



REGULAR MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: December 23, 2025

Where: Government Center Board Room

The public is invited to watch the meeting live on YouTube

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 but will take the information for consideration as appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 option 8 no later than 2:30 P.M. on the Monday before the meeting.

2) Consent Agenda- All items on the Consent Agenda are considered to be routine and have been made available to the County Board prior to the meeting. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from this Agenda and considered under a separate motion.

A) Correspondence File-

December 16, 2025 - December 22, 2025

B) Approve County Board Minutes-

December 16, 2025

C) Approve Electronic Funds Transfers

EFT Report thru 12.15.25

D) Approve-

Aitkin County Extension Committee Reappointments

E) Approve Auditor Vouchers-

Auditor Warrants - HHS 12.12.25

F) Adopt Resolution-

LG220 Application for Exempt Permit - Up North Riders ATV Club

G) Approve-

2026 Natural Resources Advisory Committee Appointments

H) Adopt Resolution-

Set Date and Time of 2026 Timber Auctions

I) Adopt Resolution-

Fund Transfer - Land Sale Surpluses

J) Approve Commissioner's Vouchers

Commissioner Warrants 12.19.25

K) Approve-

2026-2027 Advisory Committee Re-Appointments

L) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 12.12.25

M) Adopt Resolution-

Award Contract 20262

N) Approve-

Personnel Policy Update (Meal and Rest Breaks)

O) Approve-

Personnel Policy Update (PTO Donation Policy)

P) Approve-

Community Corrections Advisory Board 2026 membership roster

9:05 a.m.

3) Kathleen Ryan – County Auditor

- A) Adopt Resolutions - 2026 Budget Resolutions/2025 Year End Resolutions
- B) Adopt Resolution - 2025 Budget Reserves

9:25 a.m.

4) Penny Harms – Veterans Services Officer

- A) Veteran Services Office Report

9:40 a.m.

5) David Minke – County Administrator

- A) Draft Meeting Procedures and Rules of Business - Discussion Item
- B) 2026 County Board Projects / Priorities - Discussion Item

9:50 a.m.

6) Board of Commissioners

- A) Commissioner Committee Reports

ADJOURN

AITKIN COUNTY BOARD

December 16, 2025

Call to Order

The Aitkin County Board of Commissioners met the 16th day of December, 2025 at 4:30 p.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Travis Leiviska, Bret Sample, Michael Kearney, County Administrator David Minke, and Administrative Assistant April Kellerman.

Approval of Agenda

Motion made by Commissioner Leiviska, seconded by Commissioner Sample and carried 5-0 to approve the December 16, 2025, agenda, as amended with the addition of item 5B Schneider Geospatial (GeoPermits) discussion.

There was no Citizens' Public Comment

Consent Agenda

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

- A) Correspondence File November 25, 2025 to December 15, 2025;
- B) Approve November 25, 2025 County Board Minutes;
- C) Approve Electronic Funds Transfers Report thru 12.08.25 with a total of \$3,997,266.39;
- D) Approve Auditor's Vouchers – Auditor Warrants paid 11.21.25: Forest Development \$1,343.52;
- E) Approve Auditor's Vouchers – Auditor Warrants paid 11.21.25: Health & Human Services \$160,893.74;
- F) Adopt Resolution #20251216-126: Application for Grant-in-Aid ATV trail maintenance funds;
- G) Approve Auditor's Vouchers – Auditor Warrants paid 11.26.25: Road & Bridge \$19,713.51;
- H) Approve Manual Warrants/Voids/Corrections – Elan paid 11.06.2025: General Fund \$4,883.10, Long Lake Conservation Center \$39.30, Health & Human Services \$2,505.04, Road & Bridge \$551.29 for a total of \$7,978.73;
- I) Adopt Resolution #20251216-127: David and Laurie Winslow application to repurchase tax-forfeited property;
- J) Adopt Resolution #20251216-128: Robert Hill application to repurchase tax-forfeited property;
- K) Approve CY26-27 Child Support Cooperative Agreement;
- L) Approve Commissioner's Vouchers – Commissioner Warrants paid 12.05.25: General Fund \$216,530.35, Reserves Fund \$812.00, Road & Bridge \$47,271.22, Health & Human Services \$1,178.00, Trust \$30,496.27, Forest Development \$2,637.50, Taxes & Penalties \$326.61, Long Lake Conservation Center \$4,581.68, Parks \$9,934.10 for a total of \$338,267.73;
- M) Approve Auditor's Vouchers – Sales/Use & Diesel Tax paid 12.10.25: General Fund \$109.16, Road & Bridge \$815.17, Trust \$94.30, Long Lake Conservation Center \$223.84, Parks \$17.36, for a total of \$1,259.83;
- N) Adopt Resolution #20251216-129: Aitkin County Electronic Funds Policy/Procedure;
- O) Adopt Resolution #20251216-130: Reaffirm Change Funds;
- P) Approve Auditor's Vouchers – Auditor Warrants paid 12.05.25: General Fund \$18.47, Health & Human Services \$465,452.09, Opioid Remediation Settlement \$1,050.00, for a total of \$466,520.56;

AITKIN COUNTY BOARD

December 16, 2025

- Q) Approve Auditor's Vouchers – Auditor Warrants paid 12.05.25 part 2: Health & Human Services \$115,900.00;
- R) Approve Manual Warrants/Voids/Corrections – Elan paid 11.20.2025: General Fund \$27.13, Health & Human Services \$328.92, General Fund \$1,945.79, Trust \$48.00, Long Lake Conservation Center \$853.41, Road & Bridge \$59.00, for a total of \$3,262.25;
- S) Cash Balance Report – November 2025 – Information Only;
- T) Approve Appointment of Jane Bristow for District 5 Board of Adjustment;
- U) Approve Appointment of Dave Lange for District 5 Planning Commission;
- V) Approve Career Coaching Model;
- W) Approve Personnel Policy Update Article III, Section G Meal Periods;
- X) Approve Fire Protection Contract – City of Palisade;
- Y) Adopt Resolution #20251216-131: County Liquor and 3.2% Malt Liquor Licenses for 2026;
- Z) Adopt Resolution #20251216-132: Final Contract Payment #20254 to TNT Construction Group in the amount of \$3,544.24;
- AA) Adopt Resolution #20251216-133: Final Contract Payment #20256 to Casper Construction in the amount of \$3,464.06;

Regular Agenda

Kory and Holli O'Neil, Owners, give Purpose Driven Recovery Home presentation.

Motion by Commissioner Leiviska, seconded by Commissioner Westerlund and carried 5-0 to Approve Setting Fees for Judicial Security Legislation at \$75.00 for each Real Property Notice, Consent to Access, Request to Access and Consent to Terminate received under Minnesota Statute 480.50.

Motion by Commissioner Westerlund, seconded by Commissioner Sample and carried 5-0 to Set a New Public Hearing Date for Shoreland Ordinance Amendments on Tuesday, January 6, 2026, at 10:00AM in the Aitkin County Government Center Boardroom.

Discussion regarding Schneider Geospatial (GeoPermits) contract.

Motion by Commissioner Kearney, seconded by Commissioner Sample and carried 5-0 to Approve purchase of 2025 ASV RT-135 from Brainerd General Rental for a cost of \$158,975 plus a 60-month 2000-hour PT Plus extended warranty for \$3,818.40, for a total cost of \$162,793.40.

Motion by Commissioner Sample, seconded by Commissioner Leiviska and carried 5-0 to Adopt Resolutions #20251216-134 for the County State-Aid Highway and County Road Designation Changes.

Motion by Commissioner Leiviska, seconded by Commissioner Sample and carried 5-0 to Adopt Resolutions #20251216-135 for the County Road and Unorganized Township Road Designation Changes.

AITKIN COUNTY BOARD

December 16, 2025

Motion by Commissioner Westerlund, seconded by Commissioner Kearney and carried 5-0 to Adopt Resolutions #20251216-136 for the Revised County State-Aid Highway and County Road Designations.

Motion by Commissioner Sample, seconded by Commissioner Leiviska and carried 5-0 to Adopt Resolution #20251216-137: Resolution to Exit the Minnesota Merit System.

Motion by Commissioner Westerlund, seconded by Commissioner Leiviska and carried 3-2 with Commissioners Wedel, Westerlund and Leiviska voting yes and Commissioners Kearney and Sample voting no to Adopt Resolution #20251216-138 to Set Elected Officials Salaries for 2026, as amended with the salaries for 2026 as follows: County Attorney, \$172,517.12; County Sheriff, \$147,801.10; County Treasurer, \$113,501.62; County Recorder, \$93,492.00

The Board discussed: AMC Annual Conference, Natural Resources Advisory Committee, Aitkin County CARE, Economic Development, and Aitkin Airport Commission

Adjourn

Motion by Commissioner Sample, seconded by Commissioner Leiviska and carried 5-0 to adjourn the meeting at 5:59 p.m. with the next meeting on Tuesday, December 23, 2025, at the Aitkin County Government Center.

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

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



Board of County Commissioners Agenda Request

Requested Meeting Date: 12/23/2025

2C
Agenda Item #

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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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Submitted by: Lori Grams	Department: County Treasurer
Presenter (Name and Title): N/A	Estimated Time Needed:

Summary of Issue: EFT Report thru 12/15/2025

Alternatives, Options, Effects on Others/Comments:
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Recommended Action/Motion:

Financial Impact: Is there a cost associated with this request? What is the total cost, with tax and shipping? \$ Is this budgeted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please Explain:		

ELECTRONIC FUNDS TRANSFER

Thru December 15, 2025 Board Meeting December 23, 2025

S:Board Report:2025 EFT Board Report Thru Date



Board of County Commissioners Agenda Request

2D
Agenda Item #

Requested Meeting Date: December 23, 2025

Title of Item: Aitkin County Extension Committee Reappointments

<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 *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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Submitted by: Tony Hansen, Extension Regional Director	Department: Extension
Presenter (Name and Title): Tony Hansen, Regional Director	Estimated Time Needed: N/A

Summary of Issue:
The Aitkin County Extension Committee consists of six citizen representatives, two County Commissioners, and the County Auditor or their designee.

Committee members Sharon Dotzler, District 1, and Becky Joerger, District 4, are willing to serve another term as committee members. I am recommending these citizens to be considered for reappointment for a three-year term starting in January of 2026.

Alternatives, Options, Effects on Others/Comments:
N/A

Recommended Action/Motion:
Approve reappointments of Sharon Dotzler, District 1, and Becky Joerger, District 4, to three-year terms starting in January of 2026.

