INTERNATIONAL, LLC	343.33	1 Transactions
1652	Northland Fire Protection, LLC	3,039.40	6 Transactions
10720	Nuss Truck Group Inc	802.02	1 Transactions
10412	O'Reilly Auto Parts	298.09	5 Transactions
11387	Olsen/Sarah	378.40	3 Transactions
13037	Pitney Bowes Bank Inc Reserve Acct	500.00	1 Transactions
8537	Powerplan OIB	117.47	1 Transactions
3950	Public Utilities	279.45	4 Transactions
9176	SPARKY'S TOOLS, LLC	399.99	1 Transactions
10455	Temco	34.18	1 Transactions
4988	Viking Industrial Center	415.75	2 Transactions
9642	WEX BANK - Highway Dept	4,092.16	20 Transactions
5295	Ziegler Inc	554.06	1 Transactions

3 Fund Total:
45,210.52
Road & Bridge
37 Vendors
85 Transactions

Aitkin County



Vendor No.	Name	Amount			
13733	Deerwood Bank	337.76	1 Transactions		
4580	Mn Dept Of Finance	285.00	1 Transactions		
9 Fund Total:		622.76	State	2 Vendors	2 Transactions

WLB1

5/6/25

1:00PM

Aitkin County



10 Trust

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 10

Vendor No.	Name	Amount	
9562	Advanced Business Methods, Inc.	191.51	1 Transactions
86222	Aitkin Independent Age	27.00	1 Transactions
9272	ARCHITECTURAL RESOURCES INC	18,200.00	2 Transactions
10452	AT&T Mobility	659.90	1 Transactions
13725	Beartooth Hardware Inc	46.99	1 Transactions
10855	Culligan Soft Water	87.10	1 Transactions
1754	Garrison Disposal Company, Inc	110.30	1 Transactions
12589	Haapoja/George	7,140.95	2 Transactions
9825	McGregor Print Pros, LLC	375.00	1 Transactions
9355	Northern Counties Land Use Coord Board	2,000.00	1 Transactions
3950	Public Utilities	272.53	1 Transactions

10 Fund Total:	29,111.28	Trust	11 Vendors	13 Transactions
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Aitkin County



Vendor	<u>Name</u>	<u>Amount</u>			
<u>No.</u>					
10488	John Turner Mobile Repair LLC	200.00	1	Transactions	
8436	Northland Parts	103.37	1	Transactions	
11 Fund Total:		303.37	Forest Development	2 Vendors	2 Transactions

13 Taxes & Penalties

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount			
999999000	BARON/JAMES	1,396.00	1	Transactions	
999999000	BAVARIA WOODS LLC	20.00	1	Transactions	
999999000	EBEL/MARTA	273.01	1	Transactions	
999999000	FRIEDL/ANNETTE	60.00	1	Transactions	
999999000	QUINLAN/JEFFREY	28.00	1	Transactions	
999999000	RICE/DEBORAH	114.00	1	Transactions	
999999000	SNELL/SKYE	252.00	1	Transactions	
4258	St Louis County Auditor	362,142.35	1	Transactions	
13 Fund Total:		364,285.36	Taxes & Penalties	8 Vendors	8 Transactions

WLB1

5/6/25

1:00PM

Aitkin County



19 Long Lake Conservation Cen

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 13

Vendor No.	Name	Amount	
9562	Advanced Business Methods, Inc.	90.05	1 Transactions
85003	Aitkin County DAC	61.95	1 Transactions
9561	Amazon Business	142.35	2 Transactions
2763	Countryside Sanitation, LLC	157.95	1 Transactions
15136	HOPPE/JOEL	35.00	1 Transactions
15300	MCGREGOR ACE HARDWARE	68.36	1 Transactions
3776	Palisade One Stop	160.66	1 Transactions
3810	Paulbeck's County Market	42.31	2 Transactions
10076	PFS Minnesota	3,052.14	2 Transactions
14812	SCI Broadband/Savage Communications	653.85	1 Transactions
4761	Sysco Minnesota Inc	917.73	1 Transactions
86235	The Office Shop Inc	197.40	2 Transactions
4968	Upper Lakes Foods, Inc	2,207.71	2 Transactions

19 Fund Total:

7,787.46

Long Lake Conservation Center

13 Vendors

18 Transactions

WLB1
5/6/25 1:00PM

21 Parks

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Name	Amount			
10509	Aitkin Rental LLC	650.00	1 Transactions		
13725	Beartooth Hardware Inc	12.10-	2 Transactions		
12182	Northwoods Quads	4,502.39	1 Transactions		
3950	Public Utilities	77.30	2 Transactions		
21 Fund Total:		5,217.59	Parks	4 Vendors	6 Transactions

WLB1
5/6/25 1:00PM
22 Coronavirus Relief Fund

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	<u>Name</u>	<u>Amount</u>			
9085	Climate Makers Inc	37,378.25	5 Transactions		
22 Fund Total:		37,378.25	Coronavirus Relief Fund	1 Vendors	5 Transactions
Final Total:		596,871.39	155 Vendors	304 Transactions	

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	95,219.95	General Fund	
2	11,734.85	Reserves Fund	
3	45,210.52	Road & Bridge	
9	622.76	State	
10	29,111.28	Trust	
11	303.37	Forest Development	
13	364,285.36	Taxes & Penalties	
19	7,787.46	Long Lake Conservation Center	
21	5,217.59	Parks	
22	37,378.25	Coronavirus Relief Fund	
All Funds	596,871.39	Total	Approved by,
		
		



Board of County Commissioners Agenda Request



Requested Meeting Date: May 13, 2025

Title of Item: Affidavit of Failure to Receive Warrant

<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: Wendie Bright		Department: Auditor's Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Approve Affidavit of Failure to Receive Warrant: Warrant #95561 - 3/28/2025 - Aitkin Motor Company - \$8116.44		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Affidavit of Failure to Receive Warrant: Warrant #95561 - 3/28/2025 - Aitkin Motor Company - \$8116.44		
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

AFFIDAVIT OF FAILURE TO RECEIVE WARRANT
Made Pursuant to Minnesota Statutes, Section 16A.46



****THIS AFFIDAVIT MUST BE NOTARIZED****

State of Minnesota) County of Aitkin)

Name: Aitkin Motor Company

(AFFIANTS NAME: INDIVIDUAL OR NAME OF BUSINESS)

Officer's Name: _____ Officer Title: _____
(IF NOT BUSINESS, LEAVE BLANK)

Address: _____
(CURRENT ADDRESS - THE ADDRESS THE NEW PAYMENT WILL BE MAILED TO)

Aitkin County Warrant Number: 95561 for Vehicle Maintenance Services
(INSERT INVOICE OR VOUCHER INFORMATION)

Issued 03/28/2025, to Aitkin Motor Company
(INSERT DATE OF WARRANT) (INSERT NAME ON THE ORIGINAL WARRANT)

108 2nd St NE, Aitkin MN 56431
(INSERT MAILING ADDRESS ON THE ORIGINAL WARRANT)

In the amount of Eight thousand one hundred sixteen and 44/100----- dollars (\$ 8116.44) Dollars,

☒ was never received by claimant

☐ was received by claimant in the usual course of business; that *

* NOTE: Use space to describe in detail what you did with or what happened to the warrant, giving correct names, addresses, dates, etc., in every instance.
If additional space is required, use the reverse side.

If the original warrant ever comes into claimant's possession, said warrant will be promptly returned, in the same condition as when received, to AITKIN COUNTY AUDITOR'S OFFICE, 307 2nd Street NW, Room 121, Aitkin MN 56431, and that claimant will reimburse the County for any loss which may be sustained by reason of any false statement, fault, or act on claimant's part concerning the aforesaid matter; and, that this affidavit is made for the purpose of securing the issuance of a duplicate warrant in the aforesaid amount.

Notary Public:

Subscribed and sworn to before me this

day of May 5, 2025

June A Flier
NOTARY PUBLIC SIGNATURE

My commission expires 01/31/2030

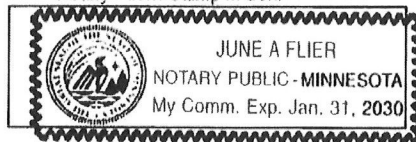
STATE OF: Minnesota
COUNTY OF: Aitkin

You must sign this affidavit before a Notary Public:

Guil Leonard, Office mgr.
(Signature and Title of Affiant)

(Signature and Title of Affiant)

Notary Public Stamp in Box:



NOTE: A replacement warrant will be issued after approval from the Aitkin County Board of Commissioners.

Aitkin County - Lost Warrants, 307 2nd Street NW, Room 121, Aitkin MN 56431
email: auditor@co.aitkin.mn.us

WLB1
5/7/25

9:07AM

Aitkin County



2AG

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Vendor No.	Name	Amount			
89991	Bremer Bank	209.85	46 Transactions		
1 Fund Total:		209.85	General Fund	1 Vendors	46 Transactions

Aitkin County



Vendor No.	Name	Amount			
89991	Bremer Bank	721.53	31 Transactions		
3 Fund Total:		721.53	Road & Bridge	1 Vendors	31 Transactions

Aitkin County

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



Vendor No.	Name	Amount			
89991	Bremer Bank	48.51	3 Transactions		
10 Fund Total:		48.51	Trust	1 Vendors	3 Transactions

Aitkin County

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



Vendor No.	Name	Amount			
89991	Bremer Bank	175.13	11 Transactions		
19 Fund Total:		175.13	Long Lake Conservation Center	1 Vendors	11 Transactions

Aitkin County

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



Vendor No.	Name	Amount			
89991	Bremer Bank	226.45		33 Transactions	
21 Fund Total:		226.45	Parks	1 Vendors	33 Transactions
Final Total:		1,381.47	5 Vendors	124 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	209.85	General Fund
3	721.53	Road & Bridge
10	48.51	Trust
19	175.13	Long Lake Conservation Center
21	226.45	Parks
All Funds	1,381.47	Total

Approved by,

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.....



Board of County Commissioners Agenda Request



Requested Meeting Date: May 13, 2025

Title of Item: Request for Out-of-State Travel Authorization

<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: <p>Sarah Johnson, a Social Worker with Health & Human Services, is currently assigned to a youth client who was recently placed in a pre-adoptive home in Wisconsin, 7 hours away. Unfortunately, the placement has disrupted due to the child's significant mental health needs, and the relative is no longer willing to proceed with the adoption. This youth is in the Guardianship of the Commissioner of DHS with Aitkin County serving as the youth's primary caretaker until an adoption placement can be found.</p> <p>At present, the youth is hospitalized, and we are actively working to secure a more appropriate level of care, either through residential treatment or a Psychiatric Residential Treatment Facility (PRTF). Once a new placement is confirmed, out-of-state travel will be necessary for Sarah to retrieve the youth and facilitate the transition.</p> <p>We are continuing to explore alternative solutions to either avoid the need for travel altogether or reduce the amount required. However, we would appreciate having approval in place as a contingency, should we be unable to identify a viable alternative.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend approving motion to allow Sarah Johnson to travel out of state when the time comes to ensure continuity of care and support for this youth.		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p> <p>Cost would include use of a county car, overnight hotel stay and meals for the social worker.</p>		

WLB1
5/7/25

1:02PM

Aitkin County



2AI

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

3 Road & Bridge

Aitkin County

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



Vendor No.	Name	Amount			
4731	Surplus Services	5,000.00		1 Transactions	
3 Fund Total:		5,000.00	Road & Bridge	1 Vendors	1 Transactions
Final Total:		5,000.00	1 Vendors	1 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	5,000.00	Road & Bridge
All Funds	5,000.00	Total

Approved by,

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



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: Northland Reliability Project Presentation

<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: April Kellerman		Department: Administration
Presenter (Name and Title): Northland Reliability Project Team		Estimated Time Needed: 30 minutes
Summary of Issue: Northland Reliability Project Team will be presenting project updates to the Board.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Information only.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: LED Retrofit at Long Lake Conservation

<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 checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner		Estimated Time Needed: 10 Minutes
Summary of Issue: <p>At the March 11, 2025 County Board meeting, the Land Department provided information on a LED Retrofit project for Long Lake Conservation Center. The project went out for bids and the lowest bid received for the project was \$36,963.13. The Long Lake Conservation Foundation has agreed to provide \$7,392.00 for the project. This brings the total cost of the project down to \$29,571.13.</p> <p>Mille Lacs Electric would provide financing for the project with the following terms:</p> <ul style="list-style-type: none">- 5-year term- 3% interest rate- 0% administrative service fee- Loan payment of \$531.25/month (estimated savings of \$653.33/month)- Total paid to interest \$2,311.60 <p>Once the project is complete, Mille Lacs Electric provides a rebate based on the number of light fixtures that were converted. Estimated amount of rebate is \$5,000.</p> <p>Project will pay for itself in 46 months.</p>		
Alternatives, Options, Effects on Others/Comments: Options for the project would be to finance the cost of the project through Mille Lacs Electric or use fund balance to pay for the project.		
Recommended Action/Motion: Seeking direction from County Board.		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please Explain:</p> <p>Amount paid each month for loan would be recouped in savings on electrical bills.</p>		

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



Board of County Commissioners Agenda Request



Requested Meeting Date: May 13, 2025

Title of Item: Schedule Public Meeting

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Paula Arimborgo		Department: H&HS Administration
Presenter (Name and Title): Erin Melz, H&HS Public Health Supervisor		Estimated Time Needed: 2-3 min
Summary of Issue: Request a motion to schedule the Annual Aitkin County Opioid Settlement Meeting to be held at 9:15 a.m. on May 27, 2025.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend a motion to schedule the Annual Aitkin County Opioid Settlement Meeting for May 27, 2025, at 9:15 a.m.		
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>		

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



Board of County Commissioners Agenda Request



Requested Meeting Date: May 13, 2025

Title of Item: 2026 Budget Process and Schedule Review

<input checked="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="checked" type="checkbox"/> Discussion Item <input 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 attached Budget Process Timeline and gather Board guidance.		
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="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="checked" type="checkbox"/> No <i>Please Explain:</i>		

2026 Budget Process Timeline

April 24 th	Budget Process and Schedule Review	Budget Committee
May 13 th	Budget Process and Schedule Review	Administration County Board
May 19 th	Budget Process, Schedule and Preparation Forms to Department Heads	Administration
June 27 th	Budget Preparation Forms DUE to Administration	Administration Department Heads
July 9 th	Budget Discussion with Department Head Group	Administration Department Heads
July 14 th – 18 th	Individual Meetings with Department Heads to Review Draft Budgets	Department Heads
August 12 th	Appropriations & Dues Discussion	County Board Administration Department Heads
August 26 th	Budget Presentations – General Gov. & Sheriff Budget Presentations – HHS & Road & Bridge	Department Heads
September 9 th	County Board considers Preliminary Levy, <i>if desired</i> – TNT must occur after November 24 th – Must be adopted by September 30 th	County Board
September 23 rd	County Board considers Preliminary Levy, <i>if needed</i> – Must be adopted by September 30 th	County Board
November 25 th	Additional Budget Discussion, <i>if needed</i>	County Board Administration Department Heads
December 9 th 6:05 p.m.	Budget Information Meeting held (TNT)	County Board Administration
December 16 th	Final FY 2024 Budget (operating and capital) and Levy adopted – Must be adopted no later than 5 working days after Dec. 20 th (Dec. 26 th)	County Board



Board of County Commissioners Agenda Request

7A

Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: Public Hearing for Proposed Feedlot

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Andrew Carlstrom	Department: Planning & Zoning
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director	Estimated Time Needed: 10 minutes
Summary of Issue: Aitkin County has not accepted delegation of the Minnesota feedlot permit program, and in accordance with MN Statute 116.07 Subd.7(m) is required to hold a public hearing on feedlot proposals of 300 or more animal units. As attached, public notice was published in the Aitkin Age on April 16 and May 7, 2025. Please see attached memorandum, maps, and proposed resolution	
Alternatives, Options, Effects on Others/Comments: N/A	
Recommended Action/Motion: Discussion Only - Hold Public Hearing	
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:	

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



MEMORANDUM TO AITKIN COUNTY BOARD OF COMMISSIONERS

DATE: May 13, 2025

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

RE: **Future proposed feedlot of greater than 300 animal units**

Aitkin County does not regulate nor has accepted delegation of the Minnesota Pollution Control Agency's (MPCA) feedlot permit program. Mr. Ken Sizemore, who owns and operates Angie's Meats, is proposing to construct a feedlot at 28096 480th Street, Palisade, MN 56469. The feedlot is proposed to be greater than 300 animal units, but less than 500 in size.

According to MN Statute 116.07 Subd.7 (m.) it says:

"After January 1, 2001, a county that has not accepted delegation of the feedlot permit program must hold a public meeting prior to the agency (MPCA) issuing a feedlot permit for a feedlot facility with 300 or more animal units, unless another public meeting has been held with regard to the feedlot facility to be permitted."

Feedlots are a "permitting use" in "Open" zoning, so Aitkin County does not require a conditional use permit for this proposal. The MPCA is the approving authority and the Aitkin County Board of Commissioners can either support or not support the proposal. The applicant will work with a representative from the Feedlot Program, in order to ensure the health and safety of the environment is always a priority for this proposed project. Please see additional enclosures.

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

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

PROPOSED May 13, 2025

By Commissioner:

20250513-xxx

Aitkin County's Support for 300 or more Animal Unit Feedlot

WHEREAS, Minnesota Statute 116.07 Subd.7(m) requires counties that have not accepted delegation of the feedlot permit program, to hold a meeting prior to the Minnesota Pollution Control Agency (MPCA) issuing a feedlot permit for a feedlot facility with 300 or more animal units; and

WHEREAS, Mr. Ken Sizemore from Angie's Acres is proposing the creation of the above said feedlot at 28096 480th Street, Palisade, MN 56469; and

WHEREAS, the proposal meets the intent of encouraging a strong agricultural base which is in accordance with Aitkin County's Land Use Management Plan;

NOW, THEREFORE BE IT RESOLVED, that the Aitkin County Board of Commissioners does hereby support this proposal and the creation of a 300 or more animal unit feedlot at the above address.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

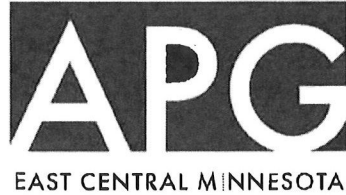
All Members Voting

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer



Ad Proof

Not Actual Size

AITKIN COUNTY NOTICE OF HEARING

The Aitkin County Board of Commissioners will hold a public hearing in accordance with MN Statute 116.07 Subd.7 (m), on May 13, 2025 at 10AM, in the Board Room of the Aitkin County Government Center, 307 2nd Street NW, Aitkin MN.

This public hearing is to gather public comment on the proposed construction of a feedlot greater than 300 animal units. Mr. Ken Sizemore, who owns and operates Angie's Acres, is proposing to construct a feedlot at 28096 480th Street, Palisade, MN 56469. The feedlot is proposed to be greater than 300 animal units, but less than 500 in size.

Currently, Aitkin County does not regulate nor has accepted delegation of the Minnesota Pollution Control Agency's (MPCA) feedlot permit program.

Published in the
Aitkin Independent Age
April 16, May 7, 2025
1463150

-Public Notice Ad Proof-

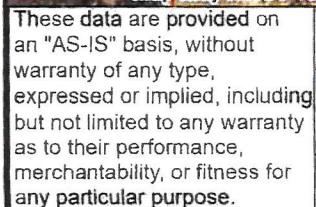
This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully. If changes are needed, please contact us prior to deadline at Cambridge (763) 691-6000 or email at publicnotice@apgecm.com

Date:	04/08/25
Account #:	485996
Customer:	AITKIN COUNTY PLANNING & ZONING
Address:	307 2ND ST NW, ROOM 219 AITKIN
Telephone:	(218) 927-3761
Fax:	(218) 927-4372

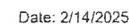
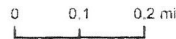
Publications:
Aitkin Independent Age

Ad ID:	1463150
Copy Line:	May 13 PH Feedlot
PO Number:	
Start:	04/16/25
Stop:	05/07/2025
Total Cost:	\$72.00
# of Lines:	34
Total Depth:	3.778
# of Inserts:	2
Ad Class:	150
Phone #	(763) 691-6000
Email:	publicnotice@apgecm.com
Rep No:	MA700

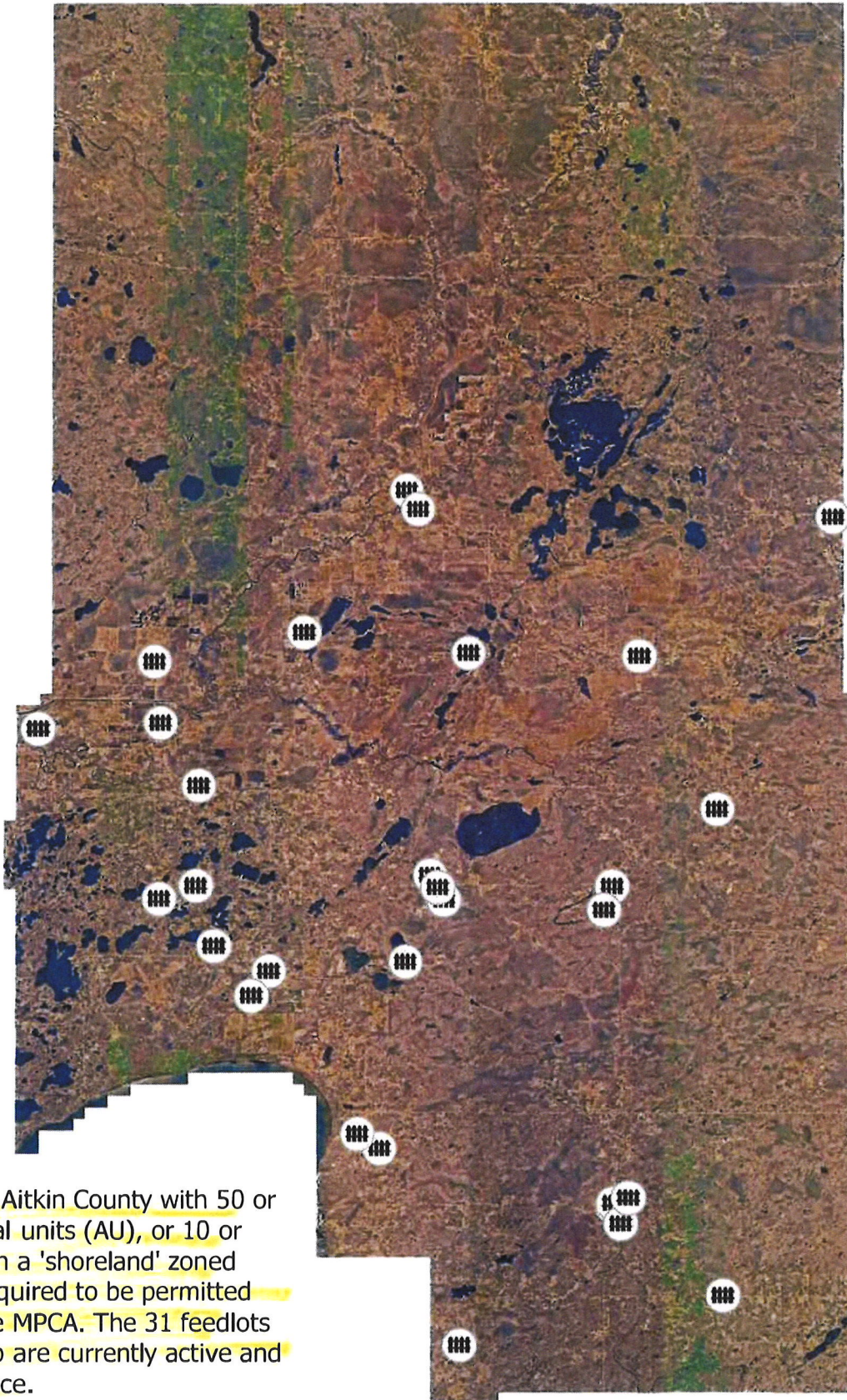
Contract-Gross



28096 480th STREET
PAUSADE, MN. 56469



Active Feedlots in Aitkin County



Feedlots in Aitkin County with 50 or more animal units (AU), or 10 or more AUs in a 'shoreland' zoned area are required to be permitted through the MPCA. The 31 feedlots on this map are currently active and in compliance.

Active Aitkin County Feedlots

FID	Area	Owner	Address	Au Count
0	Aitkin	Kevin Hoge	32413 280th Place	72.45
2	Aitkin	BRANDON ROBERTS	41469 Osprey Avenue	404
4	Aitkin	Terry Paulson	39714 391st Ln	217.5
5	Aitkin	Timothy E Hanson	28209 Dam Lake St	21
10	Aitkin	Robert J Nelson	31446 Oak Ave	20
11	Aitkin	Roger A Hanson	27591 Dam Lake St	0
13	Aitkin	Ronald Dotzler	38814 455th Pl	120
16	Aitkin	Lila Flowers	28319 350th Ave	77
17	Aitkin	Gene Davies	36361 380th Ave	32.2
19	Aitkin	Nordland Cattle & Timber Co	37489 295th St	285
23	Aitkin	Angie's Acres LLC	43052 Nature Ave	400
26	Aitkin	William Sexten	38019 Deer St	46.66
27	Aitkin	Joe Croatt	29271 288th Ln	1.7
28	Aitkin	David Rogers	27246 360th Ave	30.9
14	Finlayson	Boyd Mensing	15538 State Highway 18	21.365
3	Isle	Larry Templin	12152 270th Ave	202
8	Isle	Geoffrey Springer	30355 202nd Lane	4.8
9	Isle	Larry Templin	12152 270th Ave	78
21	Isle	Robert Roseberg	31201 210th Ln	135
25	Mc Grath	Gregory Zimpel	18254 State Highway 65	66.036
6	McGrath	Chris Moser	17191 State Highway 65	196
7	McGrath	Chris Moser	17191 State Highway 65	343
22	McGrath	Chris Moser	17191 State Highway 65	353.5
1	McGregor	Matt Wayrynen	31936 State Highway 65	153
12	McGregor	Lucas Hauser	26089 420th Ln	46.8
18	McGregor	Hedy Hietalati	35427 Kestrel Ave	0
24	McGregor	Laurence Koehler	30787 State Highway 65	30
30	McGregor	Brent C Amundson	41823 185th pl	50.4
20	Palisade	Brandon Kullhem	49890 Great River Rd	26.1
29	Palisade	Marilyn Ruud	42926 330th Ave	48
15	Tamarack	Diamond Willow Dairy	47675 100th Ave	89

Map Unit Legend

~~#~~ NOT WETLAND SOILS

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
124	Brickton silt loam	151.6	55.7%
133B	Dalbo very fine sandy loam, 1 to 6 percent slopes	51.2	18.8%
672	Willossippi loam	39.2	14.4%
1878	Hamre muck	19.3	7.1%
B39A	Meehan loamy sand, 0 to 3 percent slopes	4.3	1.6%
B108A	Cathro muck, occasionally ponded, 0 to 1 percent slopes	6.8	2.5%
Totals for Area of Interest		272.3	100.0%

Hydric soil rating: Yes

Minor Components

Dalbo

Percent of map unit: 8 percent

Hydric soil rating: No

Hassman

Percent of map unit: 3 percent

Landform: Depressions

Hydric soil rating: Yes

Sandy substratum

Percent of map unit: 2 percent

Landform: Flats

Hydric soil rating: Yes

Hamre

Percent of map unit: 2 percent

Landform: Depressions

Hydric soil rating: Yes

Data Source Information

Soil Survey Area: Aitkin County, Minnesota

Survey Area Data: Version 25, Sep 7, 2024

Soil Map—Aitkin County, Minnesota



Natural Resources
Conservation Service

Web Soil Survey
National Cooperative Soil Survey

4/2/2025
Page 1 of 3

Other vegetative classification: Sloping Upland, Neutral
(G088XN002MN)

Hydric soil rating: No

Minor Components

Brickton

Percent of map unit: 5 percent

Landform: Flats

Hydric soil rating: Yes

Well drained soils

Percent of map unit: 2 percent

Hydric soil rating: No

Sandy substratum

Percent of map unit: 1 percent

Hydric soil rating: No

Cathro

Percent of map unit: 1 percent

Landform: Bogs

Hydric soil rating: Yes

Hassman

Percent of map unit: 1 percent

Landform: Depressions

Hydric soil rating: Yes

Data Source Information

Soil Survey Area: Aitkin County, Minnesota

Survey Area Data: Version 25, Sep 7, 2024

Livestock and the environment

MPCA Feedlot Program overview

In Minnesota there are an estimated 18,000 livestock feedlots registered under the state's feedlot rule. They range in size from small farms to large-scale commercial livestock operations. Agriculture including livestock comprises a major portion of the state's economy. Many organizations and programs work with livestock producers to ensure that Minnesota continues to have a healthy livestock industry and a healthy natural environment.

