

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



To: Chairperson, Aitkin County Board of Commissioners Date: December 30, 2011

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Memorandum of Agreement with Lake County

Requested Meeting Date: January 10, 2012 Estimated Presentation Time: 5 min.

Presenter: Terry Neff, Environmental Services Director

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

Aitkin County Environmental Services Planning and Zoning


209 Second Street NW, Rm 100

Aitkin, MN 56431

Phone: 218-927-7342 Fax: 218-927-4372



MEMORANDUM

DATE: December 30, 2011
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Memorandum of Agreement with Lake County

Enclosed is a copy of a Memorandum of Agreement with Lake County to provide interim environmental health services coverage. Lake County is asking us to renew the Memorandum of Agreement for the year 2012. This is the same agreement that the Board approved in May of 2010. The memorandum of agreements between county agencies is required to meet the delegation agreement requirements with the Minnesota Department of Health. It would be under a unique circumstance that the agreements would ever be used but in case one did occur the County would have coverage until their program was once again operational.

At the January 10, 2012, Aitkin County Board of Commissioners meeting, I will be requesting approval to sign the agreement with Lake County.

If you have any questions prior to the meeting, please contact me at 218-927-7342 or by e-mail at tneff@co.aitkin.mn.us.

enclosure

c:\ctybrd\ctybrd2012

**MEMORANDUM OF AGREEMENT
BETWEEN
AITKIN COUNTY THROUGH ITS ENVIRONMENTAL SERVICES DEPARTMENT
AND
LAKE COUNTY THROUGH ITS ENVIRONMENTAL HEALTH DEPARTMENT
FOR
ENVIRONMENTAL HEALTH SERVICES**

WHEREAS, the provision of interim environmental health service coverage between adjoining counties is consistent with the Minnesota Statutes allowing delegation agreements between the Minnesota Department of Health and local jurisdictions, and

WHEREAS, it is worthwhile to maintain environmental health services for the public's health and safety within Lake County, and

WHEREAS, Lake County Human Services' Environmental Health Department, an official agency of said county, has requested interim environmental health services from Aitkin County, and

WHEREAS, Aitkin County Environmental Services Department, hereinafter Aitkin County, is empowered by the Aitkin County Board of Commissioners to offer interim environmental health service coverage to Lake County, upon their request,

THEREFORE IT IS AGREED THAT,

1. Aitkin County shall be available for consultation on inquiries related to food, beverage, and lodging facilities, pools, and youth camps.
2. Aitkin County shall be available for consultation concerning the results of a particular water sample (or water system) submitted through the Lake County Environmental Services department.
3. Aitkin County shall provide interim environmental health services in and for Lake County during Lake County staff absences using Department Personnel including an emergency response capability for the investigation of a food/water borne illness outbreak or other serious event or complaint.
4. Aitkin County shall provide consultation on plan review for food, beverage and lodging facilities, pools and youth camps.
5. Aitkin County shall provide pre-operation inspection of new or extensively remodeled food, beverage or lodging establishments, pools and youth camps.

Consideration and Terms of Payment:

- A. Consideration of all services performed and goods supplied pursuant to this agreement shall be paid by Lake County as follows:
 1. The employee services rate at \$40.00 per hour will be calculated from the time of departure from Aitkin, Minnesota until return to Aitkin, Minnesota.

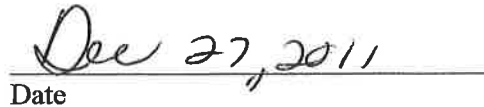
2. Reimbursement for mileage will be at the employee rate as set by the Aitkin County Board of Commissioners. This amount shall not exceed the maximum allowed by the IRS.
3. Employees will be compensated for reasonable meal expenses not to exceed per day maximum allowed by the IRS.
4. Aitkin County shall be reimbursed for reasonable cost of any materials used.
5. Aitkin County shall be reimbursed for the cost of any tests performed.

Terms of Agreement:

This agreement shall commence on the 1st day of January 2012 and terminate on the 31st day of December, 2012 unless either party notifies the other in writing of intent to cancel at least sixty (60) days prior to the termination date of said term.



Vickie L. Thompson
Lake County Human Services Director



Date

Aitkin County Environmental Services Director

Date