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:*

MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Extension Committee

AITKIN COUNTY COMMISSIONER DISTRICT 1

Minnesota Statues 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I feel that I am qualified to serve on this Committee as I have been involved with Extension for most of my life. I have a passion for 4-H and have been involved as a member myself, my children and now my grandchildren. I am a director on the Aitkin Co Fair Board and serve as Livestock Superintendent at the Aitkin County Fair. I have lived in Aitkin all my life and work and farm here.

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

Signature of Applicant

11/20/25

Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes No

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

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

NAME OF APPLICANT:

Sharon Dotzler

STREET ADDRESS OF APPLICANT:

38814 455th Place
Aitkin, MN 56431

PHONE NUMBERS:

DAYS 218-851-7908

EVENINGS 218-927-3944

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

MINNESOTA OPEN APPOINTMENT ACT

APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Extension Committee

AITKIN COUNTY COMMISSIONER DISTRICT 4

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I grew up on a dairy & beef farm and worked on it for many years. Growing up I was involved in 4-H & FFA. I was involved with 4-H over the last 12 years as an adult while my son was in the program. I volunteer at my church, the fair, 4-H events and love to help others. I've enjoyed being on this committee for the past few years and try to help as best I can and encourage others to be involved.

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

Rebecca Joerger
Signature of Applicant

10-28-2025

Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes No

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

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

NAME OF APPLICANT: Rebecca Joerger

STREET ADDRESS OF APPLICANT:

PHONE NUMBERS:

36089 Grove Street

DAYS 218-821-5475

Palisade MN 56469

EVENINGS 218-821-5475

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

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**Vendor****Name**

<u>No.</u>		<u>Amount</u>	
10481	Ahonen/Brittney	328.21	2 Transactions
9561	Amazon Business	71.98	1 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	73.95	1 Transactions
10181	Anderson/Marcia	72.24	6 Transactions
248	Association of Mn Counties	450.00	3 Transactions
10110	AT&T Mobility (HHS)	2,022.43	17 Transactions
9593	Boser/Alissa	439.59	5 Transactions
10822	Bourassa/Mathew	1,473.50	5 Transactions
9333	BRODHEAD/MICHELLE	59.50	6 Transactions
9483	Cahoon/Jeana	62.34	1 Transactions
10735	Children Youth & Families Dept	2,231.94	2 Transactions
10399	Cox/Lisa	143.12	2 Transactions
11051	Department of Human Services	586.18	1 Transactions
10342	DHS-Anoka Metro Rtc	500.00	1 Transactions
9220	Dhs-Msop	11,130.00	4 Transactions
89965	DHS-ST PETER-SEE LIST	3,756.00	1 Transactions
9846	Ehlke-Bejcek/Sara	59.85	6 Transactions
10829	Fawcett/Jennifer	503.68	16 Transactions
10683	Heikkila/Danielle	1,136.70	2 Transactions
10710	Heinecke/Pamela K. G.	3,169.88	5 Transactions
12695	HENKE/JENNIFER	27.03	1 Transactions
10605	Herrick/Richard	251.27	1 Transactions
14437	Hinsz/Kimberly	61.07	1 Transactions
15136	HOPPE/JOEL	82.53	6 Transactions
10526	Jarvela/Jennifer	94.72	2 Transactions
10297	Johnson/Jodie	50.19	6 Transactions
90182	Laboratory Corp Of America Holdings	55.00	1 Transactions
10435	LexisNexis Risk Solutions FL Inc.	180.00	1 Transactions
11072	Lutheran Social Service MN Guardianship	897.90	5 Transactions
90318	McKesson Medical	159.74	1 Transactions
5910	Mille Lacs Band Family Services	13,383.38	14 Transactions
3195	MNCCC LOCKBOX	11,400.00	9 Transactions
86391	MSSA	547.00	3 Transactions
10258	Next Chapter Technology, Inc	74,253.00	3 Transactions
10792	Nexus-Mille Lacs Family Healing	8,904.00	1 Transactions
3639	Northland Counseling Ctr Inc	418.00	1 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES**Vendor Name**

<u>No.</u>	<u>Amount</u>	
10770	93.65	2 Transactions
10116	140.40	3 Transactions
4010	357.45	1 Transactions
10394	4,160.00	1 Transactions
14518	1,299.50	2 Transactions
9178	253.72	2 Transactions
10275	2,911.50	2 Transactions
14390	1,485.00	4 Transactions
10530	585.00	3 Transactions
9567	165.95	2 Transactions
13159	65.45	6 Transactions
10802	1,392.00	1 Transactions
13084	1,050.00	1 Transactions
9615	86.01	3 Transactions
90947	35.00	3 Transactions

Final Total**153,116.55****51 Vendors****179 Transactions**

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	Fund	AMOUNT	Name
	1	408.46	General Fund
	5	152,708.09	Health & Human Services
All Funds		153,116.55	Total Approved by,



Board of County Commissioners Agenda Request

2F

Agenda Item #

Requested Meeting Date: December 23, 2025

Title of Item: LG220 Application for Exempt Permit - Up North Riders ATV 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) <small>*provide copy of hearing notice that was published</small>	<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 Minnesota Lawful Gambling: LG 220 Application for Exempt Permit Up North Riders ATV Club

Event (Raffle) location will take place at Kirby's Place 50933 State HWY 65 McGregor, MN 55760: Workman Township.

Event Date: 10/10/2026

Gambling Permit Application

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

See attached proposed Resolution

Financial Impact:

Is there a cost associated with this request?

Yes

No

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

Is this budgeted?

Yes

No

Please Explain:

Resolution #20251216-xxx LG220 Permit – Up North Riders ATV Club

BE IT RESOLVED, (The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Up North Riders ATV Club, at the following location – Kirby's Place, which has an address of 50933 State HWY 65 - McGregor, MN 55760 – Workman Township. (Note: Date of Raffle – October 10, 2026)

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA} }
COUNTY OF AITKIN}



Board of County Commissioners Agenda Request

Requested Meeting Date: December 23, 2025

2G
Agenda Item #

Title of Item: 2026 Natural Resources Advisory Committee Appointments

<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 *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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Submitted by: Dennis (DJ) Thompson	Department: Land
Presenter (Name and Title):	Estimated Time Needed:

Summary of Issue: See attached memorandum.
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Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion: Motion to re-appoint Steve Hughes, Tom Veenker, and Frank Turnock to the Natural Resources Advisory Committee.

Financial Impact: Is there a cost associated with this request? What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please Explain: All Committee members receive a meeting per diem of \$35 plus mileage reimbursement to and from meetings.
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AITKIN COUNTY LAND DEPARTMENT

502 Minnesota Ave N.
Aitkin, MN 56431

acld@co.aitkin.mn.us
phone: 218-927-7364

MEMORANDUM

DATE: December 23, 2025
TO: Aitkin County Board of Commissioners
David J. Minke, County Administrator
FROM: Dennis Thompson, Land Commissioner
RE: Natural Resources Advisory Committee Appointments

I have reviewed the applications for the three openings on the Natural Resources Advisory Committee. I recommend that Steve Hughes, Tom Veenker, and Frank Turnock be re-appointed as representatives for Commissioner Districts 1, 2, and 3 respectively.

If you have any questions, please contact me at (218) 927-7364 or by e-mail at:
dennis.thompson@aitkincountymn.gov

MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT 1

Minnesota Statues 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I believe that I can help manage and wisely use our forest resources and parks.
Before I retired in 2022, I was District Manager of the Aitkin SWCD.
For 37 years I worked directly with the protection of water quality, forest management, soil protection and serving our citizen clientele.
I love Aitkin Co, and its resources.

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

Steve Hughes
Signature of Applicant

Nov 9, 2025
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes No X

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

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

NAME OF APPLICANT: Steve Hughes

STREET ADDRESS OF APPLICANT:

39113 355th Street
Aitkin, MN 56431
SRHland57@gmail.com

For Office Use Only

PHONE NUMBERS:

DAYS 218-670-0363

EVENINGS

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT 2

Minnesota Statues 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

PLEASE SEE ATTACHMENT

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

Thomas H Veenker
Signature of Applicant

November 10, 2025
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes No X

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

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

NAME OF APPLICANT: Tom Veenker

STREET ADDRESS OF APPLICANT:

38211 State Hwy 18
Aitkin, MN 56431
tv4fish@centurylink.net

PHONE NUMBERS:

DAYS 218-678-3792

EVENINGS " " "

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

Attachment to Tom Veenker's application to serve on the Aitkin County's Natural Resources Advisory Committee representing District 2

Home address - 38211 State Highway 18, Aitkin, MN. 56431

Email address - Tv4fish@centurylink.net

Current occupation

Retired (2017) - Aitkin County Land Surveyor from 2001-2017 prior to retiring

Employment history

Aitkin County Surveyor (2001-2017)

Owner/President of All-Metro Development Consultants (Civil Engineering Co.) (1990-2001)

Vice President of Merila & Assoc. (Civil Engineering Co.) (1984-1990)

Branch manager of RCM Associates in Brainerd (Civil Engineering Co.) (1978-1984)

Community Involvements

Currently Chairman of the Wealthwood Township Board of Supervisors (2010-present)

Member of ACAT (Aitkin County Association of Townships) (2010-present)

Member of Aitkin County NRAC (Natural Resource Advisory Council) (2022-present)

Member of ACAT (Aitkin County Association of Townships) Board of Directors (2022-present)

Member of Aitkin County Board of Adjustment (2022-present)

I have enjoyed being a member of this committee and hope that I have contributed to the membership by providing "surveying related" information as needed. I also feel that I have learned some valuable information about this committee and constantly try to relay this information to other county residents that have questions about what this committee does and how it serves the community.

**MINNESOTA OPEN APPOINTMENT ACT
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY**

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT 2

3

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I would like another term

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

Franklin Farnsworth
Signature of Applicant

11-10-25

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes No

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

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

NAME OF APPLICANT: Frank Turnock

STREET ADDRESS OF APPLICANT:

13196 360th Street

McGregor, MN. 55760
turnocks@frontiernet.net

For Office Use Only

PHONE NUMBERS:

DAYS 218-838-2515

EVENINGS

Date Appointed:



Board of County Commissioners Agenda Request

Requested Meeting Date: December 23, 2025

2H
Agenda Item #

Title of Item: Set Date and Time of 2026 Timber Auctions

<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 *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson	Department: Land	
Presenter (Name and Title):	Estimated Time Needed:	

Summary of Issue:

The attached resolution sets the date and time for the three (3) Aitkin County Land Department timber auctions in 2026.

The May and December oral bid auctions will be held at Long Lake Conservation Center. The venue will be offered to the Aitkin Area DNR to use for their timber auctions for logger convenience. The August auction is a sealed bid auction.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Adopt resolution setting the date and time of the 2026 timber auctions.

Financial Impact:

Is there a cost associated with this request?

Yes

No

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

Is this budgeted?