The Minnesota Pollution Control Agency (MPCA) regulates the collection, transportation, storage, processing and disposal of animal manure and other livestock operation wastes. The MPCA Feedlot Program implements rules governing these activities, and provides assistance to counties and the livestock industry. The feedlot rules apply to most aspects of livestock management including the location, design, construction, operation and management of feedlots and manure handling facilities.



The MPCA feedlot staff are located in six offices: Brainerd, Detroit Lakes, Mankato, Marshall, Rochester, and St. Paul. They work in the areas of land application of manure, permitting, data management, technical assistance, and compliance with feedlot rules. On the web: www.pca.state.mn.us/water/feedlots.

Protect water

There are two primary concerns about feedlots in protecting water in our agricultural areas:

- Ensuring that manure on a feedlot or manure storage area does not run into water;
- Ensuring that nutrient-rich manure is applied to cropland at a rate, time and method that prevents nutrients and other possible contaminants from entering streams, lakes and ground water.

The MPCA works with farmers to make sure their feedlots are environmentally safe. Staff provides technical assistance to farmers, and conducts inspections at feedlots to be certain they comply with environmental requirements. Some of those requirements for feedlots include:

- Construction specifications for manure storage areas;
- Manure management plans for medium and large-sized feedlots; and
- Land application of manure on fields.

Feedlot rule

Feedlot rules have been in effect in Minnesota since the early 1970s. In October 2000 a major revision of the feedlot rule (Minn. R. ch. 7020) went into effect, followed by an update in 2014. The main goals are:

- Register all feedlots capable of holding 50 or more animal units (AU-see page 4), or 10 or more animal units within shoreland areas;
- Focus on animal feedlots and manure storage areas that have the greatest potential for environmental impact;
- Support the role of delegated counties in the feedlot program; and
- Maintain agency and delegated-county staff field presence.

The feedlot rule does not specifically regulate pasture operations; however, they still must abide by Minnesota Rules chapter 7050 prohibiting pollution of state waters.

Delegated county program

In 50 counties (current as of January 2021) the feedlot program is conducted through a cooperative arrangement between the MPCA and county government. County feedlot programs have responsibility for implementing state feedlot regulations for facilities with fewer than 1,000 animal units (AU) that are not subject to state or federal operating permit requirements. These responsibilities include: registration, permitting, inspections, education and assistance, and complaint follow-up. Current map of delegated counties: www.pca.state.mn.us/sites/default/files/wq-f1-12.pdf

Delegated counties receive state grants to help fund their programs. Funds are awarded based on the number of feedlots in the county with more than 50 AU (10 or more AU in shoreland) and the level of inspections completed. In recent years annual grants statewide have totaled nearly \$2 million. Delegated counties work together through the Minnesota Association of County Feedlot Officers: www.pca.state.mn.us/water/minnesota-association-county-feedlot-officers



Feedlot permits

Most smaller-sized feedlots are not required to have permits. Most large feedlots operate with state and federal permits. The National Pollutant Discharge Elimination System (NPDES) permit and the State Disposal System (SDS) permit require specific conditions to comply with state law and the federal Clean Water Act. Of the approximately 1,200 feedlots operating with an NPDES or SDS permit, most have a general permit; about 50 have individual permits. A general permit is a single document that can apply to all livestock facilities whose operations are similar. The MPCA or delegated counties also issue permits for feedlot construction, and interim permits allowing feedlots with pollution problems to operate in a two-year period during which the problems are corrected.

Nutrient and manure management

Livestock manure is a valuable resource if managed properly. It has been estimated that the amount of manure generated by livestock in Minnesota would be equivalent to that of a human population of about 50 million. Land application removes livestock manure from feedlots and provides fertilizer for crops. There are many ways to ensure that land-applied manure does not run off into waters, and is not over-applied beyond crop nutrient needs. Manure management plans are required when producers need to apply for a feedlot permit, or when a facility has 300 or more AU and does not use a licensed commercial applicator. Manure management plans help ensure that application rates do not exceed crop nutrient needs, and that setbacks from waters and drain tile intakes are observed.



Environmental assessment at large feedlots

An environmental assessment looks at how a proposed feedlot project will affect the air, water and land, and at ways to mitigate any problems so that the project can go forward and be environmentally safe. Environmental Assessment Worksheets (EAWs) are mandatory for proposed feedlots over 1,000 AU, or over 500 AU in a sensitive area. More information is available on the Environmental Quality Board Web site:

www.eqb.state.mn.us/.

Pasture

Pastures are a common type of livestock operation. Typical examples include beef grazing and cow/calf operations. A pasture operation is not required to have a feedlot permit. Distinguishing pastures from feedlots is not always easy. Some operations include both pasture and feedlot components. An area of an operation with accumulated manure and a lack of vegetative cover beyond the immediate vicinity of supplemental feeding or watering devices, working areas, or access lanes, will not be considered to be pasture.



Winter feeding areas are exempt from feedlot rules, but they must be part of a larger grazing area where grass or other growing plants are used for grazing. Even if an operation is not required to get a permit because it is considered to be pasture, that operation is not allowed to discharge to waters of the state. For example, a pasture with a flow of manure-contaminated runoff from a supplemental feeding or watering area to a stream will be required to terminate the discharge. Seasonal or crop residue grazing may also be considered pasture. However, if the concentration of animals is such that unvegetated “feedlot” conditions develop and adequate forage is not available for livestock, requiring regular feed to be provided, the MPCA will require a feedlot permit for animals confined on cropland.

Air quality

As some livestock operations have grown larger and more people are living near livestock farms, odor (particularly hydrogen sulfide) has become an issue. There are regulations for hydrogen sulfide, which can be toxic at high levels. The MPCA does not regulate odor in general; however some local units of government may have restrictions related to odor.

The MPCA does regulate hydrogen sulfide emissions and requires the following:

- Requiring odor management plans to be included in the permits of large feedlots; and
- Monitoring hydrogen sulfide emissions at feedlots where there have been odor complaints.

Training and technical assistance

The MPCA provides training opportunities and assistance to counties and livestock producers. County feedlot officers receive inspection and permitting training, covering all aspects of the program. MPCA technical staff conduct workshops and presentations for county staff and producer groups.



Contacts

Contact information for feedlot program staff is available at www.pca.state.mn.us/water/mpca-feedlot-staff-contacts, or by calling the MPCA at 651-296-6300, or 800-657-3864.

For more information

Producer organizations also provide environmental management information to their members. The following Web sites are good information sources for feedlots and manure management:

- Manure and Odor Education Research – University of Minnesota Extension: extension.umn.edu/livestock-operations/manure-management.
- Minnesota Department of Agriculture: www.mda.state.mn.us/siting-livestock-farms-minnesota.
- National Agriculture Compliance Assistance Center: www.epa.gov/oecaagct/anafocom.html.

Animal units

Minnesota uses animal units to quantify the size of livestock feedlots. One animal unit is equivalent to the amount of manure produced by a 1,000-lb. steer. Following is a list of animal unit factors for several livestock types. The number livestock times the animal unit factor gives the number of animal units.

Mature dairy cow over 1,000 lbs.....	1.4	AU
Cow/calf pair	1.2	"
Stock cow/steer	1.0	"
Horse	1.0	"
Dairy heifer	0.7	"
Swine 55-300 lbs.....	0.3	"
Sheep	0.1	"
Broiler (over 5 lbs., dry manure)	0.005	"
Turkey over 5 lbs.	0.018	"

(Example: 3,334 market hogs = 1,000 AU)



Notification requirements for feedlots

Feedlot owners are required to complete governmental and possible neighborhood notifications prior to construction or expansion of animal feedlots and manure storage areas. It is important to know that an expansion includes any activity that increases animal unit (AU) or manure storage capacity and may or may not involve construction (e.g. adding more animals to an existing barn).

All feedlots, regardless of size, must notify all local zoning authorities at least 30 days prior to construction or expansion of a feedlot or manure storage area. This notice must include the same content as the good neighbor notice outlined below and must be done even when other notifications or permits are required

Additional notification requirements are based upon the number of AUs at the feedlot.

- **Feedlots with less than 300 AU** must notify the delegated county feedlot officer or Minnesota Pollution Control Agency (MPCA) at least 30 days prior to construction or expansion.
 - This notification must be completed by submitting the standardized form [Notice of construction or expansion of an animal feedlot with less than 300 animal units](#).
 - An application for a feedlot permit (i.e. Interim permit) satisfies this notification requirement.
- **Feedlots with 500 or more AU** must notify all residents and property owners within 5,000 feet prior to construction or expansion. This is commonly referred to as the “good neighbor notice” and is required regardless of the type of permit coverage. A copy of this notice must also be sent to the township clerk.

Good neighbor notice

The good neighbor notice is required when any of the following apply:

- Construction of a new animal feedlot or manure storage area with a capacity of 500 or more AU at a new location (i.e. new feedlot site).
- Expansion at an existing animal feedlot or manure storage area that results in an animal holding or manure storage capacity of 500 or more AU upon completion.
- Expansion at an existing animal feedlot or manure storage area that currently has animal holding or manure storage capacity of 500 or more AU.

Construction activities at existing feedlots that do not increase animal holding or manure storage capacity, do not need this type of notification to the public. Below are some common examples:

- Construction of a feed storage area or commodity shed
- Construction of a dead animal management area (e.g. dead box, compost bunker, etc.)
- Construction of a barn to replace an open lot or calf hutches without increasing animal holding capacity

Even though a good neighbor notice may not be needed, a feedlot permit may be required before construction.

Performing the good neighbor notice

Completion of the good neighbor notice can be accomplished by any of the following:

- Delivery by first class mail (must send via certified mail – see verification section below)
- In person
- Publication in a newspaper of general circulation within the affected area
- Equal notification required as part of a county or township permit process

It is recommended the good neighbor notice be completed early in the planning process as the feedlot permit can only be issued after 20 business days have passed from the date of the notice.

Required good neighbor notice content

The notification must include the following information:

- Owner name or legal facility name
- County, township, section, and quarter section
- Species of livestock and total animal units
- Types of animal holding areas (e.g. total confinement barns, open lots, etc.)
- Types of manure storage areas (e.g. concrete pit, earthen basin, etc.)
- Note: Dimensions of structures are optional.

An example newspaper notice is provided below.

- An existing feedlot should first list the existing feedlot information and then describe the proposed expansion to the facility.
- A new feedlot would describe the proposed facility and would remove the proposed expansion information from the example notice.

NOTICE OF APPLICATION FOR A LIVESTOCK FEEDLOT PERMIT

Notice is hereby given per Minnesota Statutes, Chapter 116, that {LEGAL NAME OF FACILITY}, has made application to the Minnesota Pollution Control Agency or the County of {COUNTY NAME} for a permit to construct or expand a feedlot with a capacity of 500 animal units or more.

The {EXISTING or PROPOSED} feedlot is located in {1/4 SECTION, SECTION, TOWNSHIP, and COUNTY}. The {EXISTING or PROPOSED} facility consists of {SPECIES, TYPES, NUMBERS, AND ANIMAL UNITS; TYPES OF BUILDINGS AND/OR OPEN LOTS; AND TYPES OF MANURE STORAGE AREAS}. The proposed expansion consists of {SPECIES, TYPES, NUMBERS, AND ANIMAL UNITS; TYPES OF BUILDINGS AND/OR OPEN LOTS; AND TYPES OF MANURE STORAGE AREAS}. The final capacity will be {TOTAL AU} animal units.

This publication shall constitute as notice to each resident and each owner of real property within 5,000 feet of the perimeter of the proposed feedlot as required by Minnesota State Law.

Verification of good neighbor notice

The permit applicant must submit to the MPCA, or delegated county, proof that the good neighbor notice was completed. Proof that the notice was completed can be provided by any of the following:

- List of all parties visited in person with date and their signature
- List of all parties visited with certification signed by notary public indicating in detail what was discussed
- List of all parties with certified mail report of delivery or attempted delivery (return receipt optional)
- Affidavit of publication from the newspaper used to provide notification

The feedlot permit can only be issued after 20 business days have passed from the date of the notice.

Public notification by the MPCA

In addition to the notifications discussed in this fact sheet, the MPCA is required to public notice its intent to issue, reissue, or modify coverage under a National Pollutant Discharge Elimination System (NPDES) or State Disposal System (SDS) permit. This notice period is generally 30 days and allows for public participation in the permit process, including the opportunity to submit written comments. The MPCA prepares this notice and posts it to its website at: www.pca.state.mn.us/public-notices.

For more information

For more information on which type of feedlot permit is required in conjunction with the notification requirements visit: <https://www.pca.state.mn.us/water/which-permit-do-i-need>.

For more information about the feedlot program visit: www.pca.state.mn.us/feedlots

NPDES and SDS permits for feedlots

Determining when a permit is required

A National Pollutant Discharge Elimination System (NPDES) permit is required for any facility that currently has capacity, or is proposing to have capacity, that meets or exceeds any one of the federal large confined animal feeding operation (CAFO) thresholds and discharges to waters of the United States. Discharge means the addition of a pollutant to waters. Common discharges include the release of animal manure or manure-contaminated runoff or process wastewater from an open lot, manure storage area, land application site, or feed storage area.

A State Disposal System (SDS) permit is required for any facility that currently has capacity, or is proposing to have capacity, for a total of 1,000 or more animal units (AU). A facility that is required to obtain an SDS permit may choose to obtain an NPDES permit in lieu of the SDS permit. The following table and chart will help you decide if an NPDES or SDS permit is required.

Table: Common large CAFO and 1,000 animal unit feedlots

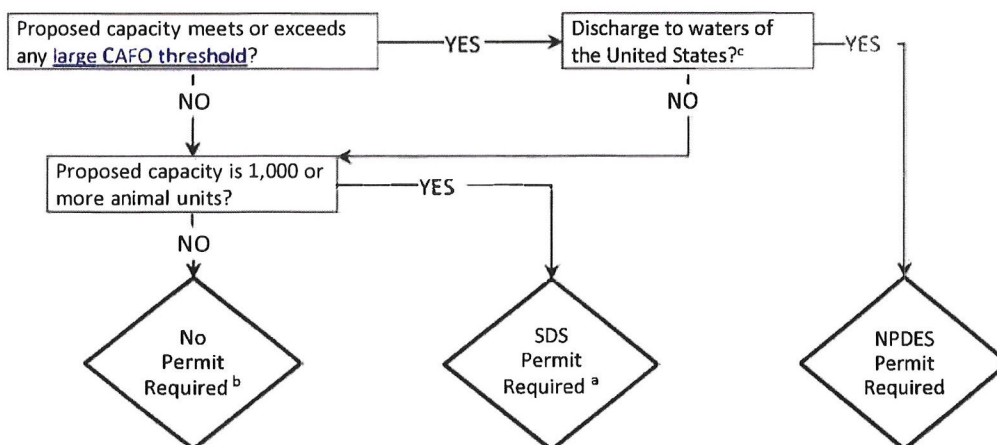
Animal type	Large CAFO threshold (Head count)	Animal unit factor (AU per head)	1,000 animal units ^a (Head count)
Mature Dairy Cows	700	1.4	715
Beef Cattle (steers) ^b	1,000	1.0	1,000
Heifer or Background Feeder ^b	1,000	0.7	1,429
Swine - Finishing	2,500	0.3	3,334
Broiler Chickens >5 lb.	125,000	0.005	200,000
Turkeys >5 lb.	55,000	0.018	55,556

^a The AU numbers from multiple animal types are counted in aggregate to determine the total AU of the facility.

^b All cattle, other than mature dairy cows, are counted in aggregate for the large CAFO threshold.

Flow chart to determine if NPDES or SDS permit coverage is required

(Local permits also may be required; check with local zoning authorities.)



^a An NPDES permit can be issued in lieu of an SDS permit

^b A construction short form (CSF) permit or interim permit may be required – see Minn. R. 7020.0405

^c Common discharges include a release from an open lot, manure storage area, land application site, or feed storage area

Comparison of NPDES and SDS permits

Similarities

In general, NPDES and SDS permits have similar construction, operation, and maintenance permit conditions. They also have similar application processing procedures, including:

- Thirty day public notice required prior to issuance and major modifications.
- Permit modification for substantial changes to a Manure Management Plan (MMP) including:
 - The addition of new acreage to the MMP;
 - The addition of any crop, and its corresponding rates of application for nitrogen and phosphorus, not included in the methodology portion of the MMP;
 - The addition of application methods not accounted for in the methodology portion of the MMP;
 - Changes to the methodology portion of the MMP that will result in an increase to the maximum field-specific annual rates for nitrogen and phosphorus derived from all sources for each crop, or;
 - Changes in handling, storage, or treatment of manure that affects rates of application.
- Permit application fees and annual fees as outlined in the chart below:

	General permit	Individual permit
Issuance	\$620	\$1,860
Re-issuance (no changes to the facility)	\$620	\$620
Major and minor modifications ^a	\$620	\$1,860
Substantial MMP modifications ^a	\$620	\$1,860
Annual permit fee	\$345	\$1,230

^a See [Modification of NPDES and SDS Feedlot Permits](#) for more information about major, minor, and MMP modifications

Differences

NPDES permit:

- Contains both state and federal requirements for construction, operation, and maintenance
- Issued for a 5-year term
- Authorizes a discharge to waters of the United States due to excessive rainfall events
- Compliance with the permit assures that a discharge related to land application activities will qualify for the agricultural stormwater exemption afforded within federal rule.
- Separate NPDES construction stormwater permit coverage is not required.
 - Stormwater requirements are included within feedlot permit. (no additional fee)
- 14-day public notice required for substantial MMP changes
- Requires nitrogen BMPS for manure application October 1 – October 15
- Requires planting of a cover crop when manure is applied in September
- Prohibits manure application in March when soils are frozen or snow covered

SDS permit:

- Contains only state requirements for construction, operation, and maintenance
- Issued for a 10-year term
- No discharge to waters of the United States in any circumstance
- No assurance that a discharge related to land application activities will qualify for the agricultural stormwater exemption afforded within federal rule.
- NPDES construction stormwater permit required for disturbance of five or more acres.
 - Separate permit application and application fee required.
 - For construction that disturbs less than five acres the permittee is automatically granted coverage under the general NPDES stormwater permit and must follow all applicable requirements.

Why choose an NPDES permit when not required

The owner of a large CAFO should consider maintaining coverage under an NPDES permit even when not required as the NPDES permit offers some considerable benefits.

- An NPDES permit contains all necessary requirements to allow the owner to qualify for an exemption (agricultural stormwater) within federal law for any discharges related to land application activities.
 - An owner of a large CAFO that does not obtain an NPDES permit will be responsible for determining and ensuring with proper documentation that the facility qualifies for this exemption.
- An NPDES permit offers protection from citizen lawsuits under the Clean Water Act.
 - An owner of a large CAFO that does not obtain an NPDES permit would be subject to citizen lawsuits in response to a discharge to water of the United States under any circumstances, including those instances related to chronic or extreme rainfall events. Additionally the owner would also be subject to legal action for failure to obtain a permit to authorize the discharge.
- An NPDES permit eliminates confusion between waters of the United States and waters of the State
 - An SDS permit does not authorize discharge to waters of the United States under any circumstances.
 - An NPDES permit allows discharges resulting from chronic rainfall events or runoff from a field that has received manure are allowed regardless if the discharge is to waters of the United States or waters of the State. This eliminates any potential confusion between the two types of waters.
- A NPDES permit for feedlots with 1,000 or more AU does not increase annual permit fees.
 - Feedlots with 1,000 or more AU that do not obtain an NPDES permit are still required to comply with the federal effluent limitations, including the requirement that the feedlot be designed and operated to contain all manure, litter, and process wastewater including the runoff and direct precipitation from a 25-year, 24-hour rainfall event.
 - Given the identical discharge standards, the NPDES permit provides the aforementioned benefits without an increase in annual permit fees, compared to the SDS permit.

Options for sites that need to re-apply for NPDES or SDS permit coverage

Owners of existing feedlots with NPDES or SDS permit coverage may desire to change the type of permit coverage they maintain or even terminate permit coverage when it comes time to re-apply for continued NPDES or SDS permit coverage.

Neither NPDES nor SDS permit required

When neither NPDES nor SDS permit coverage is required, the owner may terminate their permit using the online notification of permit termination service at: <https://rsp.pca.state.mn.us/>. A termination request is required even if permit coverage has expired, otherwise the MPCA may continue to contact you about your expired permit coverage.

Maintain the same type of permit coverage

When the owner desires to maintain the same type of permit coverage, the owner will simply need to re-apply for the same type of permit coverage 180 days prior to expiration of their current permit coverage. All NPDES and SDS permit actions are required to use the online feedlot permit application service:

<https://webapp.pca.state.mn.us/services/login/>.

Convert permit coverage from NPDES to SDS or vice-versa

The owner can apply for issuance of the desired permit at any time; however this most commonly occurs when the owner is required to re-apply for either NPDES or SDS permit coverage. The owner can simply apply for the type of permit they desire to switch to and upon issuance of the new type of permit coverage the previous type of permit coverage will automatically be terminated. All NPDES and SDS permit actions are required to use the online feedlot permit application service: <https://webapp.pca.state.mn.us/services/login/>.

Examples of permit scenarios

The following scenarios identify the permit options for common permitting situations:

Scenario 1

An existing feedlot houses 3000 finishing hogs (900 AU) in total confinement barns with concrete manure storage pits below the barns. There is no discharge from the facility under normal operating conditions. The facility has current coverage under the general NPDES permit.

Required permit: This feedlot is a large CAFO that does not discharge and has less than 1,000 animal units; therefore, neither an NPDES nor SDS permit is required. The owner has the option to either continue coverage under an NPDES permit or terminate permit coverage. Even though there is a limited possibility of discharge from the facility, consideration should be given to maintaining coverage under an NPDES permit to address potential concerns over possible discharges from land application activities.

Scenario 2

The facility is a cattle operation that houses 3,000 steers (3,000 AU) on open lots where runoff is directed to a liquid manure storage area to prevent a discharge to surface waters.

Required permit: This facility is a large CAFO and has more than 1,000 animal units; therefore, an SDS permit is required. The owner may choose to obtain an NPDES permit in lieu of the SDS permit. Consideration should be given to maintaining coverage under an NPDES permit as an extreme rainfall event could lead to a discharge from an overflow of the liquid manure storage area.

Scenario 3

An existing 500-cow (700 animal units) dairy is proposing to add another 500 cows (700 animal units) to the operation, for a total of 1,000 cows, or 1,400 animal units. Manure and process wastewater will be stored in an existing manure storage basin that will also be expanded. There are no open lots and site is designed not to discharge.

Required permit: Currently the feedlot is not a large CAFO and does not exceed 1,000 animal units, so neither an NPDES nor an SDS permit is currently required. However, the feedlot is proposing to expand and will be a large CAFO that also exceeds 1,000 animal units. As a result, the owner is required to apply for an SDS permit, with the option of obtaining an NPDES permit. Consideration should be given to maintaining coverage under an NPDES permit as an extreme rainfall event could lead to a discharge from an overflow of the liquid manure storage area.

Scenario 4

The facility is a 1,200-head heifer raising operation (840 AU) that houses the animals on open lots with runoff leaving the site through vegetation and eventually entering a stream.

Required permit: The proposed site is a large CAFO but not over 1,000 AU. As the runoff is being discharged to waters of the United States, an NPDES permit is required. Only an NPDES permit can authorize a discharge to waters of the United States.

More information

For more information, please contact your regional MPCA office feedlot staff. Contact numbers for MPCA regional office staff are located on the MPCA feedlot program website at <https://www.pca.state.mn.us/water/mpca-feedlot-staff-contacts>.

For additional feedlot program information, including information about applying for a NPDES or SDS permit, visit the MPCA feedlot program homepage at <https://www.pca.state.mn.us/feedlots>.

Animal feedlot construction short-form permit

Construction or expansion at feedlots with 300-999 animal units

The construction short-form permit (CSF permit) is issued for construction or expansion of animal feedlots and manure storage areas that will have a capacity of 300 to 999 animal units (AU) after construction or expansion.

Do I need a CSF permit?

To determine if a CSF permit is appropriate for your facility, answer the following questions:

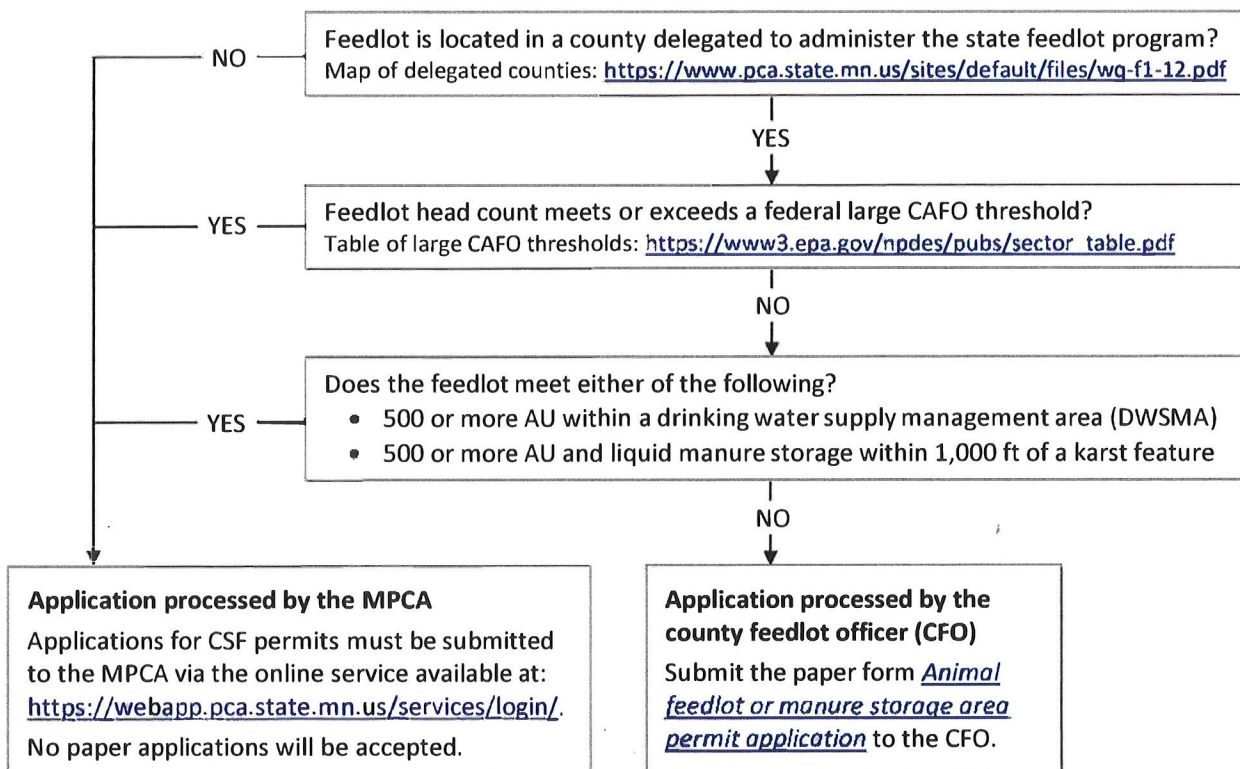
- Does the facility discharge to waters of the U.S. and exceed any of the federal large CAFO thresholds? ^a
- Does the facility currently or after a proposed expansion have the capacity to house 1,000 or more AU? ^a
- Has a part of the facility been identified as a pollution hazard by MPCA staff or the County Feedlot Officer (CFO) during a site inspection?

^a The How Many Animal Units spreadsheet available on the MPCA website will help you determine the total animal units for your facility and if your facility exceeds a large CAFO threshold.

If you can answer “no” to the three questions above the CSF permit is appropriate.

Applying for a CSF permit

- Use the flow chart below to determine how to apply for a CSF permit.



Duration of the permit

CSF permits expire after 24 months. An extension of an additional 24 months may be requested if construction has not been completed. This extension must be requested at least 90 days prior to the expiration date of the permit. If the CSF permit expires and construction has not yet started, the owner must complete and submit a new permit application for the proposed construction.