Yes

No

Please Explain:

Resolution #20251223-xxx Date and Time of 2026 Aitkin County Land Department Timber Auctions

BE IT HEREBY RESOLVED, that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on public auction, without the sale of land at 10:00 a.m. on May 11, 2026.

BE IT ALSO RESOLVED, that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on a sealed bid auction, without the sale of land at 2:00 p.m. on August 12, 2026.

AND BE IT ALSO RESOLVED, that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on public auction, without the sale of land at 9:00 a.m. on December 7, 2026.

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}



Board of County Commissioners Agenda Request

Requested Meeting Date: December 23, 2025

21

Agenda Item #

Title of Item: Fund Transfer - Land Sale Surpluses

<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 *provide copy of hearing notice that was published	<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:

See attached resolution for transferring unclaimed proceeds from land sales from the Resource Management account to the Forfeited Tax Sales account. Per statute 282.005, subd. 9, "Once interested parties are no longer eligible to receive payment of any surplus, the proceeds must be returned to the county's forfeited tax sales fund."

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Adopt resolution.

Financial Impact:

Is there a cost associated with this request?

Yes

No

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

Is this budgeted?

Yes

No

Please Explain:

Resolution #20251223-xxx Fund Transfer to Forfeited Tax Sales Account

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following transfer of funds:

\$113,935.89 from Resource Management (11-925) to Forfeited Tax Sales (10-923) for unclaimed land sale proceeds on parcels that forfeited in August of 2024 and were sold in early 2025.

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor <u>No.</u>	Name	<u>Amount</u>	
9562	Advanced Business Methods, Inc.	1,266.59	2 Transactions
90762	Aitkin Co License Center	361.25	11 Transactions
111	Aitkin Co Soil & Water	22,198.00	2 Transactions
86222	Aitkin Independent Age	691.90	4 Transactions
9561	Amazon Business	910.54	15 Transactions
10848	America's Auto Auction	140.00	1 Transactions
14005	American Tower Corporation	425.60	1 Transactions
10651	APG Media	9.80	1 Transactions
9138	ASAP Towing	460.00	2 Transactions
9926	AT&T (VCET)	2,175.00	2 Transactions
10452	AT&T Mobility	662.32	3 Transactions
15240	AT&T Mobility (Central Serv)	443.87	5 Transactions
10265	AT&T Mobility (Community Correct)	363.11	4 Transactions
15239	AT&T Mobility (P&Z)	274.57	2 Transactions
9203	AT&T Mobility (Sheriff's)	2,450.25	6 Transactions
86467	Auto Value Aitkin	82.99	1 Transactions
14578	AutoSmith	17,573.86	4 Transactions
9687	AutoSmith McGregor	94.65	1 Transactions
10981	Bakken/Glen A.J.	100.00	1 Transactions

WLB1
12/16/25 3:24PM
1 General Fund

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 3

Vendor <u>No.</u>	Name	<u>Amount</u>	
999999000	Barrett/Dan	200.00	1 Transactions
13725	Beartooth Hardware Inc	294.17	1 Transactions
552	Betley/Terry J	150.00	2 Transactions
10118	Bristow/Jane	153.50	2 Transactions
10476	Brown/Shawn	89.06	1 Transactions
3393	Bruss/Cheryl	55.00	1 Transactions
783	Canon Financial Services, Inc	50.00	1 Transactions
999999000	Carl Advertising	100.00	1 Transactions
160	Cass County Sheriffs Office	90.00	1 Transactions
999999000	Cassady/John	500.00	1 Transactions
10520	Charter Communications Holding (Sheriff)	208.58	1 Transactions
15142	Christensen/Charles	168.20	2 Transactions
10617	Cook/Aaron	117.99	1 Transactions
10855	Culligan Soft Water	88.90	2 Transactions
88880	Datacomm Computers & Networks Inc	1,836.00	2 Transactions
14948	DDA Human Resources Inc	200.00	1 Transactions
5557	Eddy/Nancy	76.20	1 Transactions
1589	Eyecare Center Of Aitkin & McGregor	164.00	1 Transactions
10507	Fuller/Kimberlie	20.00	1 Transactions
1775	Galls LLC	607.06	7 Transactions

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor <u>No.</u>	Name	<u>Amount</u>	
11634	Gammello & Pearson PLLC	382.50	9 Transactions
1754	Garrison Disposal Company, Inc	692.22	1 Transactions
11603	Girard's Business Solutions,Inc.	521.00	1 Transactions
15362	GuidePoint Pharmacy #114 Aitkin	1,440.03	2 Transactions
7525	Hometown Bldg Supply	208.71	3 Transactions
2340	Hyytinen Hardware Hank	178.53	4 Transactions
2353	Idexx Laboratories, Inc	528.55	1 Transactions
2386	Information Systems Corp	28,586.60	16 Transactions
2390	Itasca Co Sheriff	75.00	1 Transactions
2448	Janzen/Carroll Mark	50.00	1 Transactions
14508	Janzen/Hugh	50.00	1 Transactions
10119	Kearney/Michael	316.47	1 Transactions
5767	Lamke/Dennis C.	100.00	1 Transactions
10847	Libbey Funeral Home	500.00	1 Transactions
10846	Liberty Vote USA, Inc.	7,625.20	1 Transactions
9046	Loffler Companies, Inc.	854.79	21 Transactions
9208	Mapes FNP-C, Mary	6,250.00	1 Transactions
3334	MCIT	14,400.91	24 Transactions
999999000	MILLER/JASON	100.00	1 Transactions
10807	Minke/David	363.00	1 Transactions

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor <u>No.</u>	Name	<u>Amount</u>	
14666	Minnesota Corrections Association	252.00	1 Transactions
3337	Minnesota County Attorneys Association	4,483.00	1 Transactions
11997	Minnesota Monitoring, Inc	982.50	1 Transactions
10421	MN Department of Corrections	3,600.00	1 Transactions
10948	MN Dept of Labor & Industry	75.00	1 Transactions
3195	MNCCC LOCKBOX	20,750.00	1 Transactions
10496	MOWA	340.00	1 Transactions
10506	Neumann/Gregory J	154.70	2 Transactions
10677	Olsen/Gerald D	150.00	1 Transactions
3789	Pan-O-Gold Baking Company	199.20	3 Transactions
3810	Paulbeck's County Market	18.67	2 Transactions
9808	Performance Foodservice	4,387.94	3 Transactions
11947	Phoenix Supply	627.25	1 Transactions
9224	Professional Development Academy LLC	500.00	1 Transactions
10851	Rademacher/Rebekah	119.00	2 Transactions
4010	Rasley Oil Company	347.81	4 Transactions
4036	Ratz/James	172.80	1 Transactions
9489	Redwood Toxicology Laboratory, Inc	77.55	2 Transactions
11187	Regents Of The University of Minnesota	25,000.00	1 Transactions
4030	Region IV MAAO	100.00	1 Transactions

WLB1
12/16/25 3:24PM
1 General Fund

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 6

Vendor <u>No.</u>	Name	<u>Amount</u>	
9151	River Valley Forensic Services PA	850.00	1 Transactions
10879	Shred-It	463.09	2 Transactions
10333	Stevo's Inc	1,934.00	1 Transactions
999999000	Sweitzer/Molly	150.00	1 Transactions
86235	The Office Shop Inc	576.59	13 Transactions
13934	The Tire Barn	118.95	2 Transactions
5173	Thomson Reuters-West Publishing	2,213.41	2 Transactions
10252	Tierney/Tim	235.00	2 Transactions
9617	Timber Lakes Septic Service, Inc.	500.00	1 Transactions
5551	Unclaimed Freight North	59.96	1 Transactions
8612	Veenker/Thomas H	169.60	2 Transactions
3518	Voyageur Press Of Mcgregor, Inc	125.00	1 Transactions
11507	Waste Management of Minnesota, Inc	11,849.75	1 Transactions
999999000	Weitnauer/Susan	50.00	1 Transactions
10895	Westerlund/Laurie Ann	651.84	1 Transactions
9931	WEX BANK - Community Corrections	22.67	1 Transactions
5295	Ziegler Inc	5,676.97	2 Transactions

1 Fund Total:

207,060.72

General Fund

96 Vendors

257 Transactions

WLB1
12/16/25 3:24PM
2 Reserves Fund

Aitkin County

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



Page 7

Vendor <u>Name</u> <u>No.</u>	<u>Amount</u>			
11187 Regents Of The University of Minnesota	3,500.00	1 Transactions		
2 Fund Total:	3,500.00	Reserves Fund	1 Vendors	1 Transactions

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor <u>No.</u>	Name	<u>Amount</u>	
195	Aitkin Tire Shop	6,145.00	8 Transactions
13620	American Door Works	300.00	1 Transactions
86467	Auto Value Aitkin	790.39	16 Transactions
13725	Beartooth Hardware Inc	23.87	3 Transactions
11895	Cargill, Incorporated	24,205.61	3 Transactions
12003	Carlson/Matt	171.00	2 Transactions
14887	Cintas Corporation	47.05	2 Transactions
2763	Countryside Sanitation, LLC	99.45	1 Transactions
10855	Culligan Soft Water	55.00	1 Transactions
88880	Datacomm Computers & Networks Inc	2,662.00	2 Transactions
9326	Dehn Oil Company	16,919.23	1 Transactions
8694	Department of Transportation	1,343.14	3 Transactions
1430	Dotzler Power Equipment	40.69	1 Transactions
7935	East Central Energy	166.61	2 Transactions
12181	Fleet Pride, Inc.	355.96	1 Transactions
8622	Frontier Communications Holdings LLC	630.15	3 Transactions
1754	Garrison Disposal Company, Inc	140.28	1 Transactions
2089	Heartland Tire Inc	744.62	3 Transactions
2340	Hyytinen Hardware Hank	5.79	1 Transactions

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor <u>No.</u>	Name	<u>Amount</u>	
11406	Innovative Office Solutions, LLC	336.27	3 Transactions
7899	Locators & Supplies, Inc	175.31	1 Transactions
9046	Loffler Companies, Inc.	93.81	1 Transactions
15300	MCGREGOR ACE HARDWARE	6.58	1 Transactions
3334	MCIT	2,691.03-	3 Transactions
10844	Midcontinent Communications	158.18	1 Transactions
12927	Midwest Machinery Co.	348.26	3 Transactions
9692	Minnesota Energy Resources Corporation	764.92	1 Transactions
10948	MN Dept of Labor & Industry	50.00	1 Transactions
9239	Mn Dept Of Natural Resources-OMB	1,350.00	1 Transactions
3555	Newman Signs Inc	836.71	1 Transactions
8436	Northland Parts	252.85	1 Transactions
10720	Nuss Truck Group Inc	292.66	18 Transactions
10412	O'Reilly Auto Parts	745.80	7 Transactions
11900	Pomp's Tire Service, Inc	202.22	2 Transactions
8537	Powerplan OIB	1,712.97	1 Transactions
3950	Public Utilities	255.89	4 Transactions
15211	Quality Disposal Systems Inc	83.40	1 Transactions
13116	Rally Snares	1,573.53	10 Transactions
10455	Temco	48.62	1 Transactions

WLB1
12/16/25 3:24PM
3 Road & Bridge

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 10

Vendor Name

No.