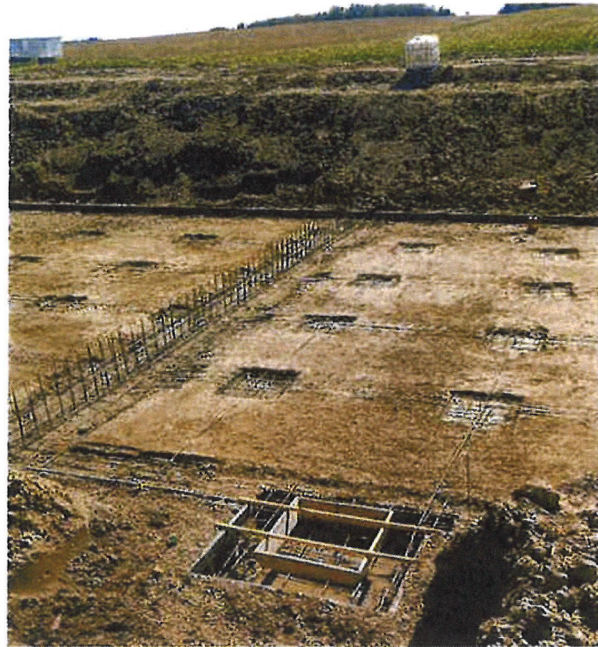
Construction notifications

Construction may begin after permit issuance, provided proper pre-construction notices have been given. Notice must be given three business days prior to starting construction or expansion of any of the following:

- Liquid manure storage areas (LMSA)
- Permanent manure stockpiles
- Poultry barns

Notice must also be given three business days prior to completion of construction of these same structures. For LMSAs with vertical concrete walls, the completion notice must also occur prior to backfill against the concrete walls.

For LMSAs, the owner must submit a final construction report within 60 days of the completion of construction.



Liquid manure storage area under construction

Other notifications

As part of the permit approval process, owners proposing to construct or expand capacity to 500 AU or more are required to notify all resident and owners of real property within 5,000 of the perimeter of the site. For more information on the requirements of this notice, see the fact sheet [Public notification requirements for feedlots](#). This notice must be done at least 20 business days prior to permit issuance.

Other feedlot permits

Sites with a capacity of less than 300 AU are required to submit a [Notice of construction or expansion of an animal feedlot with less than 300 animal units](#) at least 30 days prior to construction or expansion.

Sites that exceed the large CAFO threshold may be required to obtain a national pollutant discharge elimination system (NPDES) permit. Sites with 1,000 AU or more are required to obtain a state disposal system (SDS) permit or NPDES permit. For more information on SDS and NPDES permits, see the fact sheet titled [NPDES and SDS permits for feedlots](#).

For more information

For more information about the feedlot program, visit the MPCA website at: www.pca.state.mn.us/feedlots.

Regulatory Definitions of Large CAFOs, Medium CAFO, and Small CAFOs

A **Large CAFO** confines at least the number of animals described in the table below.

A **Medium CAFO** falls within the size range in the table below and either:

- has a manmade ditch or pipe that carries manure or wastewater to surface water; **or**
- the animals come into contact with surface water that passes through the area where they're confined.

If an operation is found to be a significant contributor of pollutants, the permitting authority may designate a medium-sized facility as a CAFO.

A **Small CAFO** confines fewer than the number of animals listed in the table **and** has been designated as a CAFO by the permitting authority as a significant contributor of pollutants.

Animal Sector	Size Thresholds (number of animals)		
	Large CAFOs	Medium CAFOs ¹	Small CAFOs ²
cattle or cow/calf pairs	1,000 or more	300 - 999	less than 300
mature dairy cattle	700 or more	200 - 699	less than 200
veal calves	1,000 or more	300 - 999	less than 300
swine (weighing over 55 pounds)	2,500 or more	750 - 2,499	less than 750
swine (weighing less than 55 pounds)	10,000 or more	3,000 - 9,999	less than 3,000
horses	500 or more	150 - 499	less than 150
sheep or lambs	10,000 or more	3,000 - 9,999	less than 3,000
turkeys	55,000 or more	16,500 - 54,999	less than 16,500
laying hens or broilers (liquid manure handling systems)	30,000 or more	9,000 - 29,999	less than 9,000
chickens other than laying hens (other than a liquid manure handling systems)	125,000 or more	37,500 - 124,999	less than 37,500
laying hens (other than a liquid manure handling systems)	82,000 or more	25,000 - 81,999	less than 25,000
ducks (other than a liquid manure handling systems)	30,000 or more	10,000 - 29,999	less than 10,000
ducks (liquid manure handling systems)	5,000 or more	1,500 - 4,999	less than 1,500

¹Must also meet one of two "method of discharge" criteria to be defined as a CAFO or may be designated.

² Never a CAFO by regulatory definition, but may be designated as a CAFO on a case-by-case basis.



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: Adopt Resolution for Proposed Feedlot

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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: Aitkin County has not accepted delegation of the Minnesota feedlot permit program, and in accordance with MN Statute 116.07 Subd.7(m) is required to hold a public hearing on feedlot proposals of 300 or more animal units. Please see attached proposed resolution.		
Alternatives, Options, Effects on Others/Comments: Motion to deny proposed resolution.		
Recommended Action/Motion: Motion to approve resolution and support creation of 300 or more Animal Unit Feedlot.		
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>		

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

Aitkin County's Support for 300 or more Animal Unit Feedlot

WHEREAS, Minnesota Statute 116.07 Subd. 7(m) requires counties that have not accepted delegation of the feedlot permit program, to hold a meeting prior to the Minnesota Pollution Control Agency (MPCA) issuing a feedlot permit for a feedlot facility with 300 or more animal units; and

WHEREAS, Mr. Ken Sizemore from Angie's Acres is proposing the creation of the above said feedlot at 28096 480th Street, Palisade, MN 56469; and

WHEREAS, the proposal meets the intent of encouraging a strong agricultural base which is in accordance with Aitkin County's Land Use Management Plan;

NOW, THEREFORE BE IT RESOLVED, that the Aitkin County Board of Commissioners does hereby support this proposal and the creation of a 300 or more animal unit feedlot at the above address.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request



Requested Meeting Date: May 13, 2025

Title of Item: Approve Northwoods Regional ATV Trail Phase 1A & 1B EAW

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Andrew Carlstrom		Department: Environmental Services
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 5 Minutes
Summary of Issue: An Environmental Assessment Worksheet is required for the Northwoods Regional ATV Trail Phase 1A & 1B in accordance with MN Statute 4410.4300 Subpart 27(B)- Public Waters, Public Water wetlands, and wetlands. the assessment has been completed, published, and reviewed by the EAW Committee. Attached are the public notices, public comments, the Findings of Fact, and Record of Decision for Board approval.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve EIS Record of Decision.		
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>		

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

RECORD OF DECISION

In the matter of determination of need for an Environmental Impact Statement for the Northwoods Regional ATV Trail Phase 1A & 1B. Aitkin County, Minnesota

Findings of Fact, Conclusions, and Order

Findings Of Fact

- 1) The Aitkin County Land Department prepared an Environmental Assessment Worksheet (EAW) for the proposed phases 1A & 1B of the Northwoods Regional Trail, pursuant to Minnesota Rules 4410.4300, Subpart. 37-A.
- 2) The EAW was filed with the Environmental Quality Board (EQB) and notice of availability was published in the EQB Monitor on March 25, 2025. The EAW was made available on the Aitkin County website: <https://www.co.aitkin.mn.us/notices/pdf/public-notice/Northwoods%20ATV%20Trail%20EAW.pdf>. A press release announcing the availability of the EAW was published in the Aitkin Age March 26, 2025 and the Mille Lacs Messenger on March 26, 2025.
- 3) The 30 day EAW public review and comment period began March 25, 2025 and ended on April 25, 2025.
- 4) The EAW is incorporated by reference into this Record of Decision on the Determination of Need for an Environmental Impact Statement.
- 5) The proposed project is to construct an ATV trail on 40.95 acres between Malmo and Millward Township in Aitkin County. The project proposes 4.99 miles of new trail construction, with the remainder of the proposed trail following along existing trails, roadways, and ditches within the highway right-of-way (ROW).
- 6) During the 30 day public review and comment period, the Aitkin County Planning and Zoning Department received comments on the EAW from the MPCA, MNDOT, and MN DNR.
- 7) The EAW Committee reviewed and discussed the comments on May 5, 2025. Their findings and comments are below in red.
- 8) The following summarized comments were submitted by **Chris Green of the MPCA**:
A. Project will require a NPDES Construction Storm Water Permit to include volume reduction practices such as infiltration.

Understood. In the final plan a NPDES CSW Permit will be required for the project and volume reduction practices, which includes addressing infiltration.

- 9) The following summarized comments were submitted by **Tom Cruikshank (District 3) of MNDOT**:
A. District 3 staff have not yet been provided construction engineering plans for MNDOT highway ROW.

Construction engineering plans will be included in final plan.

B. District 3 staff will need to review any proposed trail construction within MNDOT ROW and be authorized with either Limited Use Permit and/or Maintenance Agreement.

Noted by staff.

The following summarized comments were submitted by **Maren Webb (District 1) of MNDOT:**

A. Trails constructed within trunk highway ROW should be located as close to ROW lines as possible and on backslope beyond ditch section.

Noted. Not applicable.

B. Screening may be required in ROW to reduce glare from headlights at night.

Noted.

C. Any water crossings within ROW must not interfere with existing drainage patterns.

Noted.

D. Wetland impacts will need permitting and be mitigated prior to land use permit issue by MPCA.

Noted.

10) The following summarized comments were submitted by **Jessica Parson of the MN DNR:**

A. Solana State Forest Trail Planning: DNR currently reviewing potential user conflicts. Ensure sufficient communication and coordination for long-term compatibility and sustainability.

Noted. Aitkin County staff to coordinate with the DNR on potential user conflicts.

B. Forest Roads: Increased ATV/OHV use will result in more needed maintenance. Recommend avoiding state forest roads if possible and proposer must pay for poor road conditions. Describe a plan on how to address maintenance costs. Maintenance needs are grossly underestimated in EAW and should be discussed more.

Noted. Aitkin County conducts annual trail assessments, and maintenance needs of the trail are included in that.

1. Figures and Maps in EAW. Item 6b table totals inaccurate and needs updates recommended by DNR.

Noted.

2. Post construction plan. Update maps as recommended by DNR.

Noted.

C. Safety Concerns: DNR recommends trail intersection markings for navigation and emergency vehicles. Logging and hauling leases on West & East White Pine State Forest Roads.

All trails will be flagged and marked.

D. Use Considerations: Increased signage, barriers, and additional monitoring to protect multi-recreational uses. Malmo and Millward Townships should be kept up-to-date. Items 20b & 20c contradictions on number of trailheads. Anticipated increased public use resulting in further planned operations.

All GIA funding require annual trail assessments which Aitkin County will conduct yearly. Malmo and Millward Townships will be kept up-to-date on developments. Items 20b and 20c figures will be updated in final plans. Trails will be monitored often, and annual trail damage assessments will be conducted.

E. Mineral Concerns: Access to minerals must be preserved.

No trails will be blocked by Aitkin County as all lands and mineral rights belong to the State of Minnesota.

F. Invasive Species Prevention and Soil Concerns: Increased ATV/OHV may contribute to additional invasive species and soil concerns.

1. Invasive Species: DNR requests additional invasive species and prevention and management plan be presented.

Performance of annual trail maintenance checks, integrated pest management, and educational information provided on ATV trail kiosks will contribute to deterring the spreading of invasive species.

2. Soils: DNR requesting more detail in excavated estimated volume and acreage impacted as well as construction methods.

Noted. Will be included in final construction plan.

G. Wetlands and Waterbodies: DNR concerns of proposed trails through public water wetlands and public ditch (Map 23 & Map 54). Determine if public water works permit needed for wetlands and if altered watercourse permit is needed for ditching alteration. DNR requests more information via more wetland delineations in Phase 1A, as well as impacts in Phase 1B. DNR requests cumulative potential effects for wetland impacts.

A Wetland Replacement Plan for Phase 1A is currently in-progress. A separate Wetland Replacement Plan will be completed for Phase 1B once the wetland delineation is completed. No altered watercourses are planned. Phase 1B will include minor re-routing, wetland public permitting, and proposed construction will be included I final plan.

H. Rare Features & Wildlife:

1. 14a: DNR requests impacts to S1-S3 plant communities. Archeological survey?

Proposer has contracted with Midwest Natural Resources and Duluth Archeology for rare plant and archeology surveys.

2. 14b: DNR requests a rare plant survey.

See above. The results of the rare plant survey will be shared with the DNR and recommendations on potential changes to the existing route will be discussed.

3. 14d: Tree removal avoidance from November 15 to March 31. Avoid impacting the long-eared bat and little brown myotis. Concerns of noise disturbance. Avoidance of vernal pools.

Tree removal will be avoided to the extent practical, from March 31 to November 15 each year. However, there are no know hibernaculum or bat nesting areas within the Project Area and Aitkin County has a Habitat Conservation Plan and an Incidental Take Permit. Therefore, if needed some tree removal may take place during the avoidance timeframe indicated above.

I. Next Steps: DNR recommends more discussion and planning as to how this project fits into the Solana State Forest Trail Planning effort. Additional information on proposed route and additional route segments are needed.

On-going discussions will be held with DNR Forest Planner.

CONCLUSIONS

- 1) The Aitkin County Planning and Zoning Department has fulfilled all the procedural requirements of law and rule applicable to the need for an Environmental Impact Statement on the proposed Northwoods Regional ATV Trail Phase 1A & 1B.
- 2) The identified environmental effects of the project are minor.
- 3) There are no elements of the project that pose the potential for significant environmental effects that cannot be addressed through permit and regulatory processes.
- 4) Based on consideration of the criteria and factors specified in the Minnesota Environmental Review Program Rules to determine whether a project has the potential for significant environmental effects, and on the findings and record in this matter, Aitkin

- County determines that the proposed Northwoods Regional ATV Trail Phase 1A & 1B does not have the potential for significant environmental effects.
- 5) An Environmental Impact Statement on the proposed Northwoods Regional ATV Trail Phase 1A & 1B is not required.
 - 6) That any Findings that might properly be termed Conclusions and any Conclusions that might properly be termed Findings are hereby adopted as such.

ORDER

Based on the above Findings of Fact and Conclusions:

Aitkin County determines that an Environmental Impact Statement is not required for the Northwoods Regional ATV Trail Phase 1A & 1B.

Dated 13th day of May, 2025.

J. Mark Wedel
Chairperson, Aitkin County
Board of Commissioners,
Aitkin County, Minnesota

Public Notice

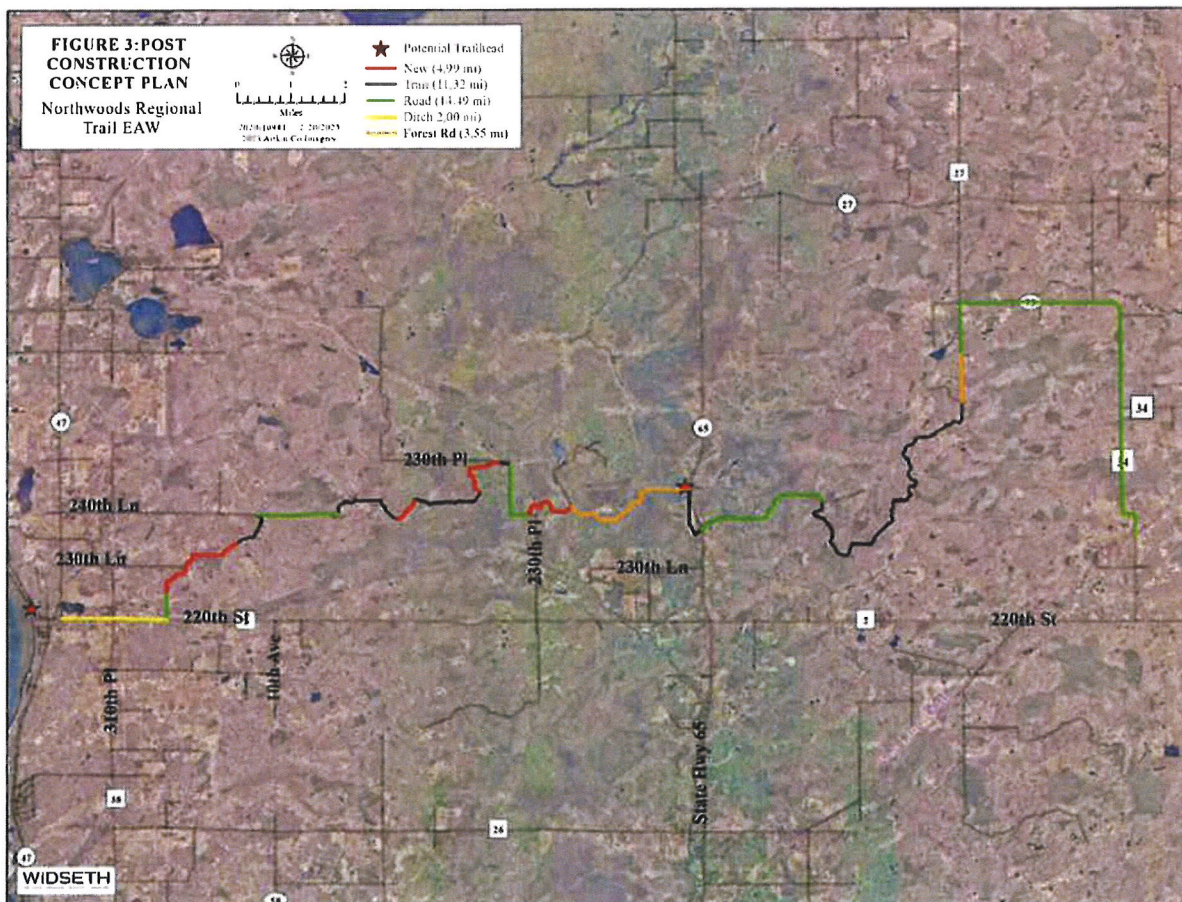
Environmental Assessment Worksheet (EAW) Available for Comment Northwoods Regional Trail Phase 1A & 1B Malmo, Jewett, White Pine and Millward Townships Aitkin County, Minnesota

Project Description: Aitkin County proposes to construct an All-Terrain Vehicle (ATV) trail on 40.95 acres between Malmo and Millward Township in Aitkin County, MN. The project will be completed in two phases (1A and 1B), adding approximately 36.35 miles of trail to the existing Northwoods Regional ATV trail system. Phase 1A runs from 220th Street in Malmo to State Highway 65 and Phase 1B runs from State Highway 65 to the Soo Line ATV trail. The project proposes 4.99 miles of new trail construction, with the remainder of the proposed trail following along existing trails, roadways, and ditches within the highway right-of-way (ROW).

The EAW is posted for review on the Aitkin County website (<https://www.co.aitkin.mn.us/>). Hard copies are available upon request. The 30-day public comment period begins on March 25, 2025, and ends on April 25, 2025.

Written comments may be submitted by mail or email and should be addressed to:

Andrew Carlstrom, Environmental Services Director
Aitkin County
307 2nd St NW
Aitkin, MN 56431
andrew.carlstrom@aitkincountymn.gov





EAST CENTRAL MINNESOTA

Ad Proof
Not Actual Size

-Public Notice Ad Proof-

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

Date: 03/19/25

Account #: 485996

Customer: AITKIN COUNTY PLANNING &
ZONING

Address: 307 2ND ST NW, ROOM 219
AITKIN

Telephone: (218) 927-3761

Fax: (218) 927-4372

Publications:

Mille Lacs Messenger

Ad ID: 1458892

Copy Line: March 25 EAW Public Comment

PO Number:

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Total Cost: \$186.00

of Lines: 67

Total Depth: 7.556

of Inserts: 1

Ad Class: 120

Phone # (763) 691-6000

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Rep No: ML700

**AITKIN COUNTY
PUBLIC NOTICE**

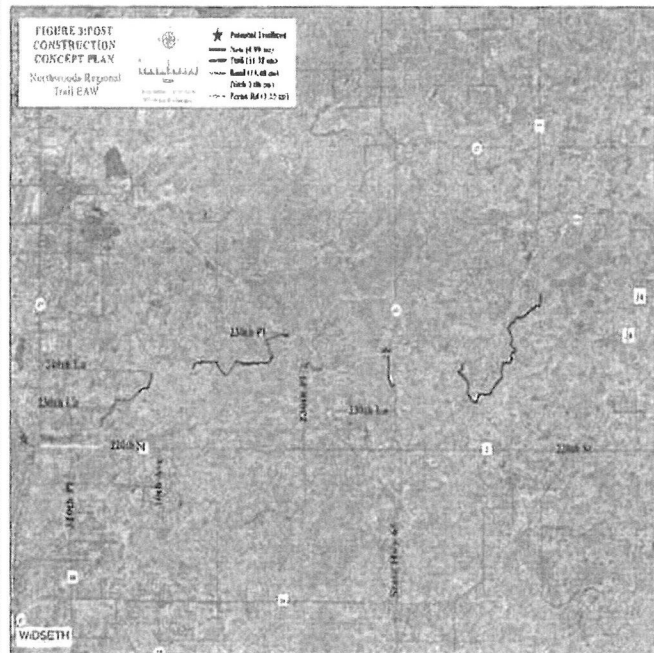
**ENVIRONMENTAL ASSESSMENT WORKSHEET
(EAW) AVAILABLE FOR COMMENT
NORTHWOODS REGIONAL TRAIL PHASE 1A & 1B
MALMO, JEWETT, WHITE PINE AND
MILLWARD TOWNSHIPS
AITKIN COUNTY, MINNESOTA**

Project Description: Aitkin County proposes to construct an All-Terrain Vehicle (ATV) trail on 40.95 acres between Malmø and Millward Township in Aitkin County, MN. The project will be completed in two phases (1A and 1B), adding approximately 36.35 miles of trail to the existing Northwoods Regional ATV trail system. Phase 1A runs from 220th Street in Malmø to State Highway 65 and Phase 1B runs from State Highway 65 to the Soo Line ATV trail. The project proposes 4.99 miles of new trail construction, with the remainder of the proposed trail following along existing trails, roadways, and ditches within the highway right-of-way (ROW).

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andrew.carlstrom@aitkincountymn.gov



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Mille Lacs Messenger
March 26, 2025
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Customer: AITKIN COUNTY PLANNING &
ZONING

Address: 307 2ND ST NW, ROOM 219
AITKIN

Telephone: (218) 927-3761

Fax: (218) 927-4372

Publications:

Aitkin Independent Age

Ad ID: 1458415

Copy Line: March 25 EAW Public Comment

PO Number:

Start: 03/26/25

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Total Cost: \$139.50

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**AITKIN COUNTY
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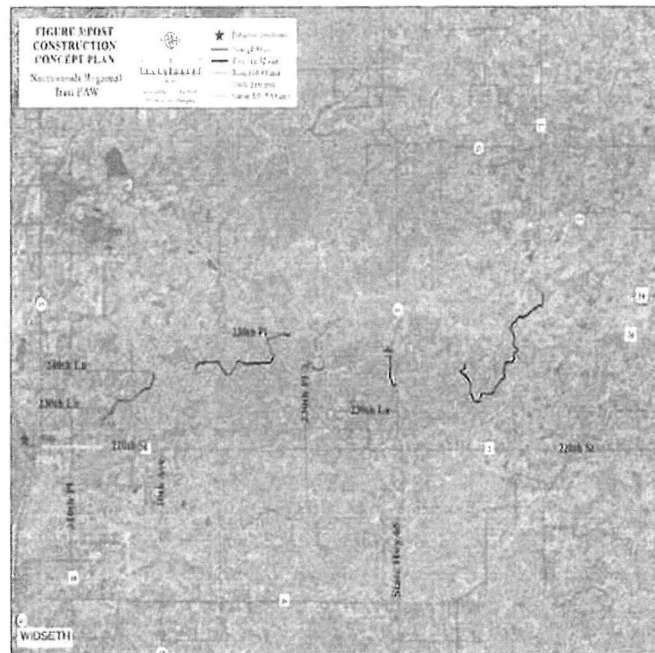
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MILLWARD TOWNSHIPS
AITKIN COUNTY, MINNESOTA**

Project Description: Aitkin County proposes to construct an All-Terrain Vehicle (ATV) trail on 40.95 acres between Malmø and Millward Township in Aitkin County, MN. The project will be completed in two phases (1A and 1B), adding approximately 36.35 miles of trail to the existing Northwoods Regional ATV trail system. Phase 1A runs from 220th Street in Malmø to State Highway 65 and Phase 1B runs from State Highway 65 to the Soo Line ATV trail. The project proposes 4.99 miles of new trail construction, with the remainder of the proposed trail following along existing trails, roadways, and ditches within the highway right-of-way (ROW).

The EAW is posted for review on the Aitkin County website (<https://www.co.aitkin.mn.us/>). Hard copies are available upon request. The 30-day public comment period begins on March 25, 2025, and ends on April 25, 2025.

Written comments may be submitted by mail or email and should be addressed to:

Andrew Carlstrom, Environmental Services Director
Aitkin County
307 2nd St NW
Aitkin, MN 56431
andrew.carlstrom@aitkincountymn.gov



Published in the
Aitkin Independent Age
March 26, 2025
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**AITKIN COUNTY
PUBLIC NOTICE**

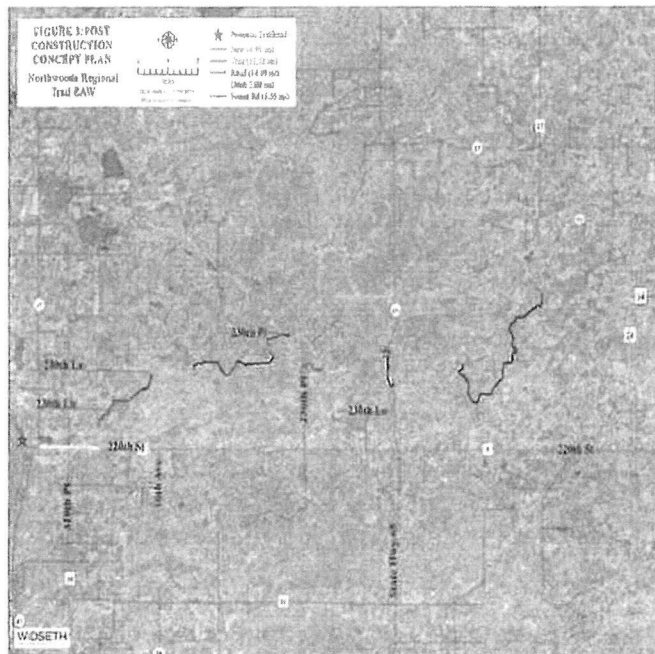
**ENVIRONMENTAL ASSESSMENT WORKSHEET
(EAW) AVAILABLE FOR COMMENT
NORTHWOODS REGIONAL TRAIL PHASE 1A & 1B
MALMO, JEWETT, WHITE PINE AND
MILLWARD TOWNSHIPS
AITKIN COUNTY, MINNESOTA**

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Andrew Carlstrom, Environmental Services Director
Aitkin County
307 2nd St NW
Aitkin, MN 56431
andrew.carlstrom@aitkincountymn.gov



Andrew Carlstrom

From: Webb, Maren (She/Her/Hers) (DOT) <Maren.Webb@state.mn.us>
Sent: Friday, April 25, 2025 2:55 PM
To: Andrew Carlstrom
Cc: Anderson, Bryan (DOT); Lind, Katherine (DOT); Voss, Steven (DOT); Erickson, Tad (DOT); Cruikshank, Thomas (DOT)
Subject: RE: MnDOT D3 Comments_RE: Aitkin County- EAW Available for Comment-Northwoods Regional ATV Trail

[**NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Good afternoon, Andrew,

Thank you for the opportunity to comment on the Northwoods Regional ATV Trail EAW. While the proposer will be required to go through the limited use permit (LUP) process for any trail development within MnDOT right of way (ROW), it is helpful to provide feedback proactively before a LUP application is developed. The comments provided below are focused on proposed use of MnDOT ROW, as the transportation impacts (section 20. Transportation) are expected to be minor and dispersed in regards to impacts to the trunk highway. As District 3 mentioned in their comments, this proposed trail does impact MnDOT ROW within District 1 and District 3.

For instances when the trail may be proposed within MnDOT ROW:

- Any trail located within the trunk highway ROW should be located as close to the ROW line as possible. At a minimum it should be located on the backslope beyond the ditch section.
- Screening may be required for some or all of the trail within the ROW. The trail will be a two way trail that can be used at night. Screening addresses headlight glare and alleviates driver confusion with oncoming headlights being on the wrong side of the road.
- If there are water crossings needed as part of the trail development within ROW, they will need to be designed to not interfere with existing drainage patterns. In general, existing drainage patterns should be maintained.
- Wetland impacts will need to be permitted and mitigated prior to an LUP being issued by MnDOT.

Please reach out with any questions.

Thank you,
Maren Webb

Maren Webb, MPP
she/her/hers
Principal Planner | District 1

Minnesota Department of Transportation
1123 Mesaba Avenue
Duluth, MN 55811
218-725-2742
maren.webb@state.mn.us
mndot.gov/



DRIVING TRANSPORTATION RESEARCH
TECHNICAL ADVISORY PANEL MEMBER

From: Anderson, Bryan (DOT) <bryan.anderson@state.mn.us>
Sent: Monday, March 24, 2025 11:02 AM
To: Webb, Maren (She/Her/Hers) (DOT) <Maren.Webb@state.mn.us>
Subject: FW: MnDOT D3 Comments_RE: Aitkin County- EAW Available for Comment- Northwoods Regional ATV Trail

FYI

From: Cruikshank, Thomas (DOT) <Thomas.Cruikshank@state.mn.us>
Sent: Monday, March 24, 2025 11:01 AM
To: andrew.carlstrom@aitkincountymn.gov
Cc: Lind, Katherine (DOT) <Katherine.Lind@state.mn.us>; Voss, Steven (DOT) <steve.voss@state.mn.us>; Anderson, Bryan (DOT) <bryan.anderson@state.mn.us>; Erickson, Tad (DOT) <Tad.Erickson@state.mn.us>
Subject: MnDOT D3 Comments_RE: Aitkin County- EAW Available for Comment- Northwoods Regional ATV Trail

Hello Andrew,

MnDOT District 3 staff received this EAW notice for review and comment. As you probably know this trail traverses two MnDOT District planning areas – District 3 and 1. Bryan Anderson and D1 staff may also wish to provide comment. District 3 staff would like to provide comment pertaining more to the Malmo end of the trail. For the past couple of years our District functional area staff members have been involved in meetings with Aitkin County staff and trail supporters on extension of the Northwoods trail south from Malmo along the east side of Mille Lacs Lake between the lake and Highway 47 to the Mille Lacs County line. No recent conversations or meetings on this proposed trail have occurred. Also, MnDOT District 3 staff have not been provided construction engineering plans for review in MnDOT ROW which would be necessary to determine constructability.

This EAW for the east/west Northwoods Trail would ideally be included in a county wide motorized trail plan to include connections at the ends to adjoining trails within the county or neighboring counties. In addition, any work within MnDOT ROW would need to be reviewed by District staff and any trail construction within MnDOT ROW would need to be authorized by either Limited Use Permit and/or Maintenance Agreement.

Reach out with any questions or if we can be of any assistance.

Tom Cruikshank
Principal Planner | District 3
3725 12th Street North, St. Cloud, MN 56303-2107
Phone: (320) 223-6526 | Cell: (320) 267-9859
Email: thomas.cruikshank@state.mn.us



From: Lind, Katherine (DOT) <Katherine.Lind@state.mn.us>

Sent: Wednesday, March 19, 2025 9:53 AM

To: Anderson, Bryan (DOT) <bryan.anderson@state.mn.us>; Cruikshank, Thomas (DOT) <Thomas.Cruikshank@state.mn.us>; Voss, Steven (DOT) <steve.voss@state.mn.us>; Erickson, Tad (DOT) <Tad.Erickson@state.mn.us>

Subject: FW: Aitkin County- EAW Available for Comment- Northwoods Regional ATV Trail

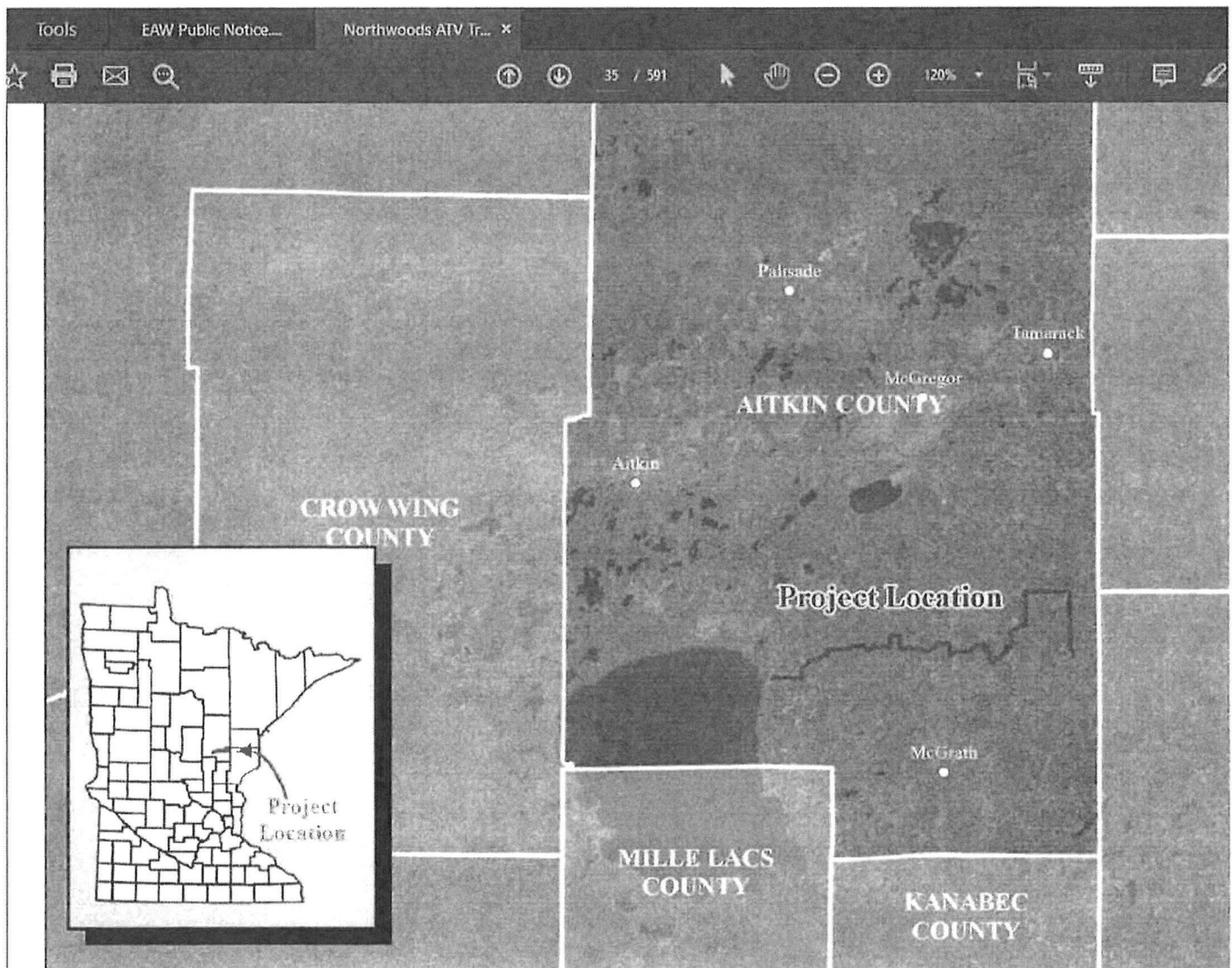
The following Environmental Assessment Worksheet (EAW) has been forwarded for your District's possible review and comment.

Due to large file size, the EAW document has been forward to you via the MnDOT MFT.

Any transportation or MnDOT right of way concerns the District may have should be provided directly to the Responsible Governmental Unit (RGU) indicated on the transmittal (see forwarded email below and attached Notice).

PS - It does look like (EAW, electronic pg 15/591) coordination with MnDOT is already occurring.

Please note the comment period for this EAW closes on: April 25, 2025



Katherine Lind

Environmental Review Specialist
Minnesota Department of Transportation
Central Office | Office of Environmental Stewardship (OES)
395 John Ireland Blvd, Mail Stop 620
St Paul, MN 55155

From: Shannon Wiebusch <shannon.wiebusch@aitkincountymn.gov>
Sent: Monday, March 17, 2025 10:20 AM
Subject: Aitkin County- EAW Available for Comment- Northwoods Regional ATV Trail

You don't often get email from shannon.wiebusch@aitkincountymn.gov. [Learn why this is important](#)

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Project Description: Aitkin County proposes to construct an All-Terrain Vehicle (ATV) trail on 40.95 acres between Malmo and Millward Township in Aitkin County, MN. The project will be completed in two phases (1A and 1B), adding approximately 36.35 miles of trail to the existing Northwoods Regional ATV trail system. Phase 1A runs from 220th Street in Malmo to State Highway 65 and Phase 1B runs from State Highway 65 to the Soo Line ATV trail. The project proposes 4.99 miles of new trail construction, with the remainder of the proposed trail following along existing trails, roadways, and ditches within the highway right-of-way (ROW).

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Andrew Carlstrom, Environmental Services Director
Aitkin County
307 2nd St NW
Aitkin, MN 56431
andrew.carlstrom@aitkincountymn.gov

Thank you,

Shannon Wiebusch
Office Assistant
Aitkin County Planning & Zoning
307 2nd Street NW Room 219
Aitkin, MN 56431
218-927-7342

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Andrew Carlstrom

From: Andrew Carlstrom
Sent: Thursday, March 27, 2025 9:41 AM
To: Shannon Wiebusch
Subject: FW: MnDOT D3 Comments_RE: Aitkin County- EAW Available for Comment- Northwoods Regional ATV Trail

Shannon –

Can you create a Drop Box for EAW Comments. Thank you.

Respectfully,

Andrew Carlstrom
Aitkin County, Minnesota
Environmental Services Director
307 2nd Street NW Room 219
Aitkin, MN 56431
Phone: 218-927-7342
Cell: 218-513-9451
andrew.carlstrom@aitkincountymn.gov



From: Cruikshank, Thomas (DOT) <Thomas.Cruikshank@state.mn.us>
Sent: Monday, March 24, 2025 11:01 AM
To: Andrew Carlstrom <andrew.carlstrom@aitkincountymn.gov>
Cc: Lind, Katherine (DOT) <Katherine.Lind@state.mn.us>; Voss, Steven (DOT) <steve.voss@state.mn.us>; Anderson, Bryan (DOT) <bryan.anderson@state.mn.us>; Erickson, Tad (DOT) <Tad.Erickson@state.mn.us>
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Sent: Wednesday, March 19, 2025 9:53 AM

To: Anderson, Bryan (DOT) <bryan.anderson@state.mn.us>; Cruikshank, Thomas (DOT) <Thomas.Cruikshank@state.mn.us>; Voss, Steven (DOT) <steve.voss@state.mn.us>; Erickson, Tad (DOT) <Tad.Erickson@state.mn.us>

Subject: FW: Aitkin County- EAW Available for Comment- Northwoods Regional ATV Trail

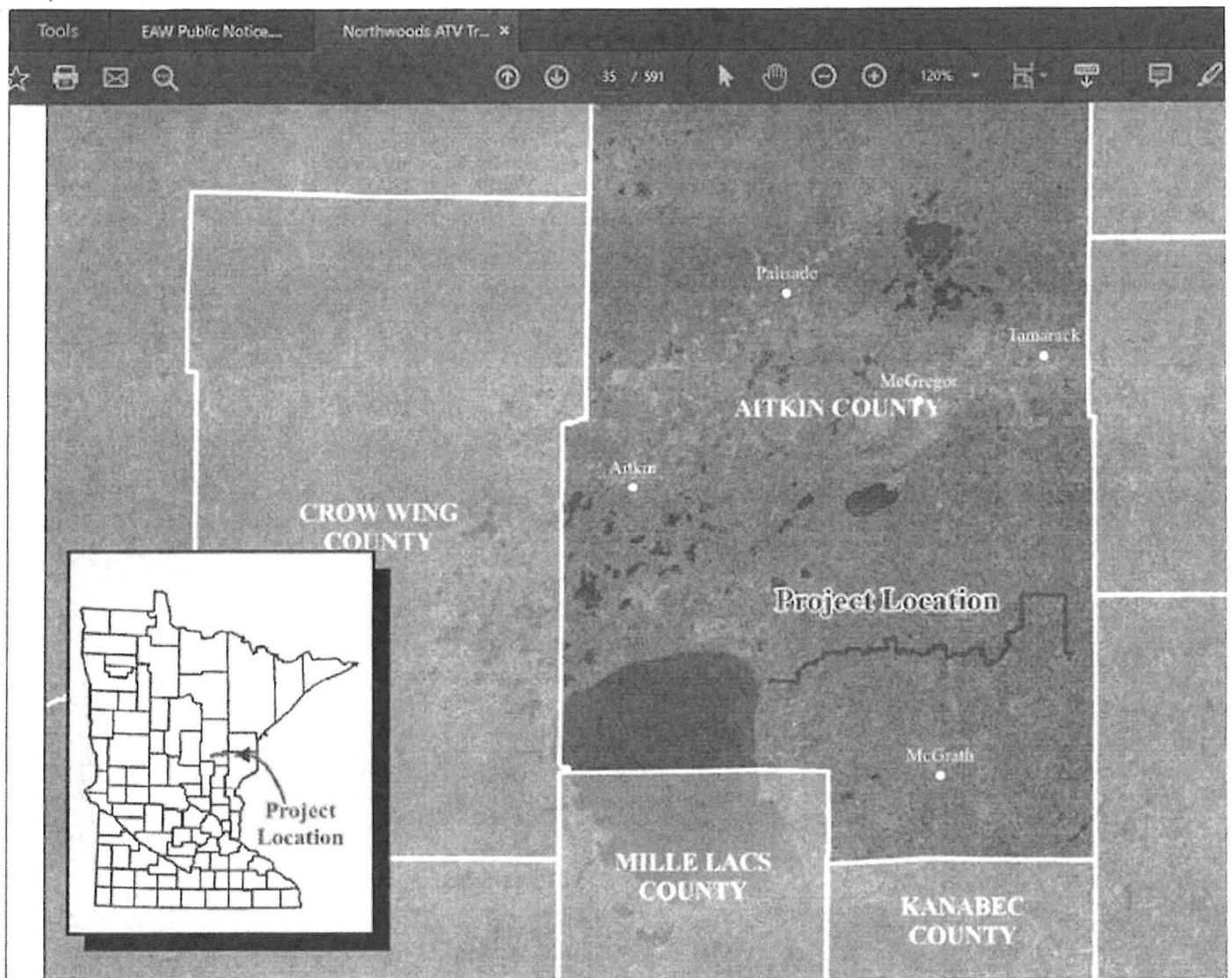
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Please note the comment period for this EAW closes on: April 25, 2025



Katherine Lind

Environmental Review Specialist
Minnesota Department of Transportation
Central Office | Office of Environmental Stewardship (OES)
395 John Ireland Blvd, Mail Stop 620
St Paul, MN 55155

From: Shannon Wiebusch <shannon.wiebusch@aitkincountymn.gov>

Sent: Monday, March 17, 2025 10:20 AM

Subject: Aitkin County- EAW Available for Comment- Northwoods Regional ATV Trail

You don't often get email from shannon.wiebusch@aitkincountymn.gov. [Learn why this is important](#)

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andrew.carlstrom@aitkincountymn.gov

Thank you,

Shannon Wiebusch
Office Assistant
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Minnesota Department of Natural Resources
Northeast Regional Headquarters
1201 East Highway 2, Grand Rapids, MN 55744

April 24, 2025

Andrew Carlstrom
Aitkin County Environmental Services Director
307 2nd Street NW
Aitkin, MN 56431
andrew.carlstrom@aitkincountymn.gov

RE: Northwoods Regional ATV Trail Phase 1A and 1B Environmental Assessment Worksheet (EAW)

Dear Mr. Carlstrom,

The Minnesota Department of Natural Resources (MNDNR) has conducted a review of the **Northwoods Regional ATV Trail Phase 1A and 1B EAW**. We appreciate the opportunity to review this project and encourage project proposers to continue their coordination with MN DNR and other agencies to protect natural resources. Additional information on the natural resources in the project area, surrounding area, and how they pertain to the Environmental Assessment Worksheet (EAW) may help enhance those efforts; see applicable sections below.

Environmental Review

We recommend proposers engage in a thorough and complete early coordination effort prior to the publication of an EAW to ensure viable and considered project segment options can be considered within the document. Including all segment options can prevent unanticipated alterations to the project that could have the potential to require a new EAW as required by [Minn. R. 4410.1000 Subpart 5](#), Change in proposed project; new EAW,

“If, after a negative declaration has been issued but before the proposed project has received all approvals or been implemented, the RGU determines that a substantial change has been made in the proposed project or has occurred in the project's circumstances, which change may affect the potential for significant adverse environmental effects that were not addressed in the existing EAW, a new EAW is required.”

Completion of the EAW process as required by MEPA, including the development and distribution of the Record of Decision (ROD) does not guarantee that a trail will be approved into the Off-Highway Vehicle (OHV) Grant-in-aid (GIA) program. Such projects still must undergo a separate review process

Northwoods Regional ATV Trail Phase 1A and 1B EAW

Andrew Carlstrom

April 24, 2025

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to be considered for OHV GIA program eligibility. If concerns arise during the GIA review process and the route segments evaluated in the EAW encounter permitting challenges, the project could change.

The EAW indicates that it was prepared due to a mandatory category under [Minnesota Rule 4410.4300 Subpart 27\(B\)](#) – Public Waters, Public Water wetlands, and wetlands. However, it appears that other categories could have also applied to this project, such as Minn. R. 4410.4300 Subpart 37(B). For reference, when a project may exceed thresholds in two or more categories, [Minnesota Rules 4410.0500 Subpart 5](#) directs governmental units on the Responsible Governmental Unit (RGU) selection procedure. Often this procedure can be completed via a conversation among RGU representatives and occurs to agree upon the most appropriate RGU for a given project. DNR Environmental Review staff are happy to be available for conversations regarding RGU selection or whether other categories may apply where DNR has RGU responsibilities.

Solana State Forest Trail Planning

MN DNR is currently undergoing State Forest Trail Planning in the Solana State Forest which includes assessing trails to determine appropriate designation statuses for existing and proposed trails within Solana State Forest. Through the trail planning process MN DNR has identified multiple locations with potential user conflicts that are being reviewed. We are not at the point of making decisions on the routes/uses; *please provide additional route segment options* and evaluate them as part of the ROD.

Item 21 of the EAW should reference MN DNR's ongoing Solana State Forest Trail Planning project. Please note that outcomes from this effort may include closure of unsustainable motorized trails, development of new motorized trails to promote connectivity, addition of designated Hunter Walking Trails (HWT), reconstruction or rehabilitation of existing trails including the introduction of new motorized uses where appropriate. MN DNR recommends following best trail building and maintenance practices as outlined in the following resources: USFS Trail Maintenance and Construction Notebook, MNDNR Trail Planning, Design, and Development Guidelines, NOHVCC Great Trails Guidebook.

With this trail planning effort currently underway, it may have implications for the long-term compatibility and sustainability of the proposed trail alignment.

Forest Roads

This proposed trail utilizes the East and West White Pine Forest roads. The following are some key points about Forest Roads and GIA trails.

ATV/OHV use on Forest Roads

- 1) Forest system roads in the Solana State Forest are currently open to OHV/ATV traffic.
 - a) There are existing designated ATV trails on Forestry lands but there is no maintenance on them at this time, and the usage is limited to local traffic due to lack of connectivity.
- 2) The MN DNR Forestry Land Manual recommends that GIA trails avoid state forest roads, if possible.

Northwoods Regional ATV Trail Phase 1A and 1B EAW

Andrew Carlstrom

April 24, 2025

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- 3) When GIA permits are issued, traffic on the routes typically increases. An increase in use will result in an increased need for maintenance. A plan for how to plan, pay for, and execute this additional maintenance should be clearly identified.

Maintenance of State Forest Roads

- 1) MN DNR's Division of Forestry is required to maintain the forest roads system to a low ground clearance vehicle standard. GIA/ATV trails are typically only required to be maintained to an ATV use standard.
 - a) Any GIA trail designated on a State Forest Road must be maintained to the higher standard of a state forest road.
 - b) On State Forest Roads, MN DNR will require maintenance at the proposer's expense if it is evident that OHV/ATV use contributed to the poor condition of the road.
 - c) Increased ATV traffic on State Forest Roads may deteriorate their condition below the standard of low ground clearance vehicles, but above that of the OHV/ATV standard, and as a result increase overall maintenance cost. Please describe plans on how to address the additional maintenance costs and adherence to the required maintenance standards.
- 2) Statewide, the Forest Roads program is underfunded. Due to this funding shortage, the program is not able to complete all essential maintenance activities across the state. The maintenance needs of the proposed route are grossly underestimated in the EAW and should be discussed more in depth and with greater accuracy in the ROD.

Figures and Maps in EAW

- 1) In Item 6b:
 - a) Table totals are inaccurate and should be revised. The 1.12-mile trail segment extending from West White Pine Road in Solana State Forest south along Highway 65 is currently designated as a snowmobile trail. As the proposal introduces ATV use in this segment, it constitutes a *new motorized use* and should be classified as "New Trail."
 - b) All corresponding maps, figures and text in the EAW should be updated with the most current information and be consistent throughout.
 - c) Table totals should also be corrected to reflect that East White Pine is a designated Forest Road, not a general *Road*.
- 2) Figure 3: Post Construction Concept Plan:
 - a) Update to show East White Pine as a *Forest Road* (orange), not a general *Road* (green).
 - b) Update to reflect that the 1.12-mile segment south of West White Pine Road is currently a snowmobile trail. The proposed addition of ATV use in this segment constitutes a new motorized use and should be identified as "New Trail."

Northwoods Regional ATV Trail Phase 1A and 1B EAW

Andrew Carlstrom

April 24, 2025

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- c) The figure appears to be corrupted, and the text is illegible. Please provide a corrected version and ensure legibility.

Safety Concerns

MN DNR recommends using trail intersection markings on public maps with corresponding location signage on the ground, to be able to communicate location accurately. This can help users navigate the system and communicate their location with emergency services should the need arise.

West White Pine State Forest Road and East White Pine State Forest Road are used as summer haul roads for logging operations. Additionally, an active gravel lease is located on the West White Pine Forest Road. These roads have narrow winding curves with blind spots, which should be a consideration for this project regarding safety for all user groups. Additional route segment options that reduce these interactions should be explored and evaluated in the ROD.

Use Considerations

MN DNR supports a variety of recreational uses across the state. Non-motorized uses on hunter walking trail systems are another priority for MN DNR to develop, maintain, and protect. Signage, barriers, and frequent monitoring will be needed to protect these resources. Please highlight how this will be addressed across the proposed project, and additional route segment options.

Malmo and Millward Townships should be informed about this project and kept up to date as plans develop. Additionally, the logging and forestry industry has a vested interest in the state of the road system and has frequently taken on the road maintenance responsibilities, often covering the costs themselves.

Items 20 b. and 20 c. of the EAW include maps that seem to contradict each other regarding the number of planned trailheads. Additionally, there is no mention of shelters or other facilities in the narrative of the proposal.

Facilities attract increased public use and may warrant further considerations to planned operations. Please clarify how many trailheads and other infrastructure/facilities are planned as part of this project. Any additional infrastructure may not be covered under a forthcoming GIA permit and may require a separate lease agreement through MN DNR Lands and Minerals, in addition to permission from the land administrator.

Mineral Concerns

There are parcels with state owned aggregate and metallic mineral potential. Additional information is available upon request. Access to minerals must be preserved in case of future exploration and/or development. For example, funding sources used for the project should not encumber the mineral resources. Any lease(s) or agreements would include language to preserve access to mineral resources, meaning the infrastructure would need to be removed/moved at the trail operator's expense.

Northwoods Regional ATV Trail Phase 1A and 1B EAW

Andrew Carlstrom

April 24, 2025

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Invasive Species Prevention and Soil Concerns

Invasive Species

Invasive species prevention and management is a priority for the MN DNR. The increased trail use resulting from this project is likely to contribute to additional invasive species populations. A plan for how these infestations will be addressed on state lands in the future is essential. Please provide a proposal for an invasive species prevention and management plan. Item 21. c states: "Trail managers should work with partners in the area such as the DNR Trail Ambassador program to monitor and reduce the spread of invasive species within the proposed project."

Soils

Item 11 (b) provides limited soils information and does not include estimated volume and acreage of soil excavation and/or grading. More detail is needed in identifying measures during and after project construction to address soil limitations including stabilization, soil corrections or other measures. Please describe in greater detail the construction methods and approaches addressing erosion, soil stabilization, increased runoff, and mitigation for problems; please refer to guidance where applicable.

The soils of this area are extremely wet and sensitive to even light traffic. Keeping traffic on the trail and off non-motorized trails will be important to maintaining soil health, plant communities, and wildlife populations.

Wetlands and Waterbodies

A portion of the proposed trail runs through public water wetland (DOW# 01029800), located in more detail in map number 23 within the EAW. Any fill or excavation (or structure installation) within the public water wetland requires an approved public water works permit from MN DNR and must show avoidance and two alternatives to the proposal, as well as a statement of purpose and need for choosing that area and ensuring that the type of crossing chosen is the least environmentally impactful way to cross the public water body.

A portion of the proposed trail runs through a public ditch, which is also an altered watercourse, located in more detail in map number 54 within the EAW. If the Aitkin County Highway Department determines in writing that any proposed alteration (i.e., excavation or fill) within the ditch is under their ditch authority and that the activities conducted within it are agreeable for their purposes of ditch management, then no MN DNR public water works permit shall be required to be submitted for the ditch. However, if no affirmation from the Aitkin County Highway Department is presented, then any impacts to the ditch will require an approved permit from MN DNR prior to any proposed development work. A statement of purpose and need, and two alternatives, would be applicable at this location as well.

Phase 1A crosses 73 wetlands, 5 wetland ditches and 6 streams, and wetland delineations have not been completed for the entire project and will be required. Please clarify and describe if any streams, surface waters, or wetlands will be impacted as a result of Phase 1B.

Northwoods Regional ATV Trail Phase 1A and 1B EAW

Andrew Carlstrom

April 24, 2025

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Cumulative potential effects should include estimates for wetland impacts and further discussion on avoidance and mitigation measures to be employed. Inclusion of a design typical diagram for wetland crossings would be helpful to demonstrate construction proposed for wetland crossings.

Additionally, a conservative approach to opening trails in the spring should be adopted as opening trails too early in spring can cause unwanted damage to the soils, roads, trails, and increase the risk of erosion into wetlands, ultimately causing resource damage and increasing maintenance costs.

Rare Features & Wildlife

Limited information is provided on plant communities and sensitive ecological resources (rare features) in item 14 (a), the document primarily refers to NHIS response. This information should be summarized and discuss native plant communities and explain any impacts to S1-S3 plant communities. The summary should also include quantity of impacts to high sites of biodiversity significance. Additionally, indicate if or how recommendations given will be implemented in the project. In addition, it appears that a phase 1 archeological survey is intended. Please provide the results of the phase 1 archeological survey, as this could impact routing.

Item 14b of the EAW reads, “A rare plant survey will be required for this project. Recommendations from the DNR based on the survey will be considered and followed, to the extent practical.” As described in the NHIS Letters (attached) issued (June 7th 2024, March 26th, 2025). A rare plant survey is to be conducted for state-listed plant species in the project activity area. Survey results should be used so that the project is in compliance with Minnesota’s Endangered Species Statute and associated Rules. Minnesota’s Endangered Species Statute ([Minnesota Statutes, section 84.0895](#)) and associated Rules (Minnesota Rules, part [6212.1800](#) to [6212.2300](#) and [6134](#)) prohibit the take of endangered or threatened plants or animals, including their parts or seeds, without a permit. To demonstrate avoidance, a qualified surveyor will need to determine if suitable habitat exists within the activity impact area and, if so, conduct a survey prior to any project activities. Surveys must be conducted by a qualified surveyor and follow the standards contained in the Rare Species Survey Process and Rare Plant Guidance. Please note that the survey needs to be conducted by an individual with demonstrated experience identifying Botrychium/Sceptridium species and needs to be conducted during the appropriate portion of the growing season, depending on the phenology of the species. Survey proposals should be submitted to Reports.NHIS@state.mn.us to initiating survey work. Please consult with the NH Review Team at Review.NHIS@state.mn.us if you have any questions regarding this process.