4988 Viking Industrial Center

Amount

455.31

1 Transactions

5097 Welle/John Thomas

94.96

2 Transactions

3 Fund Total:

61,993.06

Road & Bridge

41 Vendors

120 Transactions

WLB1
12/16/25 3:24PM
5 Health & Human Services

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 11

Vendor <u>No.</u>	Name	<u>Amount</u>	
2386	Information Systems Corp	3,036.80	3 Transactions
9046	Loffler Companies, Inc.	411.75	4 Transactions
3334	MCIT	301.93-	3 Transactions
5 Fund Total:		3,146.62	Health & Human Services
			3 Vendors
			10 Transactions

WLB1
12/16/25
9 State

3:24PM

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 12

Vendor <u>No.</u>	Name	<u>Amount</u>	<u>State</u>	2 Vendors	6 Transactions
4580	Mn Dept Of Finance	6,211.00		5 Transactions	
3375	Mn Dept Of Health	1,209.00		1 Transactions	
9 Fund Total:		7,420.00			

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor <u>No.</u>	Name	<u>Amount</u>	
86222	Aitkin Independent Age	72.00	2 Transactions
9561	Amazon Business	12.50	1 Transactions
13725	Beartooth Hardware Inc	9.96	1 Transactions
10024	Bobcat of Brainerd	1,396.14	2 Transactions
5893	CTC - 446126	350.00	1 Transactions
1754	Garrison Disposal Company, Inc	110.30	1 Transactions
9728	Goble/Dustin	199.99	2 Transactions
9747	Haugly/Bryan	200.00	1 Transactions
2386	Information Systems Corp	860.00	1 Transactions
9046	Loffler Companies, Inc.	41.69	1 Transactions
9568	Mackey/Ryan	200.00	1 Transactions
9738	MACLC Treasurer - Nathan Heibel	500.00	1 Transactions
3334	MCIT	293.27-	1 Transactions
12927	Midwest Machinery Co.	44.72	2 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	95.21	1 Transactions
9692	Minnesota Energy Resources Corporation	275.39	1 Transactions
9570	Northland Lawn & Sport, LLC	297.96	1 Transactions
5473	Parkin/Tom	126.98	1 Transactions
10764	Pisarek/John	371.00	1 Transactions

WLB1
12/16/25
10 Trust

3:24PM

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 14

Vendor <u>No.</u>	Name	<u>Amount</u>	
10174	Pittack Logging, Inc	473.94	1 Transactions
10455	Temco	267.32	1 Transactions
11574	Timber Transport-Curt Raveill	734.84	2 Transactions
10180	WEX Bank - Land Dept	1,536.65	1 Transactions
5171	Willey's Marine Inc	116.69	1 Transactions
10 Fund Total:		8,000.01	Trust
			24 Vendors
			29 Transactions

WLB1
12/16/25 3:24PM
11 Forest Development

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 15

Vendor <u>No.</u>	Name	<u>Amount</u>	
12526	Bixby/James	80.50	2 Transactions
15063	Chapter II MSPS	50.00	1 Transactions
88880	Datacomm Computers & Networks Inc	2,588.00	1 Transactions
2270	Hoppe/Russell Peter	77.00	2 Transactions
14014	Hughes/Steven Roger	60.20	2 Transactions
11990	Lange/David	82.60	2 Transactions
9046	Loffler Companies, Inc.	20.85	1 Transactions
3334	MCIT	371.62	2 Transactions
11187	Regents Of The University of Minnesota	3,500.00	1 Transactions
12077	Stromberg/Kevin	56.00	2 Transactions
15229	Thompson/Dennis J	22.32	1 Transactions
10519	Thoms/Douglas W.	35.00	1 Transactions
4870	Turner/Scott A.	46.20	2 Transactions
4927	Turnock/Franklin Allen	77.00	2 Transactions
11 Fund Total:		7,067.29	

Forest Development

14 Vendors

22 Transactions

WLB1
12/16/25 3:24PM
13 Taxes & Penalties

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 16

Vendor <u>No.</u>	Name	<u>Amount</u>	
999999000	NEMITZ/WILLIAM	237.91	1 Transactions
999999000	SELVIG/PAULA	29.26	1 Transactions
999999000	SOLHEID/STEPHANIE	36.64	1 Transactions
13 Fund Total:		303.81	Taxes & Penalties
			3 Vendors
			3 Transactions

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor <u>No.</u>	Name	<u>Amount</u>	
13725	Beartooth Hardware Inc	115.14	1 Transactions
246	Brothers Fire & Security	2,269.00	1 Transactions
9085	Climate Makers Inc	373.00	1 Transactions
2763	Countryside Sanitation, LLC	157.95	1 Transactions
15300	MCGREGOR ACE HARDWARE	108.26	1 Transactions
3334	MCIT	936.12	4 Transactions
10844	Midcontinent Communications	764.10	1 Transactions
8819	Mille Lacs Energy Coop-Aitkin	531.35	1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea	3,134.26	1 Transactions
9606	Minnesota Deer Hunters Association	230.00	1 Transactions
10789	Old National Bank (ELAN)	60.50	1 Transactions
3776	Palisade One Stop	40.68	1 Transactions
10076	PFS Minnesota	804.75	1 Transactions
10189	Solomon Strategies Group	4,000.00	1 Transactions
4761	Sysco Minnesota Inc	991.07	1 Transactions
4968	Upper Lakes Foods, Inc	3,008.42	3 Transactions

19 Fund Total:

17,524.60

Long Lake Conservation Center

16 Vendors

21 Transactions

WLB1
12/16/25
21 Parks

3:24PM

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 18

Vendor <u>No.</u>	Name	<u>Amount</u>		
9561	Amazon Business	319.98	1 Transactions	
13725	Beartooth Hardware Inc	286.32	3 Transactions	
11946	McGuire Mechanical	1,824.80	1 Transactions	
3334	MCIT	196.58	1 Transactions	
10948	MN Dept of Labor & Industry	25.00	1 Transactions	
12182	Northwoods Quads	1,534.67	1 Transactions	
21 Fund Total:		4,187.35	Parks	6 Vendors
Final Total:		320,203.46	206 Vendors	477 Transactions

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	Fund	AMOUNT	Name
	1	207,060.72	General Fund
	2	3,500.00	Reserves Fund
	3	61,993.06	Road & Bridge
	5	3,146.62	Health & Human Services
	9	7,420.00	State
	10	8,000.01	Trust
	11	7,067.29	Forest Development
	13	303.81	Taxes & Penalties
	19	17,524.60	Long Lake Conservation Center
	21	4,187.35	Parks
All Funds		320,203.46	Total
			Approved by,
		
		



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: December 23, 2025

Title of Item: Approval of 2026-2027 Advisory Committee Re-Appointments

<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 *provide copy of hearing notice that was published	<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:

Approval of 2026-2027 re-appointments of current members to the Health & Human Services Advisory Committee as follows:

Re-appointments:

- a) Sara Ehlke-Bejcek
- b) Alissa Boser
- c) Andrew Jergensen

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Recommend approval of re-appointments to H&HS Advisory Committee.

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:

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLB1
12/12/25 10:15AM
1 General Fund

Aitkin County

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



Page 2

Vendor <u>No.</u>	Name	<u>Amount</u>	
10784	Old National Bank	0.01	2 Transactions
10785	Old National Bank	1,200.43	5 Transactions
1 Fund Total:		1,200.44	General Fund
			2 Vendors
			7 Transactions

WLB1
12/12/25
9 State

10:15AM

Aitkin County

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



Page 3

Vendor Name
No.

10784 Old National Bank

Amount

79,641.45

2 Transactions

9 Fund Total:

79,641.45

State

1 Vendors

2 Transactions

WLB1
12/12/25 10:15AM
19 Long Lake Conservation Cer

Aitkin County

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



Page 4

Vendor <u>Name</u> <u>No.</u>	<u>Amount</u>			
10785 Old National Bank	53.15	1 Transactions		
19 Fund Total:	53.15	Long Lake Conservation Center	1 Vendors	1 Transactions
Final Total:	80,895.04	4 Vendors	10 Transactions	

Aitkin County

Recap by Fund	Fund	AMOUNT	Name
	1	1,200.44	General Fund
	9	79,641.45	State
	19	53.15	Long Lake Conservation Center
All Funds		80,895.04	Total Approved by,



Board of County Commissioners Agenda Request

Requested Meeting Date: 12-23-25

2M
Agenda Item #

Title of Item: Award Contract 20262

<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 *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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Submitted by: John Welle	Department: Highway
Presenter (Name and Title): NA	Estimated Time Needed: NA

Summary of Issue: <p>Bids were opened on Monday, December 8, 2025 for Contract No. 20262 which includes C.P. 001-090-045, maintenance crack sealing on portions of CH 6, 8, 31, 62, and 85.</p> <p>As shown on the attached abstract of bids, four bids were received with Lot Pros Inc. - Fergus Falls, MN submitting the low bid in the amount of \$63,973. With the cost of this contract estimated at \$87,705.60, the low bid is 27.1% below the estimated amount.</p>

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion: Award Contract 20262 to Lot Pros Inc.
--

Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 63,973.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: \$90,000 was budgeted for this contract in 2026.
--