Item 14 (d) states: “Tree removal will be avoided during the NLEB inactive season (November 15 – March 31).” The November through March dates indicated are generally understood to be the dates where tree removal is encouraged to avoid northern long-eared bat (NLEB) roosting timeframes which is opposite of what is stated in the EAW. The Lake States Forest Management Bat Habitat Conservation Implementation Policy (HCP) does not cover roads and trails that are not on DNR lands unless they are

Northwoods Regional ATV Trail Phase 1A and 1B EAW

Andrew Carlstrom

April 24, 2025

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temporary access routes associated with forest management that the DNR administers. Roads and trails that are built by third parties on DNR lands for purposes outside of supporting forestry operations or public recreational use, are not included under the Bat HCP (e.g., county road projects that cross DNR lands, using an easement or access route for a gravel lease).

We recognize that no known roost trees are located along the trail; however, there are northern long-eared bat and little brown myotis observations that directly overlap with the proposed trail. The metadata for these observations show pregnant females were captured along the trail route. Tree removal should be kept to a minimum during the active season (April 15 – October 15) and would be preferred entirely outside of the active season. Noise disturbance (anything greater than 85 decibels at a distance of 50 feet) should also be kept to a minimum from June 1 to July 31. This would protect bats, and would benefit other nongame species (e.g., breeding birds, reptiles, and amphibians).

Coordination with the United States Fish and Wildlife Service (USFWS) will be needed to achieve avoidance and ensure compliance with the federal endangered species laws.

Vernal pools are important landscape features that are vital for four-toed salamanders, and state threatened *Botrychium* and *Sceptridium* species are often associated with these types of habitats (mature northern hardwoods with interspersed vernal pools). These salamanders have been documented in this area of the state. Gravel trails inhibit movement for this species as they travel to and from vernal pools for nesting. Additionally, runoff from the trail construction and recreational traffic could enter the vernal pool, making it unsuitable for salamanders and other amphibians that are sensitive to changes in water quality/chemistry. Efforts should be made to identify and avoid vernal pools within the proposed trail corridor (at minimum of 50' no-impact buffer from vernal pool edge).

Next Steps

Currently, permitting challenges exist with the current information available for this project on the state forest lands and roads as proposed in the EAW. The proposed route requires more discussion to determine locations, feasibility, and how this project fits into the Solana State Forest Trail Planning effort. Additional information on the proposed route and additional route segment options are needed to determine the investment required to improve/maintain these roads and trails to the level needed to support increased use. We look forward to receiving further details on the additional route segment options and are available for discussions as they are developed

Thank you for the opportunity to review the **Northwoods Regional ATV Trail Phase 1A and 1B EAW**. Please contact our MN DNR Northeast Regional Environmental Assessment Ecologist, Jessica Parson, with any questions. Jessica can be reached at (218) 328-8826 or via email at: jessica.parson@state.mn.us.

Northwoods Regional ATV Trail Phase 1A and 1B EAW

Andrew Carlstrom

April 24, 2025

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Sincerely,

A handwritten signature in cursive script that reads "Jessica Parson".

Jessica Parson

Northeast Regional Environmental Assessment Ecologist, MN DNR

CC:

Jill Townley

Lisa Joyal

Darrell Schindler

Greg Root

Clarissa Spicer



Minnesota Department of Natural Resources
Division of Ecological & Water Resources
500 Lafayette Road, Box 25
St. Paul, MN 55155-4025

June 7, 2024

Daniel McInnis
Widseth Smith and Nolting and Associates, Inc.

RE: Natural Heritage Review of the proposed **Northwoods Regional Trail - Phase 1A**

County	Township	Range	Section
Aitkin	44N	22W	6
Aitkin	45N	22W	19, 20, 21, 28, 29, 30, 31, 32, 33
Aitkin	45N	23W	19, 20, 22, 23, 24, 25, 27, 28, 29, 30
Aitkin	45N	24W	19, 20, 21, 22, 23, 24, 28, 29, 30
Aitkin	45N	25W	24, 25, 26, 32, 33, 34, 35

Dear Daniel McInnis,

For all correspondence regarding the Natural Heritage Review of this project please include the project ID **MCE-2024-00378** in the email subject line.

As requested, the [Minnesota Natural Heritage Information System](#) has been reviewed to determine if the proposed project has the potential to impact any rare species or other significant natural features. Based on the project details provided with the request, the following rare features may be impacted by the proposed project:

Ecologically Significant Areas

- The Minnesota Biological Survey (MBS) has identified several Sites of Biodiversity Significance within the project boundary. Sites of Biodiversity Significance have varying levels of native biodiversity and are ranked based on the relative significance of this biodiversity at a statewide level. Factors taken into account during the ranking process include the number of rare species documented within the site, the quality of the native plant communities in the site, the size of the site, and the context of the site within the landscape. **The DNR recommends avoidance of MBS Sites of Biodiversity Significance ranked *High* or *Outstanding*.** Please see your MCE-generated Conservation Planning Report for a comprehensive list of MBS Sites of Biodiversity Significance.

The proposed project crosses and is adjacent to multiple native plant communities. DNR native plant community types are given a Conservation Status Rank that reflects the relative rarity and endangerment of the community type in Minnesota. Conservation Status Ranks range from S1 (critically imperiled) to S5 (secure, common, widespread, and abundant). Native plant communities with a Conservation Status Rank of S1 through S3 are considered rare in the state.

The DNR recommends avoidance of rare native plant communities. Please see your MCE-generated Conservation Planning Report for a comprehensive list of native plant communities in your proposed project area.

The DNR recommends that the project be designed to avoid impacts to these ecologically significant areas. Actions to avoid or minimize disturbance include, but are not limited to, the following recommendations:

- Minimize width of trail.
- As much as possible, operate within already-disturbed areas.
- Avoid MBS Sites and native plant communities ranked S1, S2, or S3.
- Retain a buffer between proposed activities and the MBS Site.
- If working in an MBS Site:
 - Minimize vehicular disturbance in the MBS Site (allow only vehicles/equipment necessary for construction activities).
 - Do not park equipment or stockpile supplies in the MBS Site.
 - Do not place spoil in the MBS Site or other sensitive areas.
- If possible, conduct the work under frozen ground conditions.
- Do not route trails through wet swales or depressions, or sensitive rock outcrop areas.
- Bridge all stream and wetland crossings.
- Trail maintenance plans should address erodible soils, especially in areas of steep topography.
- Use signage to encourage visitors to stay on designated trails.
- Use effective erosion prevention and sediment control measures.
- Inspect and clean equipment prior to operation and follow recommendations to [prevent the spread of invasive species](#).
- Revegetate disturbed soil with [native species suitable to the local habitat](#) as soon after construction as possible.
- Use only weed-free mulches, topsoils, and seed mixes. Of particular concern are birdsfoot trefoil (*Lotus corniculatus*) and crown vetch (*Coronilla varia*), two invasive species that are sold commercially and are problematic in prairies and disturbed open areas.

Please reference the [Guidelines for Managing and Restoring Natural Plant Communities along Trails and Waterways](#) for additional information.

MBS Sites of Biodiversity Significance and DNR Native Plant Communities can be viewed using the Explore page in [Minnesota Conservation Explorer](#) or their GIS shapefiles can be downloaded from the [MN Geospatial Commons](#). Please contact the [NH Review Team](#) if you need assistance accessing the data. Reference the [MBS Site Biodiversity Significance](#) and [Native Plant Community](#) websites for information on interpreting the data. To receive a list of MBS Sites of Biodiversity Significance and DNR Native Plant Communities in the vicinity of your project, create a [Conservation Planning Report](#) using the Explore Tab in [Minnesota Conservation Explorer](#).

- If the Wetland Conservation Act (WCA) is applicable to this project, please note that native plant communities with a Conservation Status Rank of S1 through S3 or wetlands within *High* or *Outstanding* MBS Sites of Biodiversity Significance may qualify as Rare Natural Communities (RNC) under WCA. Minnesota Rules, part 8420.0515, subpart 3 states that a wetland replacement plan for activities that modify a RNC must be denied if the local government unit determines the proposed activities will permanently adversely affect the RNC. If the proposed project includes a wetland replacement plan under WCA, please contact your [DNR Regional Ecologist](#) for further evaluation. Please visit [WCA Program Guidance and Information](#) for additional information, including the [Rare Natural Communities Technical Guidance](#).

State-listed Species

- [Blunt-lobed grapefern](#) (*Sceptridium oneidense*), [goblin fern](#) (*Botrychium mormo*), and [narrow triangle moonwort](#) (*Botrychium angustisegmentum*), all state-listed threatened plants, have been documented in the vicinity of the proposed project. Additionally, [St. Lawrence grapefern](#) (*Sceptridium rugulosum*), [least moonwort](#) (*Botrychium simplex*), and [pale moonwort](#) (*Botrychium pallidum*), all state-listed plant species of special concern, have been documented in the vicinity of the proposed project.

Minnesota's Endangered Species Statute (Minnesota Statutes, section 84.0895) and associated Rules (Minnesota Rules, part 6212.1800 to 6212.2300 and 6134) prohibit the take of endangered or threatened plants or animals, including their parts or seeds, without a permit. **To demonstrate avoidance, a qualified surveyor will need to determine if suitable habitat exists within the activity impact area and, if so, conduct a survey prior to any project activities.** Surveys must be conducted by a qualified surveyor and follow the standards contained in the [Rare Species Survey Process](#) and [Rare Plant Guidance](#). Visit the [Natural Heritage Review](#) page for a list of certified surveyors and more information on this process. Project planning should take into account that any botanical survey needs to be conducted during the appropriate time of the year, which may be limited. Please consult with the NH Review Team at Review.NHIS@state.mn.us if you have any questions regarding this process.

- [Northern long-eared bat](#) (*Myotis septentrionalis*) and [little brown myotis](#) (*Myotis lucifugus*), both state-listed as species of special concern, have been documented in the vicinity of the proposed project. During the winter these species hibernate in caves and mines. During the active season (approximately April-November) they roost underneath bark, in cavities, or in crevices of both live and dead trees; and in human structures such as buildings and bridges. Activities that may impact these species include, but are not limited to, wind farm operation, any disturbance to hibernacula, and destruction/degradation of habitat. Tree removal can negatively impact bats by destroying roosting habitat, especially during the pup rearing season when females are forming maternity roosting colonies and the pups are not able to fly. **To minimize impacts to these species, the DNR recommends that tree removal be avoided from June 1 through August 15.**
- Please visit the [DNR Rare Species Guide](#) for more information on the habitat use of these species and recommended measures to avoid or minimize impacts.

Federally Protected Species

- The northern long-eared bat is also federally listed as endangered. **To ensure compliance with federal law, please conduct a federal regulatory review using the U.S. Fish and Wildlife Service's online [Information for Planning and Consultation \(IPaC\) tool](#).** Please note that all projects, regardless of whether there is a federal nexus, are subject to federal take prohibitions. The IPaC review will determine if take is reasonably certain to occur and, if not, will generate an automated letter. Please see [USFWS Northern Long-eared Bat](#) for additional information.

Environmental Review and Permitting

- Please include a copy of this letter and the MCE-generated Final Project Report in any state or local license or permit application. Please note that measures to avoid or minimize disturbance to the above rare features may be included as restrictions or conditions in any required permits or licenses.
- The Environmental Assessment Worksheet should address whether the proposed project has the potential to adversely affect the above rare features and, if so, it should identify specific measures that will be taken to avoid or minimize disturbance. Sufficient information should be provided so the DNR can determine whether a takings permit will be needed for any of the above protected species.

The Natural Heritage Information System (NHIS), a collection of databases that contains information about Minnesota's rare natural features, is maintained by the Division of Ecological and Water Resources, Department of Natural Resources. The NHIS is continually updated as new information becomes available, and is the most complete source of data on Minnesota's rare or otherwise significant species, native plant communities, and other natural features. However, the NHIS is not an exhaustive inventory and thus does not represent all of the occurrences of rare features within the state. Therefore,

ecologically significant features for which we have no records may exist within the project area. If additional information becomes available regarding rare features in the vicinity of the project, further review may be necessary.

For environmental review purposes, the results of this Natural Heritage Review are valid for one year; the results are only valid for the project location and project description provided with the request. **If project details change or the project has not occurred within one year, please resubmit the project for review within one year of initiating project activities.**

The Natural Heritage Review does not constitute project approval by the Department of Natural Resources. Instead, it identifies issues regarding known occurrences of rare features and potential impacts to these rare features. Visit the [Natural Heritage Review website](#) for additional information regarding this process, survey guidance, and other related information. For information on the environmental review process or other natural resource concerns, you may contact your [DNR Regional Environmental Assessment Ecologist](#).

Thank you for consulting us on this matter and for your interest in preserving Minnesota's rare natural resources.

Sincerely,

Molly Barrett

Digitally signed by Molly Barrett
Date: 2024.06.07 17:28:30 -05'00'

Molly Barrett

Natural Heritage Review Specialist

Molly.Barrett@state.mn.us

Cc: [Jessica Parson](#), Regional Environmental Assessment Ecologist, Northeast (Region 2)

Cc: [Mark White](#), Regional Ecologist, Northeast (Region 2)

Cc: [Jennie Skancke](#), Wetlands Program Coordinator



Minnesota Department of Natural Resources
Division of Ecological & Water Resources
500 Lafayette Road, Box 25
St. Paul, MN 55155-4025

March 26, 2025

Daniel McInnis
Widseth Smith and Nolting and Associates, Inc.

RE: Natural Heritage Review of the proposed **Northwoods Regional Trail - Phases 1A & 1B**,

County	Township	Range	Section
Aitkin	45N	22W	7, 8, 17, 18, 19
Aitkin	45N	23W	13, 19, 20, 23, 24, 25, 26, 29, 30
Aitkin	45N	24W	20, 21, 22, 23, 24, 26, 28, 29
Aitkin	45N	25W	25, 26, 33, 34, 35

Dear Daniel McInnis,

For all correspondence regarding the Natural Heritage Review of this project please include the project ID **MCE-2024-01049** in the email subject line.

As requested, the [Minnesota Natural Heritage Information System](#) has been reviewed to determine if the proposed project has the potential to impact any rare species or other significant natural features. Based on the project details provided with the request, the following rare features may be impacted by the proposed project:

Ecologically Significant Areas

- The Minnesota Biological Survey (MBS) has identified Sites of Biodiversity Significance within the vicinity of the proposed project. Sites of Biodiversity Significance (MBS Sites) have varying levels of native biodiversity and are ranked based on the relative significance of this biodiversity at a statewide level. Factors taken into account during the ranking process include the number of rare species documented within the site, the quality of the native plant communities in the site, the size of the site, and the context of the site within the landscape. **The DNR recommends avoidance of MBS Sites ranked High or Outstanding.** A Conservation Planning Report, which includes a list of MBS Sites in the proposed project area, has been created and uploaded to the project page (2024-01049-CPR).

DNR Native Plant Communities (NPCs) have been documented within the vicinity of the proposed project. A native plant community is a group of native plants that interact with each other and with their environment in ways not greatly altered by modern human activity or by introduced organisms. Native plant communities are classified and described by considering vegetation, hydrology, landforms, soils, and natural disturbance regimes. DNR NPC types are given a Conservation Status Rank that reflects the

relative rarity and endangerment of the community type in Minnesota. Conservation Status Ranks range from S1 (*critically imperiled*) to S5 (*secure, common, widespread, and abundant*); NPCs with a Conservation Status Rank of S1 through S3 are considered rare in Minnesota. **The DNR recommends avoidance of rare NPCs (ranked S1-S3).** A Conservation Planning Report, which includes a list of NPCs in the proposed project area, has been created and uploaded to the project page (2024-01049-CPR).

The DNR recommends that the project be designed to avoid impacts to these ecologically significant areas. Actions to avoid or minimize disturbance include, but are not limited to, the following recommendations:

- Minimize width of trail.
- As much as possible, operate within already-disturbed areas.
- Avoid MBS Sites and rare NPCS (ranked S1-S3).
- Minimize vehicular disturbance in the MBS Site (allow only vehicles/equipment necessary for construction activities).
- Do not park equipment or stockpile supplies in the MBS Site.
- Do not place spoil in the MBS Site or other sensitive areas.
- If possible, conduct the work under frozen ground conditions.
- Do not route trails through wet swales or depressions, or sensitive rock outcrop areas.
- Bridge all stream and wetland crossings.
- Trail maintenance plans should address erodible soils, especially in areas of steep topography.
- Use signage to encourage visitors to stay on designated trails.
- Use effective erosion prevention and sediment control measures.
- Inspect and clean equipment prior to operation and follow recommendations to [prevent the spread of invasive species](#).
- Revegetate disturbed soil with [native species suitable to the local habitat](#) as soon after construction as possible.
- Use only weed-free mulches, topsoils, and seed mixes. Of particular concern are birdsfoot trefoil (*Lotus corniculatus*) and crown vetch (*Coronilla varia*), two invasive species that are sold commercially and are problematic in prairies and disturbed open areas.
- Please reference the [Guidelines for Managing and Restoring Natural Plant Communities along Trails and Waterways](#) for additional information.

Ecologically Significant Areas can be viewed using the Explore page in [Minnesota Conservation Explorer](#) (MCE) or their GIS shapefiles can be downloaded from the [MN Geospatial Commons](#). Reference the [MBS Site Biodiversity Significance](#) and [Native Plant Community](#) websites for information on interpreting the data. To receive a list of Ecologically Significant Areas in the vicinity of your project, create a Conservation Planning Report using the Explore page in MCE. **A Conservation Planning Report has been created and uploaded to the project page for reference** (2024-01049-CPR).

- If the Wetland Conservation Act (WCA) is applicable to this project, please note that native plant communities with a Conservation Status Rank of S1 through S3 or wetlands within *High* or *Outstanding* MBS Sites of Biodiversity Significance may qualify as Rare Natural Communities (RNC) under WCA. Minnesota Rules, part 8420.0515, subpart 3 states that a wetland replacement plan for activities that

modify a RNC must be denied if the local government unit determines the proposed activities will permanently adversely affect the RNC. If the proposed project includes a wetland replacement plan under WCA, please contact your [DNR Regional Ecologist](#) for further evaluation. Please visit [WCA Program Guidance and Information](#) for additional information, including the [RNC Technical Guidance](#).

State-listed Species

- [Blunt-lobed grapefern](#) (*Sceptridium oneidense*), [goblin fern](#) (*Botrychium mormo*), and [narrow triangle moonwort](#) (*Botrychium angustisegmentum*), all state-listed threatened plants, have been documented in the vicinity of the proposed project. Habitat for these species includes mesic hardwood forest with loam soils. Minnesota's Endangered Species Statute (Minnesota Statutes, section 84.0895) and associated Rules (Minnesota Rules, part 6212.1800 to 6212.2300 and 6134) prohibit the take of endangered or threatened plants or animals, including their parts or seeds, without a permit. **To demonstrate avoidance, a qualified surveyor will need to determine if suitable habitat exists within the activity impact area and, if so, conduct a survey prior to any project activities.**

Surveys must be conducted by a qualified surveyor and follow the standards contained in the [Rare Species Survey Process](#) and [Rare Plant Guidance](#). Visit the [Natural Heritage Review](#) page for a list of certified surveyors and more information on this process. **Please note that the survey needs to be conducted by an individual with demonstrated experience identifying *Botrychium*/*Sceptridium* species** and needs to be conducted during the appropriate portion of the growing season, depending on the phenology of the species. Survey proposals should be submitted to Reports.NHIS@state.mn.us prior to initiating survey work. Please consult with the NH Review Team at Review.NHIS@state.mn.us if you have any questions regarding this process.

- [St. Lawrence grapefern](#) (*Sceptridium rugulosum*) and [least moonwort](#) (*Botrychium simplex*), both state-listed plant species of special concern, have been documented in the vicinity of the proposed project. Habitat for St. Lawrence grapefern includes fire dependent forests with sandy loam soils. Habitat for least moonwort includes mesic hardwood forest and upland prairie. **Minimize disturbance in these areas as much as feasible. Indirect impacts from surface runoff or the spread of invasive species, especially non-native earthworms, should be considered and minimized during project construction and operation.** We strongly encourage inclusion of species of special concern during survey efforts as they are also rare and an important component of Minnesota's natural heritage.
- [Northern long-eared bat](#) (*Myotis septentrionalis*) and [little brown myotis](#) (*Myotis lucifugus*), both state-listed as species of special concern, have been documented in the vicinity of the proposed project. During the winter these species hibernate in caves and mines. During the active season (approximately April-November) they roost underneath bark, in cavities, or in crevices of both live and dead trees; and in human structures such as buildings and bridges. Activities that may impact these species include, but are not limited to, wind farm operation, any disturbance to hibernacula, and destruction/degradation of habitat. Tree removal can negatively impact bats by destroying roosting habitat, especially during the pup rearing season when females are forming maternity roosting colonies and the pups are not able to fly. **To minimize impacts to these species, the DNR recommends that tree removal be avoided from June 1 through August 15.**

- Please visit the [DNR Rare Species Guide](#) for more information on the habitat use of these species and recommended measures to avoid or minimize impacts.

Federally Protected Species

- The northern long-eared bat is also federally listed as endangered. **To ensure compliance with federal law, please conduct a federal regulatory review using the U.S. Fish and Wildlife Service's online [Information for Planning and Consultation \(IPaC\) tool](#).** Please note that all projects, regardless of whether there is a federal nexus, are subject to federal take prohibitions. The IPaC review will determine if take is reasonably certain to occur and, if not, will generate an automated letter. Please see [USFWS Northern Long-eared Bat](#) for additional information.

Environmental Review and Permitting

- The Environmental Assessment Worksheet should address whether the proposed project has the potential to adversely affect the above rare features and, if so, it should identify specific measures that will be taken to avoid or minimize disturbance. Sufficient information should be provided so the DNR can determine whether a permit to take will be needed for any of the above protected species.
- Please include a copy of this letter and the MCE-generated Final Project Report in any state or local license or permit application. Please note that measures to avoid or minimize disturbance to the above rare features may be included as restrictions or conditions in any required permits or licenses.

The Natural Heritage Information System (NHIS), a collection of databases that contains information about Minnesota's rare natural features, is maintained by the Division of Ecological and Water Resources, Department of Natural Resources. The NHIS is continually updated as new information becomes available and is the most complete source of data on Minnesota's native plant communities, rare species, and other rare features. However, the NHIS is not an exhaustive inventory and does not contain the locations of all rare features in the state. Therefore, ecologically significant features for which we have no records may exist within the project area. If additional information becomes available regarding rare features in the vicinity of the project, further review may be necessary.

For environmental review purposes, the results of this Natural Heritage Review are valid for one year; the results are only valid for the project location and project description provided with the request. **If project details change or the project has not occurred within one year, please resubmit the project for review within one year of initiating project activities.**

The Natural Heritage Review does not constitute project approval by the Department of Natural Resources. Instead, it identifies issues regarding known occurrences of rare features and potential impacts to these rare features. Visit [Natural Heritage Review](#) for additional information regarding this process, survey guidance, and other related information. For information on the environmental review process or other natural resource concerns, please contact your [DNR Regional Environmental Assessment Ecologist](#).

Thank you for consulting us on this matter and for your interest in preserving Minnesota's rare natural resources.

Sincerely,

Molly Barrett

Digitally signed by Molly Barrett

Date: 2025.03.26 08:38:03 -05'00'

Natural Heritage Review Specialist

molly.barrett@state.mn.us

Cc: [Jessica Parson](#), Regional Environmental Assessment Ecologist, Northeast (Region 2)

Cc: [Sophia Musiak](#), Assistant Regional Environmental Assessment Ecologist, Northeast (Region 2)

Cc: [Ryan T. Anderson](#), Assistant Plant Ecologist, Northeast (Region 2)

Cc: [Jennie Skancke](#), Wetlands Program Coordinator



Marshall Office | 504 Fairgrounds Road | Suite 200 | Marshall, MN 56258-1688 | 507-537-7146

800-657-3864 | Use your preferred relay service | info.pca@state.mn.us | Equal Opportunity Employer

April 14, 2025

VIA EMAIL

Andrew Carlstrom
Aitkin County
307 2nd Street Northwest
Aitkin, Minnesota 56431
andrew.carlstrom@aitkincountymn.gov

RE: Northwoods Regional Trail Phase 1A and 1B – Environmental Assessment
Worksheet/Environmental Impact Statement/Alternative Urban Areawide Review

Dear: Andrew Carlstrom

Thank you for the opportunity to review and comment on the Environmental Assessment Worksheet (EAW) for the Northwoods Regional Trail Phase 1A and 1B project (Project) located in Aitkin County, Minnesota. The Project consists of Aitkin County proposing to construct an All-Terrain Vehicle (ATV) trail on 40.95 acres between Malmo and Millward Township in Aitkin County, Minnesota. The Project will be completed in two phases (1A and 1B), adding approximately 36.35 miles of trail to the existing Northwoods Regional ATV trail system. Regarding matters for which the Minnesota Pollution Control Agency (MPCA) has regulatory responsibility and other interests, the MPCA staff has the following comments for consideration.

Construction Stormwater

Since the Project will result in an increase of one acre of new impervious surface, a permanent stormwater treatment system is required under the National Pollutant Discharge Elimination System and State Discharge System (NPDES/SDS) Construction Stormwater Permit. Volume reduction practices, such as infiltration, must be considered first unless prohibited for reasons outlined in the permit.

We appreciate the opportunity to review this Project. Please be aware that this letter does not constitute approval by the MPCA of any or all elements of the Project for the purpose of pending or future permit actions by the MPCA.

Andrew Carlstrom
Page 2
April 14, 2025

Ultimately, it is the responsibility of the Project Proposer to secure any required permits and to comply with any requisite permit conditions. If you have any questions concerning our review of this EAW, please contact me by email at chris.green@state.mn.us or by telephone at 507-476-4258.

Sincerely,

Chris Green

This document has been electronically signed.

Chris Green, Project Manager
Environmental Review Unit
Resource Management and Assistance Division

CG:rs

Attachment

cc: Dan Card, MPCA
Bonnie Goshey, MPCA
Nicole Peterson, MPCA
Lauren Dickerson, MPCA
Deepa deAlwis, MPCA
Innocent Eyoh, MPCA
Theresa Haugen, MPCA



Board of County Commissioners Agenda Request

7D
Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: Adopt Resolution for Northwoods Regional ATV Trail Phase 1A & 1B

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Andrew Carlstrom		Department: Environmental Services
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 5 Minutes
Summary of Issue: <p>An Environmental Assessment Worksheet is required for the Northwoods Regional ATV Trail Phase 1A & 1B in accordance with MN Statute 4410.4300 Subpart 27(B)- Public Waters, Public Water wetlands, and wetlands. The assessment has been completed, published, and reviewed by the EAW Committee. I am respectfully requesting a motion to adopt the Resolution for Northwoods Regional ATV Trail Phase 1A & 1B.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to adopt Resolution for Northwoods Regional ATV Trail Phase 1A & 1B		
Financial Impact: <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>		

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

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

ADOPTED May 13, 2025

By Commissioner: xxx

20250513-xxx

EAW Record of Decision - Aitkin County Northwoods Regional ATV Trail Phase 1A & 1B

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Record of Decision for the Aitkin County Northwoods Regional ATV Trail Phase 1A & 1 B, noting that an Environmental Impact Statement is not required for the project.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of May 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of May 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request

7E
Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: Request Public Hearing Date for Septic Ordinance Amendments

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Andrew Carlstrom		Department: Environmental Services-Planning/Zoning
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 5 Minutes
Summary of Issue: The Ordinance Review Committee met on February 11, 2025 to review and discuss proposed amendments to the Subsurface Sewage Treatment System Ordinance. The Aitkin County Planning Commission held a public hearing on April 21, 2025 and unanimously approved the amendments and forwarding to the County Board for final approval. Amendments are designated with: strike-through (old language to be removed) and red letters (new added language). In accordance with MN Statute 394 and Rule 11 of the Aitkin County Ordinances and Procedures of the Board of Commissioners Meeting Procedures and Rules of Business Board of Commissioners, two readings shall be conducted prior to the adoption of the amendment. I am requesting a public hearing with the Aitkin County Board of Commissioners at the regularly scheduled meeting of May 27, 2025 We are proposing a second reading on June 10, 2024.		
Alternatives, Options, Effects on Others/Comments: N/A		
Recommended Action/Motion: Requesting a Public Hearing for May 27, 2025 at 1 DAM on proposed amendments to the Aitkin County Septic Ordinance.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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



MEMORANDUM TO AITKIN COUNTY BOARD OF COMMISSIONERS

DATE: May 27, 2025

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

RE: Proposed amendments to the 2014 Aitkin County Subsurface Sewage Treatment System Ordinance (SSTS) Ordinance

In accordance with the new Aitkin County Strategic Plan and in an effort to streamline, improve clarity, and update the current SSTS ordinance, Aitkin County Environmental Services staff has worked collaboratively with the Ordinance Committee and with the Minnesota Pollution Control Agency (MPCA) Program Coordinator, to propose modest amendments to the current SSTS ordinance. The Ordinance Committee met on February 11, 2025 to review and discuss the proposed changes. Staff met with the MPCA on April 15, 2025 to review proposed changes, and has made small revisions at the direction of the MPCA. The Planning Commission approved the proposed amendments on April 21, 2025.

A summary of the proposed changes are as follows: Section 1.1 - Statute 471.82 has been repealed. Section 4 - Definitions: added “Composting Toilet” definition and made minor amendments Type 1 through Type 5 systems in accordance with MPCA guidance. Section 5.65 - Holding Tanks: strikethrough language moved to Section 6.4. Section 6.4 - Holding Tanks: allowed for exceptions and reorganized. Section 6.6 - SSTS for Recreational Vehicles (RV)/Fish Houses used as RV’s: amend to allow holding tanks and in accordance with Section 6.4. Section 6.77 – Difference in Standards: streamline language per MPCA and amend setback to “outer limits of absorption area”. Section 8.9 – Operating Permit: amend requirement and exclude Type 3 systems with less than 12 inches soil. Section 10.14 – Administrative Fees: amend to “may” be charged after-the-fact fee.

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

Changes

Subsurface Sewage Treatment System Ordinance Aitkin County 5/13/25

Section 1.1 Purpose – Statute 471.82 (Repealed)

Section 4 Definitions

Composting Toilet: ~~Composting Toilet: A Composting toilet is a self-contained unit (not connected to sewer or water) that has two principles of operation: liquid (urine) is evaporated, and solids (fecal matter) is biologically decomposed into compost.~~

Type I System (Standard): A SSTS that is designed according to Parts 7080.2200 to 7080.2240. ~~Including but not limited to These standard systems utilize~~ trenches, beds, mounds, at-grades, chambers, dual fields or grey water systems. Standard systems must be placed on natural, undisturbed soils and installed in a manner that allows for at least thirty-six (36) inches of vertical separation between the bottom of the systems distribution media and periodically saturated soils or bedrock.

Type II System: A SSTS that is designed according to Parts 7080.2270 to 7080.2290 ~~including but not limited to These systems are designed as~~ holding tanks, privies, toilet waste treatment devices and septic systems installed in the flood plain.

Type III System: A SSTS that deviates from the requirements in Parts 7080.2210 to 7080.2240. These systems include, ~~but are not limited to:~~ systems built on fill or disturbed soil, systems constructed on sites with less than twelve (12) inches of natural soil above the periodically saturated soil or bedrock, and reduced size systems with timed dosing. ~~These systems require operating permits.~~

Type IV System: A SSTS that is designed according to Part 7080.2350. These systems utilizes registered treatment or pretreatment technologies in order to meet various treatment requirements that a standard systems may not accomplish. ~~These systems require operating permits.~~

Type V System: A SSTS that is designed according to Part 7080.2400. These systems are designed by a professional engineer and do not meet the prescriptive designs for Types I-IV. ~~These systems require operating permits.~~

Section 5.6 Prohibitions

Section 5.65 Holding Tanks

Holding tanks are not allowed as a means of sewage treatment for new construction on lots created after January 21, 1992 within the shoreland district and January 10, 1995 outside the shoreland district. ~~Holding tanks may be allowed as replacements for existing failing septic systems, systems which pose an Imminent Threat to Public Health or Safety, and only when it can be conclusively shown that a standard Type I (Classification I or II, MN Rules Chapter 7080.1860) SSTS cannot be feasibly installed.~~

6.4 Holding Tanks

~~Holding tanks may be allowed as replacements for existing failing SSTS, SSTS which pose an Imminent Threat to Public Health or Safety, and only when it can be conclusively shown that a standard/Type I (Classification I or II as per MN Rules Chapter 7080.1860) SSTS cannot be feasibly installed as determined by the Department.~~

Holding tanks may be allowed for the following applications:

- A. As replacements for existing failing SSTS, SSTS which pose an Imminent Threat to Public Health or Safety, and when it can be conclusively shown that a standard/Type I (Classification I or II as per MN Rules Chapter 7080.1860) SSTS cannot be feasibly installed as determined by a licensed designer and approved the Department.
- B. For dwellings that are seasonal (used fewer than 180 days per calendar year) and water usage is not more than 150 gallons of water per day. Primary and alternate Type I soil treatment areas must be identified on the Management Plan by the designer, when applicable, and preserved for future use by landowner.
- C. When it can be conclusively shown that a standard/Type I (Classification I or II as per MN Rules Chapter 7080.1860) SSTS cannot be feasibly installed as determined by a licensed designer and approved the Department.

Holding Tanks installed after the date of the enactment of this current ordinance shall follow these conditions:

- 1. The owner of a holding tank must install a water meter to continuously record indoor water usage. The Department may request water usage readings at any time.
- 2. A Management Plan meeting the requirements of 7082.0600 Subp. 1 must be provided by the licensed designer.

6.6 SSTS for Recreational Vehicles (RV)/Fish Houses used as RV's

RV's, that have manufactured built in holding tanks for grey and black water, that are on a parcel of land without a principle dwelling unit for more than 60 days in a calendar year must comply with the following:

If there is running water from a well to the RV a standard/Type I SSTS must be installed. Where there is no running water from a well to the RV, at a minimum an outhouse/privy must be installed, or a toilet waste treatment device as in Section 5.66 of this Ordinance would be allowed. Holding tanks will be considered ~~only if a Type I (Classification I or II as per MN Rules Chapter 7080.1860) system can't be installed.~~ **as per Section 6.4.**

6.7 Differences in Standards

- 6.7.7 Setback distances from mound septic systems to buildings, lakes, property lines, wells, rivers, creeks, streams, road right-of-ways, **ordinary high water level**, etc., will be taken from ~~five (5) feet beyond the upslope of the rockbed, and five (5) feet beyond the ends of the rockbed, and from the end of the downslope dike or from the outer limits of the absorption area as defined in this Section, whichever is greater.~~ **the outer limits of the absorption area.**

8.9 Operating Permits

Operating Permits must be submitted on forms approved by the Department.

A. An Operating Permit shall be required for the following SSTs:

1. SSTs with high strength waste effluent standards that exceed MN Rule 7080.2150, Subp. 3(K).
- ~~2. SSTs serving three or more connections.~~
3. Type III, **(excluding Type III systems constructed on sites with less than twelve (12) inches of natural soil above the periodically saturated soil or bedrock)**, Type IV and Type V SSTs.
4. SSTs that exceed a daily flow of 2,500 gallons per day.
- ~~5. MSTs designed under MN Rules Chapter 7081.~~

10.14 Administrative Fees

Any application for a permit that is made after the work has commenced and which requires a permit or is done in violation of a permit ~~shall~~ **may** be charged an “after-the-fact” administrative fee of five (5) times the original permit fee.



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: 13 May 2025

Title of Item: M365 G3 License Expansion

<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: Chris Sutch		Department: IT
Presenter (Name and Title): Chris Sutch, IT Manager		Estimated Time Needed: 10
Summary of Issue: <p>The IT Department requests approval to upgrade all County Microsoft Office 365 subscriptions to the Microsoft 365 G3 license. Currently, departments use a mix of "Exchange Plan 1" and "O365 G3" plans. Consolidating under M365 G3 will provide essential software upgrades and enhanced security tools.</p> <p>This change ensures continued access to up-to-date software, as Office 2016, still widely used, is reaching end-of-life in October 2025. Upgrading now will avoid support issues and maintain system compatibility.</p> <p>Key benefits of M365 G3 include Microsoft Intune for mobile device management (MDM) allowing remote wiping of lost or stolen devices and improved control over County-owned computers. The upgrade also provides access to Microsoft Teams and Power BI, the latter of which has been requested by several departments.</p> <p>To improve efficiency, IT is also requesting to manage this purchase centrally, rather than by individual departments. This change will ensure timely procurement, simplify billing, and improve oversight. Health and Human Services will remain an exception, as the expenses allocated to HHS are eligible for partial reimbursement through Federal Financial Participation.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve IT to purchase M365 G3 licenses for all staff at the cost of \$34.2 per user/month.		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ 11097.55 Monthly for 2025</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p> <p>This is a monthly subscription, and is partially budgeted. For 2025 IT budgeted \$25,000 for our current O365 subscriptions. HHS budgeted 13,908. IT can redirect funds from equipment reserves allocated for future projects, and funding set aside for security testing.</p>		

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



May 1, 2025

PROPOSAL FOR

AITKIN COUNTY

CHRIS SUTCH

Prepared By:

Nick Vitale

Technology Advisor

320.650.1933

nick.a.vitale@marconet.com

Quote Number: 201960



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



IT - Microsoft G3 License Options -- AITKIN COUNTY



Prepared by:

Marco - Brainerd

Nick Vitale
320.650.1933

nick.a.vitale@marconet.com

Prepared for:

AITKIN COUNTY

209 2ND ST NW ROOM 118
AITKIN, MN 56431-1257

Chris Sutch
218.927.7318
chris.sutch@co.aitkin.mn.us

Ship To:

AITKIN COUNTY

209 2ND ST NW ROOM 162
AITKIN, MN 56431-1257

Chris Sutch
218.927.7318
chris.sutch@co.aitkin.mn.us

Quote Information:

Quote #: 201960

Version: 1

Date Issued: 05/01/2025

Expiration Date: 05/31/2025

Microsoft O365 | M365 - Government

Description	Recurring	Qty	Ext. Recurring
Microsoft - Exchange Online (Plan 1) for GCC	\$3.80	-178	(\$676.40)
Microsoft - Office 365 G3 GCC	\$20.00	-115	(\$2,300.00)

Monthly Subtotal: **(\$2,976.40)**

Microsoft O365 | M365 - Government

Description	Recurring	Qty	Ext. Recurring
Microsoft - M365 G3 GCC	\$34.20	293	\$10,020.60
Microsoft Product Agreement			

Monthly Subtotal: **\$10,020.60**



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

Quote Summary - Monthly Expenses

Description	Amount	
Microsoft O365 M365 - Government	(\$2,976.40)	
Microsoft O365 M365 - Government	\$10,020.60	
Monthly Total:		\$7,044.20

Payment Options

Description	Payments	Interval	Amount
Recurring Payments			
12-Months - Monthly Payments	12	Monthly	\$7,044.20

Summary of Selected Payment Options

Description	Amount
Recurring Payments: 12-Months - Monthly Payments	
Selected Recurring Payment	\$7,044.20



■ Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) ("Terms and Conditions") which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products.
- If the parties have negotiated changes to the Terms and Conditions that have been reduced to writing and signed by both parties, the modified version(s) of such Terms and Conditions, that have not expired or been terminated, shall replace the online version(s).
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.
- Payments made via credit card are subject to a 3% surcharge.
- A \$30 fee will be assessed for any returned payment.
- Price availability is subject to change without notice at any point during or after the quotation, ordering, and fulfillment process.

Marco Technologies, LLC

AITKIN COUNTY

Signature: _____
Name: _____
Title: _____
Date: _____

Prepared for: Chris Sutch
Signature: _____
Signed by: _____
Title: _____
Date: _____
PO Number: _____
Email Address: _____



Board of County Commissioners Agenda Request

8B

Agenda Item #

Requested Meeting Date: 13 May 2025

Title of Item: Teams Calling

<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: Chris Sutch		Department: IT
Presenter (Name and Title): Chris Sutch, IT Manager		Estimated Time Needed: 10
Summary of Issue: <p>The County's NEC 3C Univerge phone system is scheduled to reach end-of-life in March 2026. To ensure continuity and take advantage of modern capabilities, I recommend migrating the County's phone system to Microsoft Teams Calling.</p> <p>This solution integrates seamlessly with our existing Microsoft 365 subscription, offering IT a unified management experience. It also supports mobility, which will be particularly beneficial during the upcoming HHS remodel—allowing HHS staff to access their phone service from anywhere they can log into Microsoft Teams.</p> <p>The project will be executed in two phases:</p> <p>Phase 1: Migrate the 61 users in HHS. Marco estimates a 90-day lead time for this type of deployment. This phase will be completed before HHS staff are required to vacate their current building.</p> <p>Phase 2: Migrate the remaining County phones, with project completion targeted for December.</p> <p>Both phases will utilize Marco as our Managed Service Provider (MSP) under a 60-month agreement. This partnership secures promotional pricing and waives the implementation fees, amounting to \$6,457.00 for phase 1 and an estimated \$14,000 for phase 2. The County Attorney has reviewed the Marco VaaS agreement, and found it appropriate to form and content.</p>		
Alternatives, Options, Effects on Others/Comments: <p>An on-premise phone switch would be a capital purchase of 100-150 thousand. Plus have ongoing maintenance and upgrade costs. Alternative hosted phone solutions are in a comparable 20-25 per user.</p>		
Recommended Action/Motion: <p>Approve IT to proceed with the Teams calling plan.</p>		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ \$1321.50/Month</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i></p> <p>Licensing costs are \$12 per user per month for VaaS365 and \$9.50 for MS Teams Phone Standard, totaling \$21.50 per user monthly. With the prior M365 plan approved, IT can utilize the same funding sources through the rest of 2025. Expenses allocated to HHS in 2026 will be eligible for partial reimbursement through Federal Financial Participation.</p>		

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



May 1, 2025

PROPOSAL FOR

AITKIN COUNTY

CHRIS SUTCH

Prepared By:

Nick Vitale

Technology Advisor

320.650.1933

nick.a.vitale@marconet.com

Quote Number: 182694



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



IT - VaaS365 - Cloud Phones Migration Phase 1 -- AITKIN COUNTY



Prepared by:

Marco - Brainerd

Nick Vitale
320.650.1933

nick.a.vitale@marconet.com

Prepared for:

AITKIN COUNTY

209 2ND ST NW ROOM 118
AITKIN, MN 56431-1257

Chris Sutch
218.927.7318
chris.sutch@co.aitkin.mn.us

Ship To:

AITKIN COUNTY

209 2ND ST NW ROOM 162
AITKIN, MN 56431-1257

Chris Sutch
218.927.7318
chris.sutch@co.aitkin.mn.us

Quote Information:

Quote #: 182694

Version: 1
Date Issued: 05/01/2025
Expiration Date: 07/18/2025
Special Pricing Program:
See Quote Notes

■ Implementation Overview

■ ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

AITKIN COUNTY is migrating from an NEC phone system to Marco VaaS365. Existing phone numbers will be ported from Loffler.

This is the first of two phases. There's an immediate need for call recording via the Teams application. Phase 2 will be on a separate proposal at a later date.

Firewall & Switches: N/A - softphones only

Paging Integration: No

Faxing: No

Network administration: Aitkin County

What are the timeline expectations? Services will be accepted as soon as they can be installed. Standard timeline is 90 days.

Call flows outside of the normal call queues and auto attendants (CX, call center queues, etc.): None

■ CLIENT RESPONSIBILITIES

Unless specifically included in the Schedule of Products listed below, the customer is responsible for the following:

Networking:

- CAT5 (or greater) network drops to all handset locations
- Available switch ports and power (either PoE or power outlets) for all connected devices.
- Voice VLANs and required IP Subnets
- LAN and WAN Quality of Service (QoS)
- Working with data circuit provider to ensure proper bandwidth and QoS markings
- DHCP scope
- SSL certificates
- project related DNS entries

Third Party Applications/Devices:

- BYOD (Bring your own Device) phones, paging devices and door access equipment are supported on a best effort basis and approved prior to installation.



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT AGREEMENT(S)

- Warranty for BYOD phones, paging devices and door access equipment
- Integration to third party applications are supported on a best effort basis and must be approved prior to installation
- Marco will ensure the handoff to the third party device/application is properly functioning, but Marco support stops beyond that Marco provided connection/device

Number Porting:

- Please do not contact your current service providers to make changes on your account or disconnect services until specified to do so by Marco Project Management
- Verifying numbers for all fax, alarm and security lines - these should not be ported unless you are moving your fax to our/a hosted fax service
- Contact current carrier to remove any PINS, passwords, line and/or PIC/LPIC freezes from all accounts numbers will be ported from
- The customer must have authorized user sign the Letter of Agency for number porting, which must be the approved contact with all current carriers
- Obtain current copy (last 30 days) of all invoices for accounts in which numbers will be ported from (including toll free)
- Obtain a customer service record (CSR) from the accounts of all carriers in which numbers will be ported from (this should list all account information including service addresses).

■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

- Marco will provide the below training services:
 - Project Coordinator led webinar for administrative or knowledge workers for up to two (2) hours performed remotely.
 - Phone user guides in digital form.
 - Online access to training videos covering handsets and general features.
- Inaccurate information or delays in responses will impact the Go-Live Date.
- The following tasks and deliverables for our Coordination Team will be considered “in-scope” for the purposes of engagement:
 - **Level 3**
 - Ordering/tracking of product (if applicable)
 - Technical resource assignment
 - Technical resource scheduling
 - Scheduling of internal kick off & customer kick off meetings
 - Project plan / project task list build
 - Digital project communication / project status updates
 - Facilitation of change orders (if applicable)
 - Project closure

■ Assumptions

- Up to 1 public numbers.
- 50 additional numbers.
- The Algo ATA devices are NOT a fully managed offering. Marco will provide the configuration within Teams for the



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

devices; however, troubleshooting will be best effort.

- Marco and AITKIN COUNTY will have a kick-off meeting to discuss timeline, end goal and next steps.
- A Global Admin account for M365 is required for the Marco Engineer.
- A Microsoft Teams Phone Standard License is required for each user as an add-on license to their base MS Premium license.

■ Phased Install

- Customer can purchase Phase 2 of this project for the installation of 188 additional VaaS365 licenses with waived professional services from Marco if services are ordered by July 31, 2025, to be installed by December 31, 2025.

■ VaaS365 Licensing - Phase 1

Description	Recurring	Qty	Ext. Recurring
209 2nd St NW, Aitkin, MN 56431			
VaaS365 Named Users	\$12.00	61	\$732.00
Named user accounts come with a DID, a SIP Trunk and Unlimited Support			
Shared Devices			
Resource Account			
VaaS365 - Resource Account	\$10.00	1	\$10.00
Resource accounts are for main numbers that need to route to Auto Attendants or Call Queues from external callers.			
Additional Items			

Subtotal: \$742.00

■ Professional Services Labor - Phase 1

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - Fixed Fee - Milestone 1 - Progress Billed Monthly	\$6,457.00	1	\$6,457.00

Subtotal: \$6,457.00



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

■ Discounts

Description	One-Time	Qty	Ext. One-Time
One-Time Service Discount	(\$6,457.00)	1	(\$6,457.00)
Q1 2025 Promotion - 100% Onboarding Discount			

Subtotal: (\$6,457.00)



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

Quote Summary - One-Time Expenses

Description	Amount	
Professional Services Labor - Phase 1	\$6,457.00	
Discounts	(\$6,457.00)	
Total:		\$0.00

Quote Summary - Expenses

Description	Amount
VaaS365 Licensing - Phase 1	\$742.00
Total:	
	\$742.00

Payment Options

Description	Payments	Interval	Amount
Recurring Payments			
60 Months - Monthly Payments	60	Monthly	\$742.00

Summary of Selected Payment Options

Description	Amount
Recurring Payments: 60 Months - Monthly Payments	
Selected Recurring Payment	\$742.00



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)



May 1, 2025

PROPOSAL FOR

AITKIN COUNTY

CHRIS SUTCH

Prepared By:

Nick Vitale

Technology Advisor

320.650.1933

nick.a.vitale@marconet.com

Quote Number: 183360



Managed Services



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Business IT Services



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

IT - MS licensing for VaaS365 -- AITKIN COUNTY



Prepared by:
Marco - Eau Claire
Nick Vitale
320.650.1933
nick.a.vitale@marconet.com

Prepared for:
AITKIN COUNTY
209 2ND ST NW ROOM 162
AITKIN, MN 56431-1257
Chris Sutch
218.927.7318
Chris.sutchl@co.aitkin.mn.us

Quote Information:
Quote #: 183360
Version: 1
Date Issued: 05/01/2025
Expiration Date: 07/01/2025

■ Microsoft Teams Licensing - Annual Agreement, Billed
Monthly

Description	Recurring	Qty	Ext. Recurring
With Microsoft's New Commerce Experience, Customer can cancel subscription with a prorated refund within first 72 hours after initial order or term renewal. After 72 hours, cancellations will NOT be available and Customer will be billed for the remainder term.			
Microsoft Teams Phone Standard	\$9.50	61	\$579.50
Microsoft Teams Phone Standard - Resource Account		15	

Subtotal: **\$579.50**



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

Quote Summary - Expenses

Description	Amount
Microsoft Teams Licensing - Annual Agreement, Billed Monthly	\$579.50
Total:	\$579.50

Payment Options

Description	Payments	Interval	Amount
Recurring Payments			
12-Months - Monthly Payments	12	Monthly	\$579.50

Summary of Selected Payment Options

Description	Amount
Recurring Payments: 12-Months - Monthly Payments	
Selected Recurring Payment	\$579.50



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

■ Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) ("Terms and Conditions") which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products. If the parties have negotiated changes to the Terms and Conditions, the modified version(s) of an such Terms and Conditions, that have not expired or been terminated, shall control.
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.

Marco Technologies, LLC

AITKIN COUNTY

Signature: _____

Name: _____

Title: _____

Date: _____

Prepared for: Chris Sutch _____

Signature: _____

Signed by: _____

Title: _____

Date: _____

PO Number: _____

Email Address: _____

MARCO'S CLOUD VOICE PRODUCT AGREEMENT

This Cloud Voice Product Agreement ("Cloud Voice Agreement") is entered into by and between Marco Technologies, LLC ("Marco") and the legal entity identified in any Schedule of Products ("Client") for the applicable Voice as a Service ("VaaS"), Unified Communications as a Service Enterprise ("UCaaS Enterprise"), and Session Initiation Protocol ("SIP") Trunking ("STaaS") services (collectively, "Services" or "Cloud Voice Services") and related equipment and other goods ("Equipment"), software ("Software"), and Incidentals (defined below) (collectively, "Products") that Marco will provide during the Term and any Renewal Term of the Marco Relationship Agreement ("Agreement") between Marco and Client. This Cloud Voice Agreement is governed by and subject to the Agreement. Defined terms in this Cloud Voice Agreement shall have the same meaning in the Agreement unless otherwise expressly stated. If Client does not accept and comply with this Cloud Voice Agreement, it may not place an order or use the Products.

DESCRIPTION OF SERVICES AND DELIVERABLES

- 1. Products.** Marco will provide, and Client will purchase, lease or license, as applicable, those Services, Equipment, Software, and Incidentals as described herein in accordance with the attached Schedules which are incorporated herein by reference. Client shall pay the prices ("Price(s)") listed on **Schedule A** hereto containing Marco's Schedule of Products ("SOP") for the products, or as to Incidentals, at Marco's then prevailing rates which Marco will supply upon request and which Client shall treat as Confidential Information. Marco shall have the right to increase the Price to Client at its sole discretion at the end of the first twelve (12) months of the SOP Effective Date (defined below), and once each twelve (12) months thereafter, by up to ten (10) percent ("Price Increase"). The Products delineated herein are ALL the services, goods, and software Marco is providing and Client is purchasing under this Cloud Voice Agreement. Services under this Cloud Voice Agreement do not include equipment or other goods replacement costs and related services unless expressly indicated.
- 2. Designated Site.** Client designated sites where, as applicable, Services will be provided and Equipment will be installed are listed on the SOP.
- 3. Designated Users.** Support Desk Services are included as part of the Services as described herein. Client shall designate up to two (2) authorized users of Support Desk Services (defined below) ("Designated Users"). Client shall allow only its Designated Users to access the Support Desk Services. Client shall notify Marco of any changes to the Designated Users. Marco shall have the right to take all reasonable action it deems appropriate in its sole discretion to audit Designated Users' status and use of Support Desk Services at such times as Marco reasonably requests. Client shall cooperate in and provide Marco all Client Information and Access (defined below) Marco deems necessary to carry out such audit.
- 4. Designated Equipment.** Marco will provide Client with a list of equipment or software to be used or migrated, as applicable, for the Services ("Designated Equipment," or "Asset Summary"). Client shall promptly review the Asset Summary and report any missing equipment, software or inaccuracies. Client acknowledges that Marco will be delayed in, or unable to effectively and efficiently provide the Products without a complete and accurate Asset Summary and agrees that Marco shall have no liability to Client or any third party arising out of such delay.
- 5. Minimum Equipment and Software Specifications.** Marco's obligations under this Cloud Voice Agreement are limited to:

- a) equipment which is professional grade, uses a business class operating system, meets manufacturer current specifications and is supported under a current manufacturer's warranty;
- b) operating systems and other software which are business class, meet the software publisher's and/or vendor's current program specifications and are supported under the software publisher's and/or vendor's current defined lifecycle policy; and
- c) equipment, operating systems and other software having the current capability to be supported by Marco remotely.

The above items are referred to herein collectively a "Minimum Specifications". If Minimum Specifications are not met, Client shall be responsible for and shall pay Marco's prevailing rates for any services Marco performs, including incident response or remediation, that Marco determines in its sole discretion resulted from the failure to meet Minimum Specifications.

6. Term, Termination, and Renewals.

- a) Unless terminated earlier as provided in the Agreement or in Section 6. e. below, this Cloud Voice Agreement shall be in effect as of the first date of any SOP for applicable products and shall continue for the term(s) stated in the SOP(s) for the Products purchased ("Cloud Voice Agreement Term"). This Cloud Voice Agreement shall automatically renew for successive twelve (12) month periods (each a "Cloud Voice Agreement Renewal Term") unless either Party provides written notice of its intent not to renew at least thirty (30) days prior to the end of the then-current Term or Renewal Term.
- b) Unless terminated earlier as provided in the Agreement or this Cloud Voice Agreement under Section 6. e. below, each SOP shall be in effect as of the Go Live Date(s) ("SOP Effective Date") defined below and shall continue for the term stated in each SOP for Products purchased. Each SOP shall automatically renew for successive twelve (12) month periods, at then applicable rates, which are subject to change at Marco's discretion, unless either Party provides written notice of its intent not to renew at least thirty (30) days prior to the end of the then-current SOP term or renewal term.
- c) For the avoidance of doubt, the terms and conditions of this Cloud Voice Agreement shall continue to apply with respect to any SOP which, by its terms, continues in effect after the date of termination of this Cloud Voice Agreement; provided that Marco shall not accept any new SOP for Products under this Cloud Voice Agreement from Client after a notice of termination of this Cloud Voice Agreement has been given by either party, or while any uncured breach by Client exists.
- d) Except as provided in 6. c., above, Products may be added to any SOP co-terminus to the original SOP term. Financed Products may be added co-terminus on a pro-rated pricing schedule. Cloud Voice Services may be reduced up to fifty percent (50%) of the original contracted monthly service rate from the SOP without incurring the Termination Fee (defined below).
- e) Client is purchasing the Products for the complete contract term designated on the SOP. Client may terminate any SOP after providing thirty (30) days' written notice to Marco. In the event it does so, Client will pay Marco an amount equal to the Monthly Recurring Charge, including that for financed Products, multiplied by the number of months remaining in the SOP Term or SOP Renewal Term ("Termination Fee") and any professional service, on boarding, off boarding, or other applicable fees. Client shall pay Marco's invoice containing the Termination Fee and any other fees within thirty (30) days of the date of the invoice. Notice of termination under this subsection shall be provided as set forth in the Agreement.
- f) Upon the termination of Cloud Voice Services, Marco will use commercially reasonable efforts to release Client's telephone number(s) to Client's new service provider if:
 - i. Such new service provider is able to accept such number; and
 - ii. Client has complied with its obligations under this Section 7 including payment for all charges and any applicable Termination Fee; and

- iii. Client's account is completely current; and
- iv. Client requests the transfer in writing upon notice that it intends to terminate the Services.