Aitkin County
Bid Abstract

Project Name: 2026 Crack Sealing
Bid Opening: December 8, 2025, at 2:00 PM

Contract: 20262
Project Number: CP 001-090-045

Project: CP 001-090-045 2026 Crack Sealing						Lot Pros Inc. - Fergus Falls, MN			Fahrner Asphalt Sealers, LLC - Eau Claire, WI			Northwest Asphalt & Maintenance - Thief River Falls, MN			Asphalt Surface Technologies Corp. - St. Cloud, MN			
Line	Number	Description	Unit	Quantity	Estimated Price	Estimated Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
CSAH 6 - from TH 65 to 5.3 mi E																		
1	2021.501	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00		
2	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	258.7	\$112.00	\$28,974.40	\$85.00	\$21,989.50	\$128.94	\$33,356.78	\$177.00	\$45,789.90	\$212.00	\$54,844.40	\$212.00	\$54,844.40		
3	2563.601	TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$400.00	\$400.00	\$400.00	\$400.00		
TOTAL CSAH 6 - from TH 65 to 5.3 mi E						\$30,974.40		\$22,989.50		\$35,356.78		\$46,289.90		\$57,244.40				
Line Number Description Unit Quantity Estimated Price Estimated Total Price Total Price Total Price Total Price Total Price Total																		
CSAH 8 - from TH 210 to old Soo Line RR																		
4	2021.501	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00		
5	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	45.9	\$112.00	\$5,140.80	\$85.00	\$3,901.50	\$128.94	\$5,918.35	\$177.00	\$8,124.30	\$212.00	\$9,730.80	\$212.00	\$9,730.80		
6	2563.601	TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$400.00	\$400.00	\$400.00	\$400.00		
TOTAL CSAH 8 - from TH 210 to old Soo Line RR						\$7,140.80		\$4,901.50		\$7,918.35		\$8,624.30		\$12,130.80				
Line Number Description Unit Quantity Estimated Price Estimated Total Price Total Price Total Price Total Price Total Price Total																		
CSAH 31																		
7	2021.501	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00		
8	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	186.4	\$112.00	\$20,876.80	\$85.00	\$15,844.00	\$128.94	\$24,034.42	\$177.00	\$32,992.80	\$212.00	\$39,516.80	\$212.00	\$39,516.80		
9	2563.601	TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$400.00	\$400.00	\$400.00	\$400.00		
TOTAL CSAH 31						\$22,876.80		\$16,844.00		\$26,034.42		\$33,492.80		\$41,916.80				
Line Number Description Unit Quantity Estimated Price Estimated Total Price Total Price Total Price Total Price Total																		
CR 62 - from TH 210 to 435th St																		
10	2021.501	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00		
11	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	139.4	\$112.00	\$15,612.80	\$85.00	\$11,849.00	\$128.94	\$17,974.24	\$177.00	\$24,673.80	\$212.00	\$29,552.80	\$212.00	\$29,552.80		
12	2563.601	TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$400.00	\$400.00	\$400.00	\$400.00		
TOTAL CR 62 - from TH 210 to 435th St						\$17,612.80		\$12,849.00		\$19,974.24		\$25,173.80		\$31,952.80				
Line Number Description Unit Quantity Estimated Price Estimated Total Price Total Price Total Price Total																		
CR 85																		
13	2021.501	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00		
14	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	63.4	\$112.00	\$7,100.80	\$85.00	\$5,389.00	\$128.94	\$8,174.80	\$177.00	\$11,221.80	\$212.00	\$13,440.80	\$212.00	\$13,440.80		
15	2563.601	TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$400.00	\$400.00	\$400.00	\$400.00		
TOTAL CR 85						\$9,100.80		\$6,389.00		\$10,174.80		\$11,721.80		\$15,840.80				
Totals for Project CP 001-090-045/Contract 20262						\$87,705.60		\$63,973.00		\$99,458.59		\$125,302.60		\$159,085.60				
% of Estimate for Project CP 001-090-045/Contract 20262								-27.06%		13.40%		42.87%		81.39%				

I hereby certify that this is an exact reproduction of bids received.

Certified By: John Welle License No. 24340
Date: 12-17-25

Digital signature file info
Date: 2025-12-17 07:20:34 -06:00

Resolution #20251223-xxx Award Contract 20262

WHEREAS, Contract No. 20262 is for construction of CP 001-090-045.

WHEREAS, sealed bids were opened for this contract at 2:00 p.m. on Monday, December 8, 2025 with a total of four bids received, and

WHEREAS, Lot Pros Inc. – Fergus Falls, MN - was the lowest responsible bidder with a bid amount of \$63,973.00.

NOW THEREFORE, BE IT RESOLVED, that Lot Pros Inc. be awarded Contract 20262 in the amount of \$63,973.00.

BE IT FURTHER RESOLVED, that the chairperson of the Aitkin County Board and the Aitkin County Administrator are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: December 23, 2025

Title of Item: Personnel Policy Update (PTO Donation Policy)

<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* <small>*provide copy of hearing notice that was published</small>
Submitted by: Bobbie Danielson, HR Director <i>Bobbie Danielson</i>	Department: HR Dept.	
Presenter (Name and Title):	Estimated Time Needed: n/a, consent agenda	

Summary of Issue:

Effective January 1, 2026, the state's Minnesota Paid Leave program will be implemented. The leave donation policy is being updated so that donations only apply in situations where the employee is not eligible for state PFML and time will be donated on an hour for hour basis.

Please see redlined version attached.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to adopt the change to the leave donation policy as shown in the redlined version attached.

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:

New

Section Q. Leave Donation Policy (effective 1/1/2026, pending board approval 12/23/2025)

Purpose:

To allow employees the option to donate their accrued, unused PTO to other county employees who are on unpaid leave status for medical emergencies or a serious health condition. A serious health condition shall be defined under this Leave Donation Policy to mean an illness, injury, impairment, or physical or mental condition that is covered under the Family and Medical Leave Act (FMLA) and shall include any period of incapacity of the employee due to pregnancy, or for prenatal care.

This policy applies only to employees who are not eligible for Minnesota Paid Family and Medical Leave (PFML) benefits. If an employee has applied for PFML benefits and/or is eligible for PFML benefits, they are not eligible to receive donated PTO.

General Procedures

(a) Each calendar year, employees may voluntarily donate up to 50 percent, with a maximum of 40 hours, of their accrued, unused PTO in increments of eight (8) hours to any other county employee to be used for a medical emergency or a serious health condition. Donated hours are not deducted from the donor's PTO bank unless and until they are used by the recipient. Any donated hours that are not used remain with the donor.

(b) The employee donating the leave shall notify Payroll in writing of their voluntary donation. The notice shall include the name of the donor, the name of the recipient, the number of hours donated in increments of eight (8), the effective date of the donation, and confirmation that the hours should be deducted from the donor's PTO bank. Upon receipt, Payroll shall verify that the donating employee has sufficient accrued PTO on the books in the amount necessary to cover the donation and then notify the recipient and his/her supervisor of the anonymous donation.

(c) Donated leave shall be transferred on an hour-for-hour basis, regardless of the donor's or recipient's rate of pay. Donations must be made in increments of eight (8) hours. When used, donated leave will be paid to the recipient at the recipient's regular rate of pay and treated as wages, included in the recipient's gross income, and subject to all applicable income, employment, and tax withholdings. Donated leave is not taxable to the donor and will not be reported as income for the donor.

Donated leave may not result in the recipient receiving more than their regular wages for any pay period. Donated leave will be applied only to the extent necessary to bring the recipient up to their regular base pay for that pay period. Payroll may reduce the donated leave applied in any pay period—including reducing it below an eight-hour increment—if applying the full amount would result in the recipient receiving more than their regular wages for that pay period.

(d) Information relating to the donation and use of said leave is subject to the Minnesota Government Data Practices Act.

(e) Prior to approving any donation, Payroll will verify whether the intended recipient has applied for or is eligible for PFML benefits. If the employee is eligible, the donation will not be processed.

Redlined COPY

Section Q. Leave Donation Policy (effective 1/1/2026, pending board approval 12/23/2025)

Purpose:

To allow employees the option to donate their accrued, unused PTOvacation and/or personal leave to other county employees who are on unpaid leave status for medical emergencies or a serious health condition. Effective on the date this Manual is adopted, a serious health condition shall be defined under this Leave Donation Policy to mean an illness, injury, impairment, or physical or mental condition that is covered under the Family and Medical Leave Act (FMLA) and shall include any period of incapacity of the employee due to pregnancy, or for prenatal care.

This policy applies only to employees who are not eligible for Minnesota Paid Family and Medical Leave (PFML) benefits. If an employee has applied for PFML benefits and/or is eligible for PFML benefits, they are not eligible to receive donated PTO.

General Procedures

(a) Each calendar year, employees may voluntarily donate up to 50 percent, with a maximum of 40 hours, of their accrued, unused PTOvacation and/or personal leave time in increments of eight (8) hours to any other county employee to be used for a medical emergency or a serious health condition. ~~Donated hours~~ All unused donations are not deducted from the donor's PTO bank unless revoked and until they are used by ~~returned to the donor upon the recipient~~. Any donated hours that are not used remain with the donor. ~~returning to full-time status~~.

(b) The employee donating the leave shall notify ~~Payroll~~ the Auditor's Office in writing of their voluntary donation. The notice shall include the name of the donor, the name of the recipient, the number of hours donated in increments of eight (8), the effective date of the donation, and confirmation that whether the hours should be deducted from the donor's PTOvacation and/or personal accrued leave bank. Upon receipt, ~~Payroll~~ the Auditor's Office shall verify that the donating employee has sufficient accrued PTOleave on the books in the amount necessary to cover the donation and then notify the recipient and his/her supervisor of the anonymous donation.

(c) ~~The value of the leave that is donated shall be transferred on an hour-for-hour basis, regardless of the donor's or recipient's based upon the donor's rate of pay.~~ Donations must be made in increments that is in effect on the day of eight (8) hours. When used, ~~donated~~ the donation. The value of the leave ~~will be~~ that is received shall be based upon the recipient's rate of pay that is in effect on the day of the donation. The amount paid to the recipient at the recipient's regular rate of pay and treated as of the donated leave shall be considered wages. That amount shall be included in the recipient's as gross income, of the recipients and shall be subject to all applicable social security, Medicare, FUTA taxes, and income, employment, and tax withholdings. Donated leave is not taxable to the donor and will not be withholding. The amount donated shall not be included or reported as income for the donor.

Donated leave may not result in the recipient receiving more than their regular wages for any pay period. Donated leave will be applied only to the extent necessary to bring the recipient up to their regular base pay for that pay period. Payroll may reduce the donated leave applied in any pay period—including reducing it below an eight-hour increment—if applying the full amount would result in the recipient receiving more than their regular wages for that pay period.

(d) Information relating to the donation and use of said leave is subject to the Minnesota MN Government Data Practices Act.

(e) Prior to approving any donation, Payroll will verify whether the intended recipient has applied for or is eligible for PFML benefits. If the employee is eligible, the donation will not be processed.



Board of County Commissioners Agenda Request

20

Agenda Item #

Requested Meeting Date: December 23, 2025

Title of Item: Personnel Policy Update (Meal and Rest Breaks)

<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* <small>*provide copy of hearing notice that was published</small>
Submitted by: Bobbie Danielson, HR Director <i>Bobbie Danielson</i>	Department: HR Dept.	
Presenter (Name and Title):	Estimated Time Needed: n/a, consent agenda	

Summary of Issue:

Effective January 1, 2026, changes were made to Minnesota Statutes §§ 177.253 and 177.254. Attached for your review and consideration are redlined revisions to the personnel policy reflecting those changes. The proposed update is intended to maintain flexibility for both staff and operational needs.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to adopt the changes to the rest break and meal period sections of the personnel policy as shown in the redlined copy attached.