7. **No 0+ or Operator Assisted Calling; May Not Support x11 Calling.** The VaaS Product does not support 0+ or operator assisted calling (including, without limitation, collect calls, third party billing calls or calling card calls). The VaaS Product may not support 311, 511 and/or other x11 (other than certain specified dialing such as 911 and 411, which are provided for elsewhere in this Cloud Voice Agreement) services in one or more (or all) service areas.
8. **No Directory Listing.** The new phone numbers Client obtains from Marco will not be listed in any telephone directories. Phone numbers transferred from a Client's local phone company may, however, be listed. As a result, reverse directory may not be utilized with some phone numbers to lookup an associated address. Confirmation of phone number directory listing is Client's responsibility.
9. **Recording Conversations.** Marco provides a function that allows a user or subscriber to record individual telephone conversations. The laws regarding the notice and notification requirements of such recorded conversations vary by state to state. If Client purchases this functionality, Client is solely responsible for applying the local laws in the relevant jurisdiction when using this feature.
10. **Payphone Charges.** If Client uses Marco's "Toll Free" feature or any toll-free feature that Marco offers in the future, Marco will be entitled to recover from Client any charges imposed on Marco either directly or indirectly in connection with toll free calls made to Client's number. Marco may recover these amounts by means of a per-call charge, rounded up to the next cent, or in such other fashion as Marco deems appropriate for the recovery of these costs.
11. **Charges for Directory Calls (411).** Marco will charge Client up to \$1.50 for each call made to Marco directory assistance.
12. **Charges for E-911 Calls.** If a call is made from a non-provisioned or improperly provisioned telephone number using STaaS, the call will not be automatically routed to the correct PSAP. Instead, that call will be handled by the backbone provider 24/7 Emergency Call Center ("ECC"). In the event of a call being routed to the ECC under such circumstance, Client must also pay a per-call ECC charge of \$75.00. Client acknowledges responsibility for all ECC charges even if erroneous calls are placed by unknown persons accidentally or purposefully. Clients placing five (5) or more calls per month to the ECC are subject to an additional \$500.00 fee. The Parties acknowledge that this additional fee represents a good faith estimate of the additional cost, which will be incurred by Marco and is not a penalty. This section does apply to VaaS or UCaaS.
13. **Incompatibility with Other Services**
- a) **Security Systems.** The Products may not be compatible with security systems that require an analog telephone line powered by the local central office. Client may be required to maintain a telephone connection through its local exchange carrier in order to use any alarm monitoring functions for any security system installed in the business. Client is responsible for contacting the alarm monitoring company to test the compatibility of any alarm monitoring or security system with the Products.
 - b) **Certain Broadband and Cable Modem Services.** Client acknowledges that the Products may not be compatible with some broadband services. Client further acknowledges that some providers of broadband service may provide modems that prevent the transmission of communications using the Products. **Marco does not warrant that the Products will be compatible with all broadband services and expressly disclaims any express or implied warranties regarding the compatibility of the Products with any particular broadband service.**

- c) **Interoperability.** The Products may not be compatible with all VoIP PBX, IP phones and phone systems.
- i. For STaaS interoperability, Marco recommend and support Cisco and Mitel session border controls with current software.
 - ii. For VaaS or UCaaS interoperability, please request Marco's approved IP phone guides.

These are the only systems that have been tested and approved for use with the Products ("Devices").

EMERGENCY SERVICES - 911 DIALING

Your service includes Enhanced 911 (E911) as a standard feature; however, there are certain circumstances in which E911 may not be available. For your safety, please read the following capabilities and limitations of the E911 service described below. Enhanced 911 allows the delivery of your address and call-back number automatically to local emergency dispatch when you dial 911. As soon as your service is installed, you will have 911 dialing capabilities; however, you may experience a delay for approximately 24-48 hours after installation until you are entered into the emergency response database. Please note the E911 service is Voice over Internet Protocol ("VoIP") and is tied to a specific phone number and address, which cannot be moved without prior notification and authorization by Marco. These services are mandated by the Federal Communications Commission and cannot be provided by Marco if you move your service without notifying Marco. Therefore, your service may not be moved from location to location without prior consent from Marco. Please consider these limitations carefully, ensure that you secure alternative means for contacting emergency dispatch and make sure all personnel at this location are fully aware of the means for contacting emergency personnel.

1. **911 Dialing.** Consistent with Federal law, Marco's 911 service does not require users to dial any pre-fix (e.g., 9 or 1) to place 911 calls. The service is pre-configured to enable users to dial 911 directly. Client may not, and must ensure that users do not, adjust the configuration to require users to dial any prefix to place 911 calls. Client must notify users that no prefix is required to dial 911. Marco and its shareholders, directors, officers, employees, affiliates and agents hereby disclaim any responsibility whatsoever for any demand, loss, claim, damage or action arising from Client or any other user's re-configuration of the system to require prefixes to dial 911.
2. **Non-Availability of Traditional 911 or E911 Dialing Service.** The Products do not support traditional 911 or E911 access to emergency services in all locations. Where Marco does not offer traditional 911 or E911 access, Marco offers a feature known as "911 Dialing" which is a limited emergency calling service available only on Devices. The 911 Dialing feature may not work at all when used in conjunction with a Soft Phone, Virtual Numbers or subscriber provided Client premise equipment. Marco's 911 Dialing feature is not automatic; Client must separately take affirmative steps, as described in this Cloud Voice Agreement, to register the address where Client will use the Products in order to activate the 911 Dialing feature. Client must do this for each Marco Cloud Voice phone number. The 911 Dialing feature of the Product is different in a number of important ways from traditional 911 or E911 service as described below. Client shall inform any employees, guests and other third persons who may be present at the physical location where Client utilizes the Products of (i) the non-availability of traditional 911 or E911, and (ii) the important differences in and limitations of the Marco Cloud Voice 911 Dialing feature as compared with traditional 911 or E911 dialing. The documentation that accompanies each Device that Client purchases should include a sticker concerning the potential non-availability of traditional 911 or E911 dialing. It is Client's responsibility, in accordance with the instructions that accompany each Device, to place the 911 sticker on each Device that will be used with the Products. If a 911 sticker was not included with any Device, or additional 911 stickers are required, please contact the Marco Support Desk at MIT@marconet.com or (800) 847 - 3097.

3. **Registration of Physical Location Required.** For each phone number that will be used, Client must register with the Marco Support Desk the physical location where Client will be using the Products with that phone number. If Client moves the Device to another location, Client must register the new location. If Client does not register any new location, any call made using the 911 Dialing feature will be sent to an emergency center near the old address. Client will register its initial location of use when Client subscribes to the Products. Thereafter, Client may register a new location by contacting the Marco Support Desk at MIT@marconet.com or (800) 847 - 3097. For purposes of the 911 Dialing feature, Client may only register one location at a time for each phone line used with the Products.
4. **Confirmation of Activation Required.** The 911 Dialing feature will not be activated for any phone line that Client is using with the Products, unless and until Client receives an email from Marco confirming that the 911 Dialing feature has been activated for that phone line.
5. **How Emergency Personnel are Contacted.** Marco contracts with a third party to use the address of Client's registered location to determine the nearest emergency response center and then forwards Client's call to a general number at that center. When the center receives the call, the operator may not have Client's address and may not have Client's phone number. Client must therefore provide its address and phone number in order to get help. Some local emergency response centers may decide not to have their general numbers answered by live operators 24 hours a day. If Marco learns that this is the case, Client's call will instead be sent to a national emergency calling center and a trained agent will contact an emergency center near the Client's registered location to dispatch help. Client hereby authorizes Marco to disclose its name and address to third-party service providers, including, without limitation, call routers, call centers and public service answering points, for the purpose of dispatching emergency services personnel to Client's registered location.
6. **Service Outages.**
 - a. **Service Outages Due to Power Failure or Disruption.** 911 Dialing does not function in the event of a power failure or disruption. If there is an interruption in the power supply, the Products, including 911 Dialing, will not function until power is restored. Following a power failure or disruption, Client may need to reset or reconfigure the Device prior to utilizing the Products, including 911 Dialing.
 - b. **Service Outages Due to Internet Outage or Suspension or Termination of Broadband Service or ISP Service.** Service outages or suspensions or terminations of service by Client's broadband or internet service provider ("ISP") will prevent the Products, including 911 Dialing, from functioning.
 - c. **Service Outage Due to Suspension or Termination of Marco Cloud Voice Account.** Service outages due to suspension or termination of Client's account will prevent the Products, including 911 Dialing, from functioning.
 - d. **Service Outages Due to ISP or Broadband Marco Blocking of Ports or Other Acts.** Client's ISP or broadband provider or another third party may intentionally or inadvertently block the ports over which the Product is provided or otherwise impede the usage of the Product. In that event, provided that Client alerts Marco to the situation, Marco will attempt to work with Client to resolve the issue. During the period that the ports are being blocked or the Product is impeded, and unless and until the blocking or impediment is removed or the blocking or impediment is otherwise resolved, Client's Product(s), including the 911 Dialing feature, may not function. Client acknowledges that Marco is not responsible for the blocking of ports by Client's ISP or broadband provider or any other impediment to Client's usage of the Products, and any loss of service, including 911 Dialing that may result. In the event Client loses service as a result of blocking of ports or any other impediment to its usage of the Products, Client will continue to be responsible for payment of the Product charges.

- e. **Other Service Outages.** If there is a Product outage for any reason, such outage will prevent all Products, including 911 Dialing, from functioning. Such outages may occur for a variety of reasons, including, but not limited to, those reasons described elsewhere in this Cloud Voice Agreement.
 - f. **No Liability.** Client acknowledges that Marco is not responsible for any of the outages described in this Service Outages Section, or any other loss of service or related impediment to Client's use of the Products, including the 911 Dialing feature, that may result. In the event Client loses service because of a service outage or other service loss or impediment, Client will continue to be responsible for payment of the Product charges.
7. **Re-Activation Required if Client Changes Its Number or Adds or Ports New Numbers.** 911 Dialing does not function if Client changes its phone number or adds or ports new phone numbers to its account, unless and until Client successfully registers its location of use for each changed, newly added or newly ported phone number.
8. **Network Congestion; Reduced Speed for Routing or Answering 911 Dialing Calls.** There may be a greater possibility of network congestion and/or reduced speed in the routing of a 911 Dialing call made utilizing the Products as compared to traditional 911 dialing over traditional public telephone networks.
9. **Possible Lack of Automatic Number Identification.** It may or may not be possible for the local emergency personnel to automatically obtain the user's phone number when using the 911 Dialing. Marco's system is configured to send the automatic number identification information; however, one or more telephone companies, not Marco, route the traffic to the emergency response center and that center may not be capable of receiving and passing on that information. **As a result, the operator who answers the 911 Dialing call may not be able to automatically obtain the phone number and call back if the call is not completed or is not forwarded, is dropped or disconnected, if the user is unable to speak to tell the operator the phone number, or if the Product is not operational for any reason.**
10. **No Automated Location Identification.** In limited service areas, it is not possible at this time to transmit to the local emergency response center the address that the Client registers for 911 Dialing. Client will need to state the nature of the emergency promptly and clearly, including the location (and possibly telephone number), as the operator will not have this information. Emergency personnel will not be able to find Client's location if the call is not completed or is not forwarded, is dropped or disconnected, if Client is unable to speak to tell the operator the location, or if the Product is not operational for any reason.
11. **Disclaimer of Liability and Indemnification.** Marco does not have any control over whether, or the manner in which, calls using Products, including the 911 Dialing feature, are answered or addressed by any local emergency response or national calling center. Marco disclaims all responsibility for the conduct of local emergency response centers and the national emergency calling center. Marco relies on third parties to assist us in routing 911 Dialing feature calls to local emergency response centers and to a national emergency calling center. MARCO DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY IN THE EVENT SUCH THIRD PARTY DATA USED TO ROUTE CALLS IS INCORRECT OR YIELDS AN ERRONEOUS RESULT. NEITHER MARCO NOR ITS SHAREHOLDERS, DIRECTORS, OFFICERS, EMPLOYEES, AFFILIATES, OR AGENTS SHALL BE HELD LIABLE FOR ANY DEMAND, CLAIM, CAUSE OF ACTION, DAMAGE, LIABILITY, OR LOSS WHATSOEVER, AND CLIENT HEREBY WAIVES ANY AND ALL SUCH DEMANDS, CLAIMS, CAUSES OF ACTION, DAMAGES, AND LOSSES ARISING FROM OR RELATING TO THE PRODUCTS, INCLUDING THE 911 DIALING FEATURE, AND ANY DEVICE(S) OR EQUIPMENT (COLLECTIVELY, "CLAIMS"), UNLESS AND TO THE EXTENT SUCH CLAIMS RESULTED FROM MARCO'S RECKLESSNESS OR WILLFUL MISCONDUCT.

Client shall defend, indemnify, and hold harmless Marco, its shareholders, directors, officers, employees, affiliates and agents and any other service provider who furnishes services to Client in connection with the Product, including the 911 Dialing feature, from any and all claims, losses, damages, fines, penalties, costs and expenses (including, without limitation, attorney and expert fees) by, or on behalf of, Client or any third party relating to the absence, failure or outage of the Product, including the 911 Dialing feature, incorrectly routed 911 Dialing feature calls, and/or the inability of any user of the Products to be able to use the 911 Dialing feature or access emergency service personnel.

12. **Alternate 911 Arrangements.** IF CLIENT IS NOT COMFORTABLE WITH THE LIMITATIONS OF THE 911 DIALING SERVICE, CONSIDER HAVING AN ALTERNATE MEANS OF ACCESSING TRADITIONAL 911 OR E911 SERVICES OR TERMINATING THE SERVICE.

SUPPORT DESK ASSISTANCE

1. **Scope.** As part of the Services, Marco will make available to Client's Designated Users, access to the Marco Support desk ("Support Desk Service(s)").
2. **Incident Resolution.** Marco will provide Designated Users assistance in resolving incidents that cause a reduction in the normal quality or interruption of the standard functionality of the Services to the extent described under this Cloud Voice Agreement (collectively, "Incidents"). Marco's assistance shall begin when Client or a Designated User contacts the Marco Support Desk and ends when Marco resolves the Incident or determines in its sole discretion that it cannot resolve the Incident. Client acknowledges and agrees that it is solely responsible for any costs and expenses associated with resolving Incidents following the above determination by Marco.
3. **Remote Access.** When and where applicable, Client agrees that Marco may provide post installation Support Desk Services remotely and that Marco may install such software on Client's equipment as Marco deems appropriate in its sole discretion for that purpose ("Remote Access Software"). Client agrees to provide Marco with: a) access to Client equipment; b) Client Information and Access (defined below); and c) any other items Marco reasonably requests for the installation of the Remote Access Software and for Marco's remote provision of Support Desk Services to Client. Questions or concerns with Marco having this access should be communicated during the review of this Cloud Voice Agreement in order to discuss alternative methods of support. When remote access support is authorized, Marco may use this access whenever a support ticket is created. Network management for Marco Managed WAN services, if any, is not included in this Cloud Voice Agreement.
4. **Additional Remote or On-site Services.** Client may purchase additional Support Desk Service(s) at Marco's then current rates. Any such additional purchases shall be governed by and subject to the Agreement and this Cloud Voice Agreement and shall be made by an additional SOP or separate agreement in Marco's sole discretion.
5. **Rapid Resolution Response.** Marco will use commercially reasonable efforts to provide a live-call response to all Marco Support Desk Service requests. If Marco does not respond to a live-call, Client may leave a voice or email message. Marco Support Desk Service requests shall contain a detailed description of the problem, the nature of any failure, any error/alert or other messages, tasks that were being performed prior to the problem, the name and version of software being used and the desired end result.
6. **Service Level Targets and Priority Standards.** Marco will provide Support Desk Service in accordance with its Service Level Targets and priority standards in effect at the time of Client's Support Desk Service request, which are subject to change in Marco's sole discretion. Current targets and priority standards are attached as **Schedule B**. Marco will use commercially reasonable efforts to meet its Support Desk Service Level Targets and Priority Standards, but it cannot guarantee that the targets and standards will be met in every instance. In addition, the nature of certain Emergency and other Incidents will not allow strict compliance with these targets and standards.

7. **Service Level Agreement.** Marco will provide Service in accordance with its Service Level Agreement ("SLA"), if any, in effect at the time of Client's Support Desk Service request, which is subject to change in Marco's sole discretion. If applicable, the current SLA is attached as **Schedule C**.
8. **Support Desk Downtime.** Support Desk Services will be interrupted by times of scheduled and unscheduled maintenance and repair of Marco Systems ("Support Desk Downtime"). Marco will use commercially reasonable efforts to minimize such Support Desk Downtime.
9. **Vendor and Software Guidance.** At Client's request, Marco in its sole discretion may provide general guidance to Client in considering the use of new or different software. Any such Marco guidance shall not be considered to be an analysis on which Client should rely to purchase such software or to determine such software's capabilities or effect on the Products or Client, all of which is the sole responsibility of Client. Client may purchase a software assessment under a separate agreement in Marco's sole discretion.

SOFTWARE UPDATES

As part of the Services, Marco will apply software patches and updates to the Software.

DATA CENTER MANAGEMENT

Marco will monitor and manage the data center Infrastructure as defined in Schedule D. This monitoring and management is not inclusive of Client Equipment. Data center management for Marco Managed WAN services, if any, is not included in this Cloud Voice Agreement.

PLANNING, IMPLEMENTATION AND CHANGES

1. **Project Contacts.** The Parties shall each designate a project manager who has full authority to administer this agreement. Client shall also designate a primary and secondary IT administrator who shall be competent to, and shall have full authority to, dictate Client's network policy and make all technical decisions for Client concerning the provision and use of the Products. One of Client's IT Administrators may also serve as its project manager if Client so designates. Client represents and warrants that its project manager and IT administrator (collectively, "Contacts") have full authority to bind Client, and that Marco may rely on the Contacts, and their decisions, instructions and directions in carrying out the Agreement and this Cloud Voice Agreement.
2. **Network Discovery.** Following the Effective Date of the Agreement, Marco may conduct a discovery of certain of Client's current equipment, operating systems, software and network environment to gather any information Marco needs to carry out this Cloud Voice Agreement ("Network Discovery"). If Network Discovery occurs, Marco will review its Network Discovery with Client. Client shall confirm the accuracy of the Network Discovery and provide Marco with any clarification and other information about the Network Discovery, Client Equipment, Client's environment and any other information necessary for the efficient and effective provision and use of the Products. Client shall pay the implementation fee set forth in any SOP for the Network Discovery.
3. **Client Information and Access.** To facilitate a Network Discovery and the efficient and effective provision and use of the Products, Client agrees to provide to Marco copies of, access to, and permission to collect, maintain, process, use and enter, as applicable:

- a) Client's Designated Site; Designated Equipment; Client Equipment; and other equipment, hardware or facilities of any other kind which Marco reasonably requests;
- b) Client Contacts and other representatives;
- c) Client Access Information, which is defined as those rights, privileges and authorizations, Marco requires for it to carry out its obligations or exercise its rights under the Agreement and this Cloud Voice Agreement, both during and after Client's regular business hours, including but not limited to: administrative rights, passwords, security clearance and facilities entrance capabilities; and
- d) Client's additional information, which Marco reasonably requests, including but not limited to: information about facilities, computers, network environment, servers, drives, switches, routers, hard drives, mobile devices, third party applications, licenses (and their renewal), backup and protocol (including for emergencies), goods, equipment, etc. (collectively, "Client Information and Access").

4. Remediation and Service Limitations. Marco may designate certain limitations or exclusions from the Services ("Service Limitations") or require that Client enter into a separate remediation agreement ("Remediation Plan") if: (i) on the Effective Date problems exist with Client's environment; or (ii) during Network Discovery, or at any other time during the Cloud Voice Agreement, Marco determines that upgrading, replacement or other remediation by Client will be required in order for Marco to efficiently and effectively provide and Client and its Representatives to use the Products. Client shall pay Marco's then prevailing rates for any remediation services.

If (i) Minimum Specifications are not met; (ii) Client fails to implement the Remediation Plan; or (iii) Marco determines in its sole discretion that the Service Limitations would prohibit Marco from efficiently and effectively providing the Products, Marco may terminate the Agreement and this Cloud Voice Agreement without liability. If Marco terminates on the above basis, Client shall pay all fees incurred to the date of such termination.

- 5. Planning and Schedule.** Client shall work with Marco to plan for and schedule dates and times for all steps leading to implementation of the Products, including but not limited to, as applicable: the Network Discovery, the provision of any Client Information and Access, number portability, site preparation and access, any Existing Provider Cutover (as defined below) and Service "Go Live" dates.
- 6. Cutover from Existing Provider.** To the extent the Services, Equipment or Software will be replacing existing services, equipment and software of another provider, Marco will assist Client with the transition to the Services, Equipment and Software by providing service continuation guidelines and an expected date when the transition will happen ("Existing Provider Cutover"). Client acknowledges and agrees that factors relating to Client's existing provider, which are not in the reasonable control of Marco, may limit the effectiveness of the Existing Provider Cutover. Client agrees that Marco shall have no liability to Client or any third party arising out of such factors.
- 7. Go Live.** Marco will notify Client when it has activated the Services at Client's location(s) ("Go Live Date(s)"). Marco will host a welcome call and provide Client with information needed for Designated Users to access Marco Support Desk Services at the first Go Live Date. If Client has multiple locations, there may be multiple Go Live Dates.
- 8. Training.** Marco will provide the below training services:
- a) Project Coordinator led webinar for administrative or knowledge workers for up to two (2) hours;

- b) Phone user guides in digital and printed form; and/or
- c) Online access to training videos covering handsets and general features;

Client may purchase additional training services, include onsite training, at Marco's then current rates. Any such additional purchases shall be governed by and subject to the Agreement and this Cloud Voice Agreement and shall be designated on the SOP or made by an additional SOP or separate agreement in Marco's sole discretion.

- 9. Discovery Scope.** Any Network Discovery, Remediation Plan and Service Limitations are not to be considered a comprehensive analysis, but rather are the limited discovery of Client's network environment for purposes of Marco's efficient and effective provision of the Products. Client represents and warrants that it and its Representatives shall not rely on nor allow any third party to rely on such assessment for any other purpose whatsoever.
- 10. Equipment and Site Prerequisites.** The Equipment is identified on Schedule A. Client shall keep the Equipment in good working order. Prior to Marco's installation of any Equipment and thereafter, as required for Marco's effective and efficient provision of the Products, Client shall:
- a) Specify the location for any installation;
 - b) Prepare the installation site in accordance with Marco's installation instructions and applicable environmental, health and safety regulations;
 - c) Provide adequate: space for the equipment, network or communication cable as required by Marco; light, separate AC power sources, ventilation and other equipment or items necessary for the efficient and effective installation, operation and use of the Products; and
 - d) Take such other action as is necessary or reasonably requested by Marco to prepare and maintain the site and environment for the effective and efficient provision of the products.
- 11. Team Effort.** Client agrees to actively assist and cooperate with Marco to perform its obligations and exercise its rights under the Agreement and this Cloud Voice Agreement, including, but not limited to: actively participating in the planning, scheduling, information gathering, monitoring, maintaining, managing, providing feedback, considering recommendations (including as to single point failures) and implementing remediation or changes for the effective and efficient provision and use of the Products. Client acknowledges and agrees that: (a) its failure to timely provide such assistance and cooperation and perform any of its obligations under this Cloud Voice Agreement; b) the necessity of a Change Order, separate agreement, Remediation Plan, Service Limitations, or Client's request for enhanced, additional or different services, equipment, software or other things; c) the Existing Provider Cutover; d) limitations or barriers to the Client Information and Access; d) or factors in the reasonable control of Client, but not of Marco, may result in the delay, reduction or failure of the effective and efficient provision and use of the Products (collectively, "Limitations"). Client agrees that it will be solely responsible for and will defend, indemnify and hold harmless Marco and its Representatives for any Claims, Losses, or other liability or consequences whatsoever arising out of or relating to such Limitations.
- 12. Software Licenses and Other Agreements.** Client shall enter into, maintain, comply with and be bound by licenses, agreements or other prerequisites of third party software publishers vendors or equipment manufacturers for the Products (collectively, "Licenses").
- 13. Repair.** At the request of Client, Marco may in its sole discretion, attempt to repair defects in the Equipment, which meets Minimum Specifications ("Repairs"). Updates to firmware on Equipment are included. Updates to firmware on other Client Equipment are not included. After obtaining Client's consent, Marco shall have the option to remove the Equipment to the Marco service depot to make such Repairs.

- 14. Changes and Enhanced Services.** Except as expressly stated otherwise herein or in the Agreement, no order, statement, conduct of either Party, nor course of dealing, usage, or trade practice shall be treated as a change to the obligations or rights of either Party hereunder or in the Agreement, unless agreed in a writing by both Parties. Marco reserves the right in its sole discretion to require an additional SOP or separate agreement for any changes, additions, or enhancements to the Products.
- 15. Offboarding.** Marco has no obligation to maintain Client data following termination or expiration of any SOP. Client shall have thirty (30) days to download its data after expiration or termination of the applicable SOP and shall pay the MRC during that period. Client shall contact the Marco Support Desk for download access and instructions. Client shall pay the MRC (defined below) amount provide Any Support Desk assistance following expiration or termination shall be billed at Marco's then prevailing rates.

IMPLEMENTATION SERVICES

Once the signed agreements are received, Marco will assign a Project Manager to work on implementation. Client agrees to provide assistance and documentation needed to complete the Network Discovery and design meetings. All information requested and communication should be routed through the Project Manager.

PRIVACY

Marco is not liable for any lack of privacy that may be experienced because the Products utilize, in whole or in part, the public Internet and third party networks to transmit voice and other communications.

SERVICE AND HARDWARE LIMITATIONS

Services for the implementation of this projects are subject to the terms of the Agreement. Any (i) custom development work on applications or third party software related to API integration or custom applications; (ii) service rendered to equipment other than that listed on the SOP; or (iii) new/different equipment, software, etc. added to Client's system, will NOT be covered under the Agreement or any Cloud Voice Agreement unless, and until, approved in writing by Marco in a Change Order or other agreement in Marco's sole discretion. Any additional service other than that included in the SOP is billed at Marco's then prevailing rates.

Effective: April 30, 2020

SCHEDULE A - SCHEDULE OF PRODUCTS

(To Be Delivered)

SCHEDULE B - SERVICE LEVEL TARGETS AND PRIORITY STANDARDS

Marco will provide Support Desk Services provided in the Cloud Voice Agreement in accordance with its service level targets and priority standards in effect at the time of Client's support desk service request, which are subject to change in Marco's sole discretion. Current support desk service level targets and priority standards are set forth below.

Severity: Critical

Provided when service or security incidents include outage issues that affect the entire organization or prevent Client from conducting essential business tasks such as effectively serving its Clients.

- **Ticket Acknowledged:** 10 Minutes
- **Technician Response:** 30 Minutes

Severity: High

Provided when service or security incidents include outage issues that prevent a department or group from performing essential tasks, time sensitive systems failure resolutions or issues resulting in multiple-user stoppage.

- **Ticket Acknowledged:** 10 Minutes
- **Technician Response:** 1 Business Hour

Severity: Medium

Provided when service or security incidents include issues that slightly reduce the entire organization's production or result in multiple users experiencing severe degradation or a single user stoppage.

- **Ticket Acknowledged:** 10 Minutes
- **Technician Response:** 2 Business Hours

Severity: Normal

Provided when service or security incidents include issues that prevent a single user from overall productivity or slightly reduce the productivity of multiple users or end user standard change requests.

- **Ticket Acknowledged:** 30 Minutes
- **Technician Response:** Same or Next Business Day

Severity: Low

Provided for end user non-standard change requests, requests for information, consultation, training, new Products, proactive maintenance or review, installation or root cause investigations or service or security incidents that do not prevent overall productivity of employees.

- **Ticket Acknowledged:** 30 Minutes
- **Technician Response:** 2 to 5 Business Days

Marco will use commercially reasonable efforts to meet its Service Level Targets and priority standards, but it cannot guarantee that the targets and standards will be met in every instance. In addition, the nature of certain Emergency Responses and other Incidents will not allow strict compliance with these targets and standards.