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:

There is a cost associated with this law change if the employer does not allow employees to take rest or meal breaks due to operational needs.

ARTICLE 5
DEPARTMENT OF LABOR AND INDUSTRY POLICY

Section 1. Minnesota Statutes 2024, section 177.253, subdivision 1, is amended to read:

Subdivision 1. Rest breaks. An employer must allow each employee adequate time from work a rest break of at least 15 minutes or enough time to utilize the nearest convenient restroom, whichever is longer, within each four consecutive hours of work to utilize the nearest convenient restroom.

EFFECTIVE DATE. This section is effective January 1, 2026.

Sec. 2. Minnesota Statutes 2024, section 177.253, is amended by adding a subdivision to read:

Subd. 3. Remedies. If an employer does not allow an employee rest breaks as required by this section and related rules, the employer is liable to the employee for the rest break time that should have been allowed at the employee's regular rate of pay, plus an additional equal amount as liquidated damages.

EFFECTIVE DATE. This section is effective January 1, 2026.

Sec. 3. Minnesota Statutes 2024, section 177.254, subdivision 1, is amended to read:

Subdivision 1. Meal break. An employer must permit allow each employee who is working for eight six or more consecutive hours sufficient time to eat a meal break of at least 30 minutes.

EFFECTIVE DATE. This section is effective January 1, 2026.

Sec. 4. Minnesota Statutes 2024, section 177.254, subdivision 2, is amended to read:

Subd. 2. Payment not required. Except for subdivision 4, nothing in this section requires the employer to pay the employee during the meal break.

EFFECTIVE DATE. This section is effective January 1, 2026.

Sec. 5. Minnesota Statutes 2024, section 177.254, is amended by adding a subdivision to read:

Subd. 4. Remedies. If an employer does not allow an employee meal breaks as required by this section and related rules, the employer is liable to the employee for the meal break time that should have been allowed at the employee's regular rate of pay, plus an additional equal amount as liquidated damages.

Bobbie J. Danielson

From: Bobbie J. Danielson
Sent: Wednesday, December 17, 2025 12:20 PM
To: Department Heads
Cc: HR
Subject: personnel policy update, rest and meal breaks

Department Heads,

Thank you for the feedback shared at our last meeting regarding rest and meal breaks. The updated policy will be forwarded to the Board for consideration at its next meeting.

Please contact me if you have any questions.

Bobbie

Rest Break

~~Employees scheduled to work four (4) or more continuous hours shall be allowed a paid fifteen-minute break within each four (4) hour period at times designated by their supervisor.~~

~~The Employer will allow each employee a rest break of at least fifteen (15) minutes, or sufficient time to use the nearest convenient restroom, whichever is longer, within each four (4) consecutive hours of work, as required by Minn. Stat. § 177.253.~~

~~If an employee, with supervisory approval, voluntarily chooses not to take a rest break within that time frame and instead elects to delay the break beyond four (4) hours, the Employer will be deemed to have satisfied its obligation to allow the rest break. In such circumstances, the Employer is not subject to the remedies or liquidated damages set forth in Minn. Stat. § 177.253, subd. 3.~~

~~Supervisors are responsible for scheduling work to allow rest breaks within legally required timeframes and may adjust scheduling as needed to balance operational needs and employee preferences.~~

Meal Periods

~~The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he or she is required to perform any duties, whether active or inactive, while eating. If the employee is not completely relieved from duty, the meal period must be counted as hours worked. For example, an employee who is required by their supervisor to remain at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty.~~

The Employer will allow each employee who works six (6) or more consecutive hours an unpaid meal period of at least thirty (30) minutes, as required by Minn. Stat. § 177.254.

If an employee, with supervisory approval, voluntarily chooses not to take a meal period within the initial six (6) hours of work and instead elects to delay the meal period beyond that time, the Employer will be deemed to have satisfied its obligation to allow the meal period. In such circumstances, the Employer is not subject to the remedies or liquidated damages set forth in Minn. Stat. § 177.254, subd. 4.

Supervisors are responsible for scheduling work in a manner that allows meal breaks to occur within the timeframes required by law and may adjust scheduling as needed to balance operational needs and employee preferences.

New email address: bobbie.danielson@aitkincountymn.gov

Bobbie Danielson
Aitkin County HR Director
Government Center
307 2nd St. NW, Rm 312
Aitkin, MN 56431
218-927-7306 main
218-927-7277 direct
218-839-8983 cell / text

Payroll - Nikki Knutson
218-927-7362 main
218-513-3333 cell / text

Current employment opportunities – apply today! <https://aitkincounty.applicantstack.com/x/openings>





Board of County Commissioners Agenda Request

2P

Agenda Item #

Requested Meeting Date: 12/23/25

Title of Item: Community Corrections Advisory Board 2026 membership roster

<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 *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
---	--	---

Submitted by: Kameron Genz	Department: Community Corrections
Presenter (Name and Title): Kameron Genz, Director	Estimated Time Needed: 0

Summary of Issue:

Approve Aitkin County Community Corrections Advisory Board 2026 membership roster. The Advisory Board, as required per Statute 401.08, is recommending the following members for 2026:

1. Dan Guida (or appointee) - Law Enforcement
2. Jim Ratz - Prosecution
3. Daniel Hawley (or appointee) - Judiciary
4. Cheryl Meld - Education
5. Kameron Genz - Corrections
6. Rachel Moose - Ethnic Minorities
7. Becca Person - Social Services
8. Nancy Johnson Houg - Lay Citizen
9. Ann Marcotte - Defense Counsel
10. Gabrea ANDerson - Victim Services
11. County Commissioner
12. County Commissioner

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

It is recommended the County Board approve the Aitkin County Community Corrections 2026 membership roster.

Financial Impact:

Is there a cost associated with this request?

Yes

No

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

Is this budgeted?

Yes

No

Please Explain:



Board of County Commissioners Agenda Request

Requested Meeting Date: December 23, 2025

3A

Agenda Item

Title of Item: 2026 Budget Resolutions/2025 Year End Resolutions

Resolution 20251223-xxx Fund Transfers – 2026 Budget

BE IT FURTHER RESOLVED, that the County Auditor is hereby anticipated at year-end 2026 to transfer the following sums of money from the ConCon Trust, to the County Road and Bridge fund. Monies to be transferred from the Trust are given below. Purpose of these claims are to cover the expense of maintenance within ConCon Trust areas with county equipment.

ConCon Trust	\$0 Aggregate Surfacing (exact amount based on R&B Claim)
--------------	---

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}

Resolution 20251223-xxx Fund Transfers to Long Lake Conservation Center

WHEREAS, the projected balance of the LLCC fund effective December 31, 2026, is anticipated to be lower than desirable;

THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following transfers of funds:

\$25,000 from Fund 18 Environmental Trust Fund to Fund 19 Long Lake Conservation Center

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}

Resolution 20251223-xxx Fund Transfers to Support Survey/GIS

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following transfers of funds:

\$241,260 from Fund 10 Con Con Trust to Fund 11 Surveyor/GIS (50% of yearly cost to zero out at year end)

\$241,260 from Fund 11 Resource Development to Fund 11 Surveyor/GIS (50% of yearly cost to zero out at year end)

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}

Resolution 20251223-xxx 2026 Levy

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2026 for the following funds:

FUND	LEVY
General Fund	\$ 10,941,387
Solid Waste	\$ 314,158
Road and Bridge	\$ 3,235,860
Health and Human Services	\$ 3,854,115
Debt Service	\$ 620,525
Parks	\$ 15,000

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}

Resolution 20251223-xxx 2026 Budgets

BE IT RESOLVED, that the following 2026 budgets be set for the leviable funds of Aitkin County:

Fund/Account	Revenues	Reserves	Expenditures
General Fund	\$ 18,953,072	\$ 75,165	\$ 19,028,237
Solid Waste	\$ 391,958	\$ 25,000	\$ 416,958
Road and Bridge	\$ 17,900,040	\$ 26,839	\$ 17,926,879
Health and Human Services	\$ 8,664,071	\$ 109,539	\$ 8,773,610
Debt Service	\$ 620,525	\$ 75,990	\$ 696,515
Parks	\$ 808,230	\$ (50,720)	\$ 757,510

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}

Resolution 20251223-xxx 2026 Boat & Water Safety Agreement Budget

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2026 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$ _____ for a term January 1, 2026 to December 31, 2026.

	REVENUE	Co. SHARE	EXPENDITURES
Misc. Revenue	\$ 110		
Boat & Water Grant	\$ 40,500		
Co. Share		\$ 126,807	
Total			\$ 167,417

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}

Resolution 20251223-xxx 2026 Unorganized Townships

BE IT RESOLVED, that the following 2026 budgets be set for Unorganized Townships:

	Revenues	Reserves	Expenditures
Unorganized Road and Bridge	\$ 46,000		\$ 46,000
Unorganized Fire Fund	\$ 39,300		\$ 39,300
Unorganized Cemetery	\$ 2,700		\$ 2,700

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}

Resolution 20251223-xxx 2026 Ditch Fund Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2025:

Fund/Account	Fund/Acct	Revenues	Reserves	Expenditures
Judicial Ditch 2	7-350	\$5.73		\$12.33
Co Ditch 5	7-353	\$0		
Co Ditch 21		\$0		
Co Ditch 24		\$0		
Co Ditch 28		\$0		
Co Ditch 30	7-352	\$1,228.04		\$1,096.29
Co Ditch 34		\$0		
Co Ditch 36	7-358	\$0		\$439.00
Co Ditch 37	7-359	\$0		
St Ditch 63	7-362	\$0		
St Ditch 66	7-363	\$0		
Co Ditch 2	7-367	\$0		
Diversion Channel		\$0		
Co Ditch 23		\$0		
Co Ditch 25	7-355	\$0		
Co Ditch 42		\$0		
Co Ditch 58	7-361	\$0		
Co Ditch 20		\$0		
Co Ditch 43	7-366	\$0		
Co Ditch 29	7-371	\$0		
Co Ditch 38		\$0		
Co Ditch 14	7-369	\$0		
Co Ditch 63	7-362	\$0		
St Ditch 88		\$0		
Co Ditch 13		\$0		

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}

Resolution 20251223-xxx 2026 Non-Levy Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2026:

Fund/Account	Revenues	Reserves	Expenditures
Law Library	\$33,000.00	\$0.00	\$33,000.00
TRUST (include FTS)	\$1,772,000.00	(\$54,240.00)	\$1,717,760.00
County Surveyor	\$483,520.00	\$0.00	\$483,520.00
Missing Heirs	\$0.00	\$0.00	\$0.00
MCIT	\$0.00	\$0.00	\$0.00
Collaborative Grant	\$80,562.00	(\$1,000.00)	\$79,562.00
Environmental Trust	\$25,000.00	\$0.00	\$25,000.00
LLCC	\$1,036,200.00	(\$11,140.00)	\$1,025,060.00

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}

Resolution 20251223-xxx County Ditch and County Development Transfers

BE IT RESOLVED, that the County Auditor was ordered and did transfer the following sums of money from the ditch accounts to the County Road and Bridge fund per 2025 Resolution. Monies were transferred from the individual accounts of the ditch as given below. Purpose of this claim is to cover the expense of Assessment and Maintenance of ditches.