Ticket Acknowledged - the time in which Marco targets to identify, categorize and prioritize incidents or end user requests and assign tickets to the appropriate team.

Technician Response - the time in which a Marco Technician is assigned to a ticket and (i) engages and begins resolving incidents that may be investigated and diagnosed remotely or (ii) is scheduled for non-incident requests or requests requiring an onsite visit.

Expedition. Client may request a deviance from these targets and standards, which may be granted, and/or be subject to a Service Amendment or another agreement, in Marco's sole discretion.

SCHEDULE C – SERVICE LEVEL AGREEMENT (SLA)

This Service Level Agreement (“**SLA**”) sets forth Marco Technologies, LLC (“Marco”) Cloud Voice service level objectives and Client service credit terms and is subject to and governed by the Marco Relationship Agreement between the parties.

1. Definitions

- **“Marco Support Desk”** means the Marco support technicians who are available by phone at 800.847.3097 or mit@marconet.com.
- **“Force Majeure”** means delay or failure in performance to the extent such delay or failure is caused by fire, flood, explosion, accident, war, strike, embargo, governmental requirement, civil or military authority, Acts of God, labor interruption, delay in, or inability to obtain on reasonable terms and prices adequate power, telecommunications, transportation, raw materials, supplies, goods, equipment, Internet or other services or any other cause beyond Marco’s reasonable control. Any such delay or failure shall suspend this SLA until the Force Majeure ceases.
- **“Outage”** means a period in which a Service failure causes a complete loss of Infrastructure, Data Center and Telecommunications Services or when the Service is Unavailable as defined in the Performance Specifications, but specifically excluding (a) failures caused by Client, Client’s End Users or Client’s equipment; (b) failures during any Force Majeure event; (d) failure of connectivity not within Marco’s control; (f) interruptions during any period in which Marco is not allowed access to Client or End User premises, if such access is necessary to repair or restore Service; and (g) interruptions during any period where Client elects not to release the Services for testing and/or repair.
- **“Scheduled Downtime”** is defined as (i) those periods of time Marco will perform service maintenance outside 8:00 a.m. to 5:00 p.m. CST after providing Client five (5) days’ notice and (ii) when rebooting Marco Hosted Servers following software updates.
- **“Unscheduled Downtime”** means periods of time Marco determines in its sole discretion that it is in the best interests of any or all its Clients to perform service maintenance without providing notice to Client.
- **“Support Service”** is defined as Marco’s assistance to Client to resolve Incidents which result in the Client being unable to transmit, initiate or receive voice, VoIP or video communications in accordance with Schedule B.
- **“MRC”** means the monthly recurring charge for a particular Service, as specified in a SOP.
- **“Infrastructure”** means the data center facilities, electrical power, cooling, battery backup, cross connects, servers, storage, and software used to deliver Cloud Voice.
- **“Telecommunication Service”** means the SIP Trunking, Public Switched Telephone Network (PSTN), local, long distance, toll free, communications software and applications and x11 calling services used to deliver Cloud Voice.

2. Service Availability

Marco shall make the Service available for access and use by Client 24x7x365, excluding any Scheduled Downtime, Unscheduled Downtime, or downtime due to a Force Majeure event (“Service Availability”). Service Availability is calculated by subtracting from 100% the result of the number of minutes of an Outage

on the Infrastructure and Telecommunications Service in a calendar month divided by the total number of minutes in such calendar month. If the monthly Service Availability is less than 99.9%, service level credits may be provided to Client as further detailed below.

3. Support Availability for Outage

Marco will provide commercially reasonable 24x7x365 Support Service to assist Client to resolve an Outage. To ensure receipt of notice that an Outage has occurred, Outages must be communicated to Marco by phone or email to the Marco Support Desk and will be considered an open issue when Client or a Designated User contacts the Marco Support Desk and Marco confirms the Outage. The time of an Outage shall begin from the point of Marco confirming the Outage and issuing a ticket number. In addition, it is recommended that trained network and IT personnel be made available by the Client for the prompt resolution of an Outage.

4. Support Availability for Other Requests

For issues other than Outages, Marco will provide commercially reasonable Support Desk Services by phone and/or email from Monday through Friday (excluding Marco published holidays) 8:00 a.m. to 5:00 p.m. CST via a phone call or email to the Marco Support Desk. All support requests will be provided with a case number and severity level for tracking and communication purposes. Within what is commercially reasonable, Marco endeavors to respond, update, and resolve tickets as outlined Schedule B.

5. SLA Amendments

Marco may in its sole discretion update and amend this SLA at any time.

6. Service Level Credit

Marco agrees to provide Client a credit or, in its sole discretion, another remedy, for a Service that fails to meet Service Availability requirement below, except as provided in Subsection 6.1, below. Marco makes no representation or warranty that the Service will be available at all times. Temporary disruptions in Marco Cloud Voice Services shall not constitute a breach of this SLA or the Agreement. Marco provided Client service credits are not to exceed 50% of the aggregate monthly recurring rate designated on the SOP for the Product that is unavailable. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS SLA, THE CLOUD VOICE AGREEMENT OR THE AGREEMENT, THE RELIEF SET FORTH IN THIS SECTION 6 SHALL BE CLIENT'S SOLE AND EXCLUSIVE REMEDY WITH RESPECT TO BREACH OF THIS SLA AND THE FAILURE OF OR NON-PERFORMANCE OF THE MARCO CLOUD VOICE PRODUCTS.

6.1 If the monthly Service Availability is less than 99.90% after the report by Client to Marco of an Outage, Client must request a credit in writing to Hostedbilling@Marconet.com (including in the communication their ticket number from the open trouble ticket) within fifteen (15) calendar days of the event. Marco shall issue the Client the applicable amount indicated below as a credit, and not as a penalty.

- Marco will not provide Client with a credit if the monthly Service Availability based on the above criteria is at least 99.90%.
- Marco shall provide Client a credit in an amount equal to five percent (5%) of the monthly recurring charge set forth in the SOP if the monthly Service Availability based on the above criteria is 99.00% to 99.89%.
- Marco shall provide Client a credit in an amount equal to ten percent (10%) of the monthly recurring charge set forth in the SOP if the monthly Service Availability based on the above criteria is 98.00% to 98.99%.

- Marco shall provide Client a credit in an amount equal to fifteen percent (15%) of the monthly recurring charge set forth in the SOP if the monthly Service Availability based on the above criteria is 95.00% to 97.99%.

6.2 There shall be no credits for Outages:

- Caused directly or indirectly by the acts or omissions of Client;
- Caused by the failure of equipment or systems provided by Client or any third party (not under the direction or control of Marco);
- Caused by a Force Majeure event
- Occurring with respect to a request or an order from Client for a change in the Service;
- Occurring while Client is in breach of the Agreement; or
- Caused by Scheduled Downtime or Unscheduled Downtime.

SCHEDULE D – PERFORMANCE SPECIFICATIONS**PERFORMANCE SPECIFICATIONS FOR UNIFIED COMMUNICATIONS AS A SERVICE (“UCAAS”) ENTERPRISE:**

Marco UCaaS Highlights	
<p>Support Desk Services 8:00 A.M. to 5:00 P.M. CT, 5 Days a week</p> <ul style="list-style-type: none"> ▪ Moves, Adds, Changes ▪ Platform Connectivity ▪ Software Programming <p>24x7x365</p> <ul style="list-style-type: none"> ▪ Infrastructure ▪ Telecommunications Services 	<p>Marco’s UCaaS consists of the following components for unified communications services as defined in the SOP.</p> <ul style="list-style-type: none"> ▪ Mitel Software ▪ Mobile Applications ▪ SIP Trunking ▪ Local Calling ▪ Long Distance Calling ▪ International Calling ▪ Toll Free Calling ▪ Enhanced 911 Service ▪ Caller ID ▪ Direct Inward Dial Numbers

Performance Standards:

1. **Availability.** Marco’s UCaaS Infrastructure and Telecommunications Services will be available to its Clients 99.99% of the time, measured on a monthly basis via both public and private connectivity methods.
2. **Resources.** Marco will deliver 100% of the described Products located on the SOP.
3. **Expandability.** Marco will provide expandability of the solution, upon request and for additional cost, including the ability to adjust consumed service capacities up or down.
4. **Manageability.** Marco will provide the Client credentials to log in to their UCaaS portal for the Client to configure, install, utilize, and modify their users, hunt groups, auto attendant and collaboration features.
5. **Monitoring.** Marco will monitor the Infrastructure and Telecommunications Service for Outages and Availability 24x7x365.
6. **Security and privacy.** Marco will provide reasonable physical, technical, and administrative measures to ensure security and controlled access to the UCaaS environment, located within data centers as well as critical infrastructures supporting the facility. Entrances into secure areas include dual-factor authentication and video monitoring. In addition, the data center facility maintains on-site dedicated security staff to manage surveillance and monitor the secure areas parking and building perimeter. The site security is managed, maintained and certified in audits, performed annually.
7. **Unavailability.** UCaaS is considered unavailable when there has been a loss of power, connectivity or access to the Infrastructure and Telecommunications Services within the data center (“Unavailable”).

8. **Repair and Scheduled Maintenance.** Repair efforts will be undertaken upon notification of trouble by internal network surveillance and performance systems or by notification of trouble and release of the UCaaS by the Client for testing. Marco will use commercially reasonable efforts to schedule scheduled maintenance in a manner that minimizes any system interruption. Performance and availability standards shall not apply during scheduled maintenance periods.
9. **Client Responsibilities.** Client shall be solely and exclusively responsible for the following:
- a) configuration of the UCaaS Services, including the encryption of any Client data and the designation of what Client data will be saved and accessible;
 - b) establishing and maintaining the security and confidentiality of Client data and of user accounts, ids, passwords, encryption keys, and any other personal identifiers;
 - c) the procurement, operation, maintenance, and security of Client equipment, networks, software, Internet, and other computing resources, infrastructure and services used to connect to and access the Services;
 - d) contacting Marco prior to changes made to or upgrades of any 3rd party applications that may have an impact to UCaaS services;
 - e) retaining a current copy of Client data outside the Services; and
 - f) all uses of the Products by Clients and its users.

PERFORMANCE SPECIFICATIONS FOR VOICE AS A SERVICE ("VAAS"):

Marco VaaS Highlights	
Support Desk Services 8:00 A.M. to 5:00 P.M. CST, 5 Days a week ▪ Moves, Adds, Changes ▪ Platform Connectivity ▪ Software Programming 24x7x365 ▪ Infrastructure ▪ Telecommunications Services	Marco's VaaS consists of the following components for cloud voice services as defined in the SOP. ▪ Switch Connex Software ▪ Mobile Applications ▪ SIP Trunking ▪ Local Calling ▪ Long Distance Calling ▪ International Calling ▪ Toll Free Calling ▪ Enhanced 911 Service ▪ Caller ID ▪ Direct Inward Dial Numbers

Performance Standards:

- 1. Availability.** Marco's VaaS Infrastructure and Telecommunications Services will be available to its Clients 99.90% of the time, measured on a monthly basis via both public and private connectivity methods.
- 2. Resources.** Marco will deliver 100% of the described Products located on the SOP.
- 3. Expandability.** Marco will provide expandability of the solution, upon request and for additional cost, including the ability to adjust consumed service capacities up or down.
- 4. Manageability.** Marco will provide the Client credentials to log in to their VaaS portal to configure, install, utilize, and modify their users, hunt groups, phone numbers, caller ID, extensions, auto attendant and reporting.
- 5. Security and privacy.** Marco will ensure security and controlled access to the VaaS environment, located within secure data centers. Multiple layers of security protect the data centers as well as all critical infrastructures supporting the facility.
- 6. Unavailability.** VaaS is considered unavailable when there has been a loss of power, connectivity or access to the Infrastructure and Telecommunications Services within the data center ("Unavailable").
- 7. Repair and Scheduled Maintenance.** Repair efforts will be undertaken upon notification of trouble by internal network surveillance and performance systems or by notification of trouble and release of the VaaS by the Client for testing. Marco will use commercially reasonable efforts to schedule scheduled maintenance in a manner that minimizes any system interruption. Performance and availability standards shall not apply during scheduled maintenance periods.

- 8. Client Responsibilities.** Client shall be solely and exclusively responsible for the following:
- a) configuration of the VaaS Services, including the encryption of any Client data and the designation of what Client data will be saved and accessible;
 - b) establishing and maintaining the security and confidentiality of Client data and of user accounts, ids, passwords, encryption keys, and any other personal identifiers;
 - c) the procurement, operation, maintenance, and security of Client equipment, networks, software, Internet, and other computing resources, infrastructure and services used to connect to and access the Services;
 - d) contacting Marco prior to changes made to or upgrades of any 3rd party applications that may have an impact to VaaS services;
 - e) retaining a current copy of Client data outside the Services; and
 - f) all uses of the Products by Clients and its users.

PERFORMANCE SPECIFICATIONS FOR SESSION INITIATION PROTOCOL ("SIP") TRUNKING AS A SERVICE ("STAAS"):

Marco STaaS Highlights	
Support Desk Services 8:00 A.M. to 5:00 P.M. CT, 5 Days a week ▪ Moves, Adds, Changes ▪ Platform Connectivity ▪ Software Programming 24x7x365 ▪ Infrastructure ▪ Telecommunications Services	Marco's STaaS consists of the following components for SIP services as defined in the SOP. ▪ Voice Trunking ▪ Local Calling ▪ Long Distance Calling ▪ International Calling ▪ Toll Free Calling ▪ Enhanced 911 Service ▪ Caller ID ▪ Direct Inward Dial Numbers

Performance Standards:

- 1. Availability.** Marco's STaaS Infrastructure and Telecommunications Services will be available to its Clients 99.99% of the time, measured on a monthly basis via both public and private connectivity methods.
- 2. Resources.** Marco will deliver 100% of the described Products located on the SOP.
- 3. Expandability.** Marco will provide expandability of the solution, upon request and for additional cost, including the ability to adjust consumed service capacities up or down.
- 4. Manageability.** Marco will manage the Client portal and configure, install, utilize, and modify their DID's, call plans, and users.
- 5. Security and privacy.** Marco will provide reasonable physical, technical, and administrative measures to ensure security and controlled access to the STaaS environment, located within data centers as well as critical infrastructures supporting the facility. Entrances into secure areas include dual-factor authentication and video monitoring. In addition, the data center facility maintains on-site dedicated security staff to manage surveillance and monitor the secure areas parking and building perimeter. The site security is managed, maintained and certified in audits, performed annually.
- 6. Unavailability.** STaaS is considered unavailable when there has been a loss of power, connectivity or access to the Infrastructure and Telecommunications Services within the data center ("Unavailable").
- 7. Repair and Scheduled Maintenance.** Repair efforts will be undertaken upon notification of trouble by internal network surveillance and performance systems or by notification of trouble and release of the STaaS by the Client for testing. Marco will use commercially reasonable efforts to schedule scheduled maintenance in a manner that minimizes any system interruption. Performance and availability standards shall not apply during scheduled maintenance periods.

- 8. Client Responsibilities.** Client shall be solely and exclusively responsible for the following:
- a) configuration of the STaaS Services, including the encryption of any Client data and the designation of what Client data will be saved and accessible;
 - b) establishing and maintaining the security and confidentiality of Client data and of user accounts, ids, passwords, encryption keys, and any other personal identifiers;
 - c) the procurement, operation, maintenance, and security of Client equipment, networks, software, Internet, and other computing resources, infrastructure and services used to connect to and access the Services;
 - d) retaining a current copy of Client data outside the Services; and
 - e) all uses of the Products by Clients and its users.

Effective: April 30, 2020



Board of County Commissioners Agenda Request

9A
Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: Award Business Development & Recreation Grants

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Mark Jeffers		Department: Economic Development
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 min
Summary of Issue: <p>The Aitkin County Economic Development Committee has received and reviewed grant funding requests for the Business Development & Recreation Grant Program. Grant applications and grant award summary are included.</p> <p>The Committee was unanimous on the recommendation. The Committee recommends and requests approval to award the following grants at this time:</p> <p>Riverboat Heritage Days \$2,000 Paddle Your Glass Off \$2,000</p> <p>The purpose of this grant fund is to leverage county funds, private funds, and volunteer efforts to enhance small business development activities in Aitkin County, with a focus on increasing sustained tourism and recreational events. Organizations may apply individually or submit a joint application. To demonstrate their commitment to the grant request, organizations must provide a 1:1 match of funds in good faith. The Aitkin County Board of Commissioners has approved this funding to be used directly for the benefit of the Aitkin County community through the Aitkin County Business Development & Recreation Grant.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Economic Development requests approval of a motion to award the recommended grants.		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>		

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

Business Development and Recreation Grant

#	Facility Name	Project Name	Contact Name	Email	City	Phone	\$ requested	\$ Awarded
1	Growth Innovations	multi-tenant signage	Tami Jacobs	tjacobs@growthiv.org	Aitkin	218.927.2172	\$ 1,025	\$ -
2	Clear Lake Gardens	Aitkin Farm Trail	Kelley Rajala	clearlakegardens@gmail.com	Aitkin	707.331.6850	\$ 2,000	\$ 2,000
3	Long Lake Foundation	Nature Rocks	Bob Marcum, Dave McMillan	rmarcum@llcfoundation.org	Aitkin	218.768.4653	\$ 2,000	\$ 2,000
4	Food as Medicine Festival	Riverwood/Clear Lake Gardens	Kelley Rajala	clearlakegardens@gmail.com	Aitkin	707.331.6850	\$ 500	\$ 500
5	Aitkin Area Chamber of Commerce	Riverboat Heritage Days	Stephanie Mollet	uamorth@aitkin.com	Aitkin	218.394.2202	\$ 2,000	\$ 2,000
6	Aitkin Area Chamber of Commerce	Paddle Your Glass Off	Stephanie Mollet	uamorth@aitkin.com	Aitkin	218.394.2202	\$ 2,000	\$ 2,000
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							\$ 9,525	\$ 8,500

#5



Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2025 - December 31, 2025

1. Grant requests should be submitted by EMAIL to:
mark.jeffers@co.aitkin.mn.us, subject line: BD&R2025 or
by mail to:
Mark Jeffers
Aitkin County Government Center
307 2nd Street NW, Room 316
Aitkin, MN 56431
2. Funding recommendations will be considered at the regularly scheduled monthly meeting of the Aitkin County Economic Development Committee. Application deadline is **May 31, 2025**.
3. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.
4. The purpose of this grant fund is to leverage county funds, private funds, and volunteer efforts to enhance small business development activities in Aitkin County, with a focus on increasing sustained tourism and recreational events. Organizations may apply individually or submit a joint application. To demonstrate their commitment to the grant request, organizations must provide a 1:1 match of funds in good faith. The Aitkin County Board of Commissioners has approved this funding to be used directly for the benefit of the Aitkin County community through the Aitkin County Business Development & Recreation Grant.

APPLICANT INFORMATION

PROGRAM INFORMATION

Project/Event Name: Aitkin MN Riverboat Heritage Days

Date(s) of Project/Event: August 2nd, 2025

Location of Project/Event: Downtown Aitkin

Organization/Community Name: Aitkin Area Chamber of Commerce

Person in Charge of Project: Stephanie Mollet - Outreach Cord.

Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):

PO Box 127 Aitkin, MN 56431 Physical: 301 Minnesota Ave N STE 4

Contact Person's Phone #: 218-394-2202

Contact Person's Email: upnorth@aitkin.com

Description/focus/purpose of your organization:

We advocate for & support our members to build & strengthen our community.

**FUNDING:**

Amount requested from Aitkin County

\$ 2000

(Minimum \$100.00, maximum request is 2,000.00). The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.

Amount of your organization's match

\$ 2000

Total projected budget

\$ 8200

PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

Aitkin Riverboat Heritage Days is an annual event celebrating Aitkin's heritage as a Mississippi riverboat town.

The Aitkin Chamber of Commerce will manage the kid's zone, parade, and vendor fair. These activities aim to foster community spirit, promote local heritage, and support economic growth by attracting visitors and encouraging them to engage with local businesses.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

We aim to bring more people to Aitkin, MN to see how it is Naturally Better and enhance collaboration with community partner events, such as Ripplesippi, Atwater's Car Show, Rosallini's Duck Races, and CAPS STAY Run which will occur on the same weekend.

The grant funds will be used to assist with marketing efforts, performers, rentals, and more

Explain how your project will bring visitors to or provide a positive and sustainable economic impact on Aitkin County.

The event will draw visitors with its parade, vendor fair, and live music, while engaging the community and spreading the word

Through social media and local ads. The festival boosts local businesses, creates jobs, and promotes sustainable tourism.

Plus, it reinvests in community projects and preserves local heritage, making it a true celebration of Aitkin County's spirit and pride.

List target audience:

Families, locals, travelers from the Brainerd and Metro areas. Our social media demographics show women (78.1%) and men (28.9%).

How many people usually attend this project/event?

3,000

If awarded, how many incremental visitors do you hope to attract?

5,000



4. **PROJECT BUDGET:** in the space below, provide a budget for the entire event.

Category	Grant Funds	Applicant Funds	Total
Marketing (digital, print, radio)	500	3700	4200
Buttons		1000	1000
Tshirts Aitkin County Naturally Better logo	1500		1500
Performers		500	500
License Fees		50	50
Showboat Float Decorations		150	150
Rentals		800	800
TOTALS	2000	6200	8200

Contact Signature:

Name

Date:

4/4/2025



Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2025 - December 31, 2025

1. Grant requests should be submitted by EMAIL to:
mark.jeffers@co.aitkin.mn.us, subject line: BD&R2025 or
by mail to:
Mark Jeffers
Aitkin County Government Center
307 2nd Street NW, Room 316
Aitkin, MN 56431
2. Funding recommendations will be considered at the regularly scheduled monthly meeting of the Aitkin County Economic Development Committee. Application deadline is **May 31, 2025**.
3. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.
4. The purpose of this grant fund is to leverage county funds, private funds, and volunteer efforts to enhance small business development activities in Aitkin County, with a focus on increasing sustained tourism and recreational events. Organizations may apply individually or submit a joint application. To demonstrate their commitment to the grant request, organizations must provide a 1:1 match of funds in good faith. The Aitkin County Board of Commissioners has approved this funding to be used directly for the benefit of the Aitkin County community through the Aitkin County Business Development & Recreation Grant.

APPLICANT INFORMATION

PROGRAM INFORMATION

Project/Event Name: Paddle Your Glass Off 2025

Date(s) of Project/Event: June 14th, 2025

Location of Project/Event: Kimball Run Access and Aitkin County Campgrounds

Organization/Community Name: Aitkin Area Chamber of Commerce

Person in Charge of Project: Stephanie Mollet - Outreach Cord.

Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):

PO Box 127 Aitkin, MN 56431 Physical: 301 Minnesota Ave N STE 4

Contact Person's Phone #: 218-394-2202

Contact Person's Email: upnorth@aitkin.com

Description/focus/purpose of your organization:

We advocate for & support our members to build & strengthen our community.



FUNDING:

Amount requested from Aitkin County \$ 2,000
(Minimum \$100.00, maximum request is 2,000.00). The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.

Amount of your organization's match \$ 2000

Total projected budget \$ 4000

PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

Our event includes a paddle along the Mississippi River, followed by a tasting of beer, wine, and spirits from local vendors, with live music. Paddlers will start at Kimball Public Access and end at the Aitkin County Campgrounds, where the tasting will be held. We will provide shuttle services and help with launching and landing to ensure everything runs smoothly.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

Objective: We aim to raise awareness about Aitkin's waterways and highlight their value as recreational assets.

How It Will Be Done: We will introduce people to our river trails, showcasing their beauty and recreational opportunities.

Use of Grant Funds: The grant funds will be used for marketing efforts, rentals, water, snacks, and more.

Explain how your project will bring visitors to or provide a positive and sustainable economic impact on Aitkin County.

Our event attracts diverse crowds, including locals and visitors from the Metro and Brainerd Lakes Area. Attendees often dine at local restaurants and explore Aitkin's waterways, fostering a deeper connection with the community. This interaction supports local businesses like eateries, gas stations, rental companies, and stores. As more people become familiar with Aitkin, we expect increased support for lodging establishments, boosting the local economy and community pride.

List target audience:

Our target audience includes past event attendees, primarily adults aged 21 and above who are active on social media and listen to our local radio stations. Our demographic analysis shows women (78.1%) and men (28.9%).

How many people usually attend this project/event?

100 attendees and 20 volunteers

If awarded, how many incremental visitors do you hope to attract?

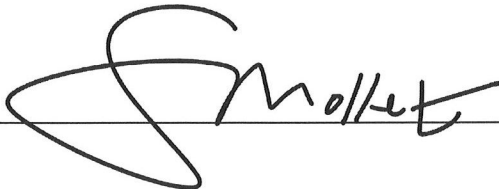
We hope to grow this event every year. We are currently capped at 100 attendees due to shuttling constraints.



4. **PROJECT BUDGET:** in the space below, provide a budget for the entire event.

Category	Grant Funds	Applicant Funds	Total
Kayak Rentals		1200	1200
Shirts (Shirts Plus) with Naturally Better Aitkin County Logo	1300		1300
Stickers		100	100
Music	400		400
Porta Potties		500	500
License Fees		50	50
Marketing (Social Media, Radio, Print)	300		300
Snacks/Water		150	150
TOTALS	2000	2000	4000

Contact Signature:

Name  Date: 4/4/2025



Board of County Commissioners Agenda Request

10A
Agenda Item #

Requested Meeting Date: May 13, 2025

Title of Item: County/Administration related Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Mark Jeffers		Department: Economic Development/Administration
Presenter (Name and Title): Mark Jeffers		Estimated Time Needed: 5 minutes
Summary of Issue: County/Administration related updates presented to the Board.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion only.		
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 Board of Commissioners Committee Reports Forms

11A

Agenda Item #

Committee	Freq	Scheduled	Representative
Association of MN Counties (AMC)			
Environment & Natural Resources Policy			Environmental Services Director
General Government			Commissioner Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Westerlund
Public Safety Committee			Commissioner Westerlund
Transportation Policy			Commissioner Kearney
Age-Friendly Changemakers			Kearney
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Sample
Aitkin County CARE Board	Monthly	3rd Thursday	Westerlund
Aitkin County Community Corrections	Quarterly	Varies	Wedel and Westerlund
Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and	Westerlund
Aitkin County Opioid Settlement Sub-committee	TBD	TBD	Sample
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Kearney, Alt. Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	Kearney, ALT. Leiviska
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	Kearney, ALT. Leiviska
ATV Committee	Monthly		Leiviska and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Sample Alt. Kearney
Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel
Budget Committee	Monthly	1st Tuesday	Leiviska and Wedel
East Central Regional Library Board	Monthly	2nd Monday	Leiviska Alt. Sample
Economic Development	Monthly	4th Wednesday	Wedel and Sample
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Kearney and Sample
Extension	4x year	Monday	Kearney Alt. Westerlund
Facilities	As needed		Wedel and Sample
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	Monthly	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	Sample
Mille Lacs Fisheries Input Group	8-10x yr		Westerlund
Mille Lacs Watershed	10x year	3rd Monday	Leiviska, Alt. Westerlund
Mississippi Grand Rapids 1W1P			Kearney
Mississippi Headwaters Board	Monthly	4th Friday	Kearney Alt. Sample
MN Rural Counties	8x year	Varies	Westerlund, Alt. Leiviska
Natural Resources Advisory Committee	8-10x yr	2nd Monday	Kearney and Sample
JET (NE MN Office Job Training)	As called		Leiviska
Northeast MN ATP	Quarterly	2nd Wednesday	Kearney (Leiviska, Alt.) and
Northeast MN Emergency Communications Board (ECB)	5-6x yr	4th Thursday	Leiviska (Sheriff Guida Alt.)
Northeast Waste Advisory Council	Quarterly	2nd Monday	Westerlund Alt. Sample
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund Alt. Kearney
Ordinance	As needed		Leiviska and Sample
Personnel/Insurance	As needed	2nd Tuesday	Kearney and Wedel
Planning Commission	Monthly	3rd Monday	Kearney Alt. Westerlund
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt. Leiviska
Snake River 1W1P Policy			Leiviska Alt. Sample
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel
Solid Waste Advisory	As needed		Wedel and Sample
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel
Tri-County Community Health Services	Bi-Monthly	2nd Thursday	Westerlund