Judicial Ditch 2
County Ditch 30
County Ditch 36

BE IT FURTHER RESOLVED, that the County Auditor was ordered and did transfer the following sums of money from the County Development Fund to the County Road and Bridge Fund per 2025 Resolution to cover maintenance of the following County Ditches:

County Ditch 11	\$309.00
County Ditch 14	\$839.18
County Ditch 2	\$403.56
County Ditch 20	\$2,247.07
County Ditch 21	\$1,768.76
County Ditch 23	\$1,461.95
County Ditch 25	\$1,550.43
County Ditch 28	\$1,032.50
County Ditch 29	\$285.42
County Ditch 38	\$1,138.00
County Ditch 42	\$189.50
Judicial Ditch 2	\$1,847.39
State Ditch 63	\$2,763.06
State Ditch 66	\$983.50
State Ditch 68	\$284.50
State Ditch 88	\$1,905.00

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}

Resolution 20251223-xxx Unorganized Road & Bridge Transfers

BE IT RESOLVED, that the County Auditor was ordered to transfer the following sums of money from the Unorganized Road and Bridge account to the County Road and Bridge fund per 2025 Resolution. Monies were transferred from the individual accounts of the Unorganized Townships as given below. The purpose of this claim is to cover the expense of snowplowing and repairing of road in the Unorganized Townships with county equipment.

Unorganized Township

45-24	\$ 11,739.78
47-24	\$ 23,776.43
48-27	\$ 8,071.04
49-27	\$ 15,920.12
50-25	\$ 34,983.81
50-26	\$ 10,378.99
50-27	\$ 843.32
51-25	\$ 24,085.63
51-27	\$ 61,711.70
52-22	\$ 10,785.16
52-24	\$ 13,484.14
52-25	\$ 26,706.50
52-27	\$ 4,837.73

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}



Board of County Commissioners Agenda Request

Requested Meeting Date: December 23, 2025

3B
Agenda Item #

Title of Item: 2025 Budget Reserves

Resolution 20251223-xxx 2025 Reserve Funds

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts to be placed in reserve funds for fiscal year end 2025:

Department	Reserve Balance as of 12/10/2025	2025 Funds to Reserve	Balance for 2026	Project
Court Administration	0.00	0.00	0.00	Court Appointed Atty Services
Court Administration	8,837.45	0.00	8,837.45	Jury Deliberation/Technology
Auditor/License Center	156.00	(156.00)	0.00	Computers/Office Equipment
Extension	6,409.19	0.00	6,409.19	Summer Intern
Extension	6,000.00	0.00	6,000.00	Supplies/Technology
Assessor	0.00	500.00	500.00	Replacement Ipads
Assessor	0.00	12,000.00	12,000.00	Vehicle Replacement
Central Services	213,500.00	0.00	213,500.00	Future Health Insurance Needs
Central Services	518,898.00	0.00	518,898.00	Public Safety Aid
Motor Pool	44,000.00	30,000.00	74,000.00	Vehicle Replacement
IT	34,624.31	40,000.00	74,624.31	Back up System/Servers
HR	5,000.00	(5,000.00)	0.00	Staff Training
Election	165,147.81	60,000.00	225,147.81	Election Expenses
Attorney	104,800.00	0.00	104,800.00	Internal Case Management System
Attorney	10,000.00	0.00	10,000.00	Murder Trial Expenses
Maintenance	14,656.82	0.00	14,656.82	Equipment
Buildings	0.00	2,000,000.00	2,000,000.00	HHS Building Project
Buildings	164,999.07	0.00	164,999.07	Capital Projects
Buildings	0.00	50,000.00	50,000.00	Vehicle Replacement
Veteran Service	263.09	0.00	263.09	Donations for Vets
Planning & Zoning	0.00	20,000.00	20,000.00	Software Costs
Sheriff	7,052.47	0.00	7,052.47	Office Furniture
Sheriff	84,101.36	14,500.00	98,601.36	Buildings-Future Repairs
Sheriff	18,599.53	0.00	18,599.53	Equipment/Radios
Sheriff	10,309.96	0.00	10,309.96	Enforcement/Squad Cars
Sheriff	38,815.55	0.00	38,815.55	Aitkin Co. Search & Rescue
Sheriff	4,724.96	5,000.00	9,724.96	Technology Funds
Sheriff	13,000.00	0.00	13,000.00	Canine Replacement
B & W	20,000.00	20,000.00	40,000.00	Boat & Water Equipment
B & W	463,163.00	0.00	463,163.00	B&W Storage Building
Sheriff	16,000.00	4,000.00	20,000.00	Snowmobile Replacement
Sheriff	14,375.50	0.00	14,375.50	Forfeiture
STS	40,000.00	0.00	40,000.00	Van
Community Corrections	0.00	4,500.00	4,500.00	Computers
FPL/Environmental Services	4,545.00	9,000.00	13,545.00	Vehicle Replacement
Economic Development	29,200.00	5,000.00	34,200.00	Advertising/Marketing
Economic Development	25,745.00	2,000.00	27,745.00	Business Development & Rec. Grant
Economic Development	100,222.00	0.00	100,222.00	Future Economic Initiatives
Economic Development	78,492.61	0.00	78,492.61	Broadband
TOTAL	2,265,638.68	2,271,344.00	4,536,982.68	TOTAL

Adopted this 23rd Day of December, 2025 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

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

STATE OF MINNESOTA}
COUNTY OF AITKIN}



Board of County Commissioners Agenda Request

Requested Meeting Date: December 23, 2025

4A

Agenda Item #

Title of Item: Veteran Services Office Report

<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 *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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Submitted by:
Penny Harms

Department:
Veterans Service

Presenter (Name and Title):
Penny Harms CVSO

Estimated Time Needed:
15 minutes

Summary of Issue:
Update on Veterans Service Office.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request?

Yes

No

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

Is this budgeted?

Yes

No

Please Explain:

Veterans Service Office Report - December 2025

The number of Veterans living in Aitkin County in 2024 is approximately 1392.

- I. **Federal Benefits to Aitkin County Veterans FY 24:**
 - a. Compensation and Pension - **\$9,529,531**
 - b. Dependents Indemnity Compensation - **\$1,060,264**
 - c. Life Insurance paid out - **\$44,768**
 - d. **Federal VA \$s coming directly to veterans in Aitkin County = \$ 10,634,563**
 - e. Financial Breakdown for Aitkin County Veterans:
 - 105 veterans with 100% Service/Connected (S/C) receive over **\$5 million**.
 - 10% - 90% S/C veterans take in approximately **\$4 million**.
 - Benefit monies to surviving spouses and dependents is over **\$1 million**.
 - f. Medical Care to Aitkin County Veterans - **\$ 14,392,672**
 - Since the VA implemented the Veterans Community Care Program in 2019, a significant amount of this money goes to our local medical facilities.
 - **875** Aitkin County veterans received care at a VA Medical Center in 2024.
 - g. **Federal VA indirect expenditures to Aitkin County Vets for FY2024 = \$14,663,691**
 - h. **Total Federal expenditures to Aitkin County Veterans = \$25,298,254**
- II. **Veterans Services Office data – December 1, 2024 – November 30, 2025**
 - a. 500 office visits.
 - b. 255 outreach visits including McGregor, Hill City, Malmo and home visits.
 - c. 670 forms were completed and mailed to the VA.
 - d. 81 new clients were seen in our office.
 - e. 36 veterans enrolled in VA Medical Benefits for the first time.
 - f. 95 Aitkin County Veterans died in 2024 and 2025.
 - Amongst the 95 veterans lost were: 3 WWII veterans, 11 Korean War veterans, 41 Vietnam veterans, 39 who served during Peacetime and 1 Gulf War veteran.
 - We have 1 remaining WWII veteran in Aitkin County. He is 103 and still lives at home with his 93-year-old wife!
- III. **2024 Vet Van Statistics**
 - a. 65 trips were made to MPLS and St. Cloud VA Medical Centers with 67 veterans riding the van.
 - b. (Total Expenses) \$ 7,856 - (Reimbursements) \$2,728 = (Net expenses) \$5,127
- IV. **MN Department of Veterans Affairs State Soldier's Assistance Program (SSAP)** offers Dental, Optical, Subsistence, and Special Needs Grants to needy veterans and their families.

In 2024, 28 veterans and their family members benefitted from the SSAP program. Over \$13,000 was used for Special needs grants including making a bathroom handicap accessible for one disabled veteran and help with automobile adaptations for another disabled veteran. Remaining funds were used for routine dental care and eyeglasses. **Total to Aitkin County veterans in 2024 = \$29,476**
- V. **The CVSO Operational Improvement Grant** awards Aitkin County **\$10,000** each year to enhance the operations of the County Veterans Service Office. In FY 25, \$34500 was used for office supplies and equipment, \$3000 was spent on advertising including new business cards and a retractable banner, \$2950 was used for trainings and membership dues and \$400 for van repair.

Community Collaboration and other information

Aitkin County Veterans Service Organizations continue to keep us supplied with \$25 gas and grocery cards throughout the year along with bags of household supplies. We are able to give them to veterans as needed.

2024 Highlights (Donations for below received from Aitkin DAV, AL, VFW and their auxiliaries)

- 38 Gas Cards
- 20 Grocery Cards
- 9 Bags filled with Household Supplies
- 4 - \$500 gift cards for Christmas received from the AL riders

Aitkin County Veterans Office received **\$3500** in donations from various groups and community members this past year. Funds have been used for veterans for plumbing repair, MN ID, electric bills and other miscellaneous items that are not typically covered by other programs. Current Balance: **\$1683**.

Homeless and Wounded Warriors of MN is a non-profit organization that assists vets with financial needs. In the past year they have donated **\$11765** to help Aitkin County veterans by paying for the following:

Electric bills for 4 veterans -	\$1911
Special transportation -	\$597
Bed bug treatment -	\$2351
Well pump repair -	\$1471
Back taxes -	\$741
Auto repair for 2 vets -	\$1430
Past due mortgage -	\$3264

The Aitkin CVSO office collaborates with area organizations and agencies including Aitkin County H&HS, The Workforce Center, Aitkin County Homeless Coalition, HOPE, and Habitat for Humanity to help our veterans. Occasionally, we also assist veterans with applications for Food Stamps, Medical Assistance and Energy Assistance.

Josh and I have seen great improvements in how quickly claims and applications are being processed. Veterans used to wait months for disability decisions and now they are typically processed in 3 – 8 weeks. CHAMPVA applications used to take 6 months to process and now they are being completed in 3 weeks. The overall backlog of claims at the VA has been cut more than 50% since the first of the year.

With the elderly veteran population in Aitkin County, we are continually working to ensure they are using all of the resources available to them through the VA. It is the goal of the VA to keep veterans safe in their homes as long as possible. Veterans enrolled in VA health care can receive home care service, adult day care, ramps, medical supplies, assistive devices, hearing aids, etc. It is our job to support our veterans by ensuring they utilize all benefits available to them.

Thank you for allowing me to serve as the CVSO for Aitkin County.

Penny Harms
Aitkin CVSO



Board of County Commissioners Agenda Request

5A

Agenda Item #

Requested Meeting Date: December 23, 2025

Title of Item: Draft Meeting Procedures and Rules of Business

<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 *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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Submitted by: David Minke	Department: Administration
Presenter (Name and Title): David Minke, County Administrator	Estimated Time Needed: 5 minutes

Summary of Issue:

Each year the County Board adopts the county board Meeting Procedures & Rules of Business.

The document has been substantially rewritten to improve clarity and add brevity. The board typically approves these Meeting Procedures and Rules of Business at the organizational meeting in January of each year. Given the extent of the changes I wanted to present them in December to provide additional time for review and comment.

One option highlighted in the text relates to ordinance adoption. Typically an ordinance can be adopted at the same meeting as the public hearing. Aitkin County has required two readings. The board can decide to keep or eliminate the requirement for two readings.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Discussion Item.

Financial Impact:

Is there a cost associated with this request?

Yes

No

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

Is this budgeted?

Yes

No

Please Explain:

AITKIN COUNTY BOARD OF COMMISSIONERS

MEETING PROCEDURES AND RULES OF BUSINESS

Revised January 6, 2026

Welcome to the Aitkin County Board of Commissioners. We appreciate your interest in Aitkin County government and encourage you to understand and participate in county board meetings.

Board Members

The Board of Commissioners consists of five members elected to four-year, overlapping terms. Elections are held on the first Tuesday after the first Monday in November of even-numbered years. Each commissioner is elected from a geographic district and takes office on the first Monday in January.

Your 2026 Aitkin County Board Members are:

District 1 – J. Mark Wedel (218) 927-6500
District 2 – Laurie Westerlund (320) 684-2652
District 3 – Travis Leiviska (218) 513-8613
District 4 – Bret Sample (218) 839-1376
District 5 – Michael Kearney (218) 839-1329

County boards are assigned many duties and are governed under Minnesota law including Minnesota Statutes §373 and §375.

Board Meetings

The Aitkin County Board of Commissioners generally meets on the 2nd and 4th Tuesdays of each month at 9:00 a.m. in the Government Center Board Room. Meeting dates, locations, and times may change; notice of changes will be posted as required by statute.

The organizational meeting is held on the first Tuesday after the first Monday in January of each year.

Special or emergency meetings may be called as allowed under Minnesota Statutes §13D. Special meetings require three days' posted notice and are limited to listed topics. Emergency meetings require good-faith efforts to notify the media and others.

All meetings are open to the public except as permitted under Minnesota Statutes §13D.03 and §13D.05.

Board Actions

A majority of the members of the County Board shall constitute a quorum for the transaction of business and, as required by Minnesota Statutes §375.07, no business

shall be done unless voted for by a majority of the whole board, meaning an affirmative vote of at least three members is required to approve any action unless a greater number is required by law.

Meeting Agenda

The County Administrator prepares the agenda in consultation with the Board Chair. General order of business:

- Call to Order
- Pledge of Allegiance
- Public Comment
- Approval of Agenda
- Consent Agenda
- Additional Business Items

Agendas are available at the Administrator's Office and on the County website.

Public Forum Participation

Members of the public may speak during the public forum. If you wish to speak during public form:

- When the Chair opens public form (1) approach the podium (2) state your name (3) direct your comments to the chair.

The chair shall limit the time of any one speaker to no more than five minutes and may limit the total amount of time devoted to public comment. No disparaging, defamatory, or accusatory remarks are allowed.

The Board generally does not act on forum items, but may refer them for further consideration.

AITKIN COUNTY BOARD RULES OF BUSINESS

Rule 1. Presiding Officer

The Chair or Vice Chair presides over meetings.

Rule 2. Quorum

A majority (3 members) constitutes a quorum. Under Minnesota Statutes §375.07, at least three affirmative votes are required to approve an action. Some actions require a supermajority.

Rule 3. Voting

All members present must vote unless excused for conflict of interest. Non-votes count as affirmative. Votes are taken as voice votes unless roll call is required or requested.

Rule 4. Ordinances

Proposed ordinances must be considered at two regular meetings. Adoption may occur at or after the second meeting.

Or

Proposed ordinances may be adopted at the same meeting as the public hearing.

Rule 5. Absent Member

Members must notify the Chair or Administrator, if possible, of absences.

Rule 6. Use of Interactive Technology

Best efforts will be made to provide live-streaming. Commissioners may participate via interactive technology per Minnesota Statutes §13D.02.

Rule 7. Public Hearings

Format:

- A. Staff Presentation
- B. Board Questions
- C. Public Testimony
- D. Close Hearing
- E. Board Discussion
- F. Board Action

Rule 8. Robert's Rules of Order

To the extent they are consistent with state law and these rules of procedure, Robert's Rules of Order Newly Revised shall guide the conduct of the meeting.

Rule 9. Conduct

The Chair may take necessary measures to maintain order. Disruptive people may be asked to leave.

Adoption

Adopted this ____ day of _____, 2026.

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

Attest: David J. Minke, Administrator
Aitkin County



Board of County Commissioners Agenda Request

5B

Agenda Item #

Requested Meeting Date: December 23, 2025

Title of Item: 2026 County Board Projects / Priorities

<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 *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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Submitted by: David Minke	Department: Administration
Presenter (Name and Title): David Minke	Estimated Time Needed: 10 minutes

Summary of Issue: <p>I am looking for feedback on your projects and priorities for 2026--things that the board would like to consider further and/or accomplish.</p> <p>The 2026 and annual strategic goals are attached.</p> <p>In addition to these items I am looking to create a list of projects that we should consider. For example, i know we will be discussing creation of an ambulance tax district. What other items would you like to see on the list. Are there items you would like to have more focused conversation with your colleagues on? Are there local business or agencies you would like to invite to present or meet with you?</p>
--

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion: Discussion only
--

Financial Impact: Is there a cost associated with this request? What is the total cost, with tax and shipping? \$ Is this budgeted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> No
Please Explain:		

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

Community Engagement & Economic Development	Goal	Start Date	Timeline	Status	Who
Foster Business Growth	Track # of new business with 10%+ goal annually	2025	Annual	In Progress	Mark Jeffers
	Annual Tax Base growth on new development annually	2025	Annual	In Progress	Mark Jeffers Kathleen Ryan
Optimize Land Use Ordinances	Review a minimum of three current ordinances for refinement per year	2025	Annual	Complete for 2025	Andrew Carlstrom
Drive Growth while Preserving Natural Resources	Increase ATV annual visits	2025	Annual	Complete for 2025	Dennis Thompson
Elevate Long Lake Conservation Center	10% increase of student participation in each year	2025	Annual	In Progress	Dennis Thompson/Dave McMillan
	Increase revenue growth to maintain financial solvency	2025	Annual	In Progress	Dennis Thompson/Dave McMillan
Promote Community Identity	10% increase annually in viewers, followers and general social media engagement	2025	Annual	Complete for 2025	Mark Jeffers
	Quarterly updates to the Board of Commissioners on progress of County Initiatives	2025	Annual	Complete for 2025	Mark Jeffers
Foster Interdepartmental Learning & Cohesion	Hold two annual County-wide events	2025	Annual	Complete	Wendie Bright/Department Heads
	Hold department-led information sessions quarterly	2025	Annual	In Progress	Revitalization Core Team
Showcase County Value & Resources	Weekly podcast distribution throughout strategic plan timeline	2025	Annual	Complete for 2025	Mark Jeffers
	Distribute the economic development newsletter throughout the strategic plan timeline	2025	Annual	Complete for 2025	Mark Jeffers
	Quarterly submission of articles to local newspapers by departments	2025	Annual	Complete for 2025	Administrator/Department Heads
	Attend at least one regional career fair per year	2025	Annual	Complete for 2025	Bobbie Danielson
Support Employee-Driven Process Innovation	Launch second group of GE Workout training in 2025, 3rd group in 2026	2025	Annual	Complete for 2025	Revitalization Core Team
	Respond to GE Workout requests within 5 days of submission	2025	Annual	Complete for 2025	Revitalization Core Team
	Increase annual savings identified in GE Workouts year over year	2025	Annual	In Progress	Revitalization Core Team
Prioritize Leadership Development	Require Department Heads and Supervisors to attend a leadership training once every 3 years	2025	Annual	Complete for 2025	Bobbie Danielson
	Offer at least one half-day (or longer) onsite leadership and potential leaders training program annually	2025	Annual	Complete	Bobbie Danielson
	Complete survey of employees to determine if we are creating an innovative & supportive work culture	2025	Annual	Complete	Bobbie Danielson



Aitkin County Board of Commissioners Committee Reports Forms

6A
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
Aitkin County HRA (Liaison)	Monthly	4th Wednesday	Sample
Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and	Westerlund
Aitkin County Opioid Settlement Sub-committee	TBD	TBD	Sample
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Kearney, Alt. Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	Kearney, ALT. Leiviska
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	Kearney, ALT. Leiviska
ATV Committee	Monthly		Leiviska and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Sample Alt. Kearney
Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel
Budget Committee	Monthly	1st Tuesday	Leiviska and Wedel
East Central Regional Library Board	Monthly	2nd Monday	Leiviska Alt. Sample
Economic Development	Monthly	4th Wednesday	Wedel and Sample
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Kearney and Sample
Extension	4x year	Monday	Kearney Alt. Westerlund
Facilities	As needed		Wedel and Sample
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	Monthly	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner Alt.
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	Sample
Mille Lacs Fisheries Input Group	8-10x yr		Westerlund
Mille Lacs Watershed	10x year	3rd Monday	Leiviska, Alt. Westerlund
Mississippi Grand Rapids 1W1P			Kearney
Mississippi Headwaters Board	Monthly	4th Friday	Kearney Alt. Sample
MN Rural Counties	8x year	Varies	Westerlund, Alt. Leiviska
Natural Resources Advisory Committee	8-10x yr	2nd Monday	Kearney and Sample
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