

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS May 1, 2012 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chairperson
A) Call to Order
B) Pledge of Allegiance
C) Board of Commissioners Meeting Procedure
D) Approval of Agenda
E) Citizens' Public Comment*
- 2) Consent Agenda
A) Correspondence File April 24, 2012 – April 30, 2012
B) Approve 4/24/12 County Board Minutes
C) Approve Consumption & Display (Set Up) Permit – Larson's Barn
- 9:05 3) Senator Tom Saxhaug
A) Legislative Update
- 9:30 4) Terry Neff, Environmental Services Director
A) 2011 Environmental Services Annual Report
- 9:45 5) Patrick Wussow, County Administrator
A) Authorize Brat Sale on Courthouse Lawn – Carroll & Joy Janzen
B) Aitkin Area All Veterans Memorial Update – Carroll & Joy Janzen
C) Personnel Committee Recommendations
1. FT Heavy Equipment Operator, John Welle - Road & Bridge
2. Two PPT Maintenance Custodians, Bill Thompson - Maintenance
3. FT Deputy Recorder, Diane Lafferty – Recorder's Office
- 10:00 6) Board Discussion
Mark Wedel – Historical Society, Personnel Committee
Laurie Westerlund – LLCC Mgmt Team, Onanegozie
Don Niemi – DAC, Law Library, Personnel Committee
Brian Napstad – BWSR
Anne Marcotte – Update Sub-Committee ATV
- 10:30 Adjourn

* Comments from visitors must be informational in nature and not exceed five (5) minutes per person. The County Board cannot engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.

**** Please note: all times, except public advertised hearings, are approximate and subject to change without notice.**

AITKIN COUNTY BOARD

April 24, 2012

The Aitkin County Board of Commissioners met this 24th day of April, 2012 at 10:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

CALL TO ORDER

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the April 24, 2012 agenda.

APPROVED
AGENDA

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: April 10, 2012 – April 23, 2012; B) Approve Minutes: April 10, 2012; C) Approve Fire Protection Contracts with the City of Hill City; D) Approve Reduction of Inmate Boarding Fee; E) Approve 3.2 Malt Liquor License Renewals; F) Approve Recycling Agreement Extensions; G) Approve Auditor Warrants – March Sales & Use Tax: General Fund \$777.66, Road & Bridge \$1,093.29, Health & Human Services \$2.10, State \$6,310.00, Forest Development \$6.74, Long Lake Conservation Center \$156.61 for a total of \$8,346.40; H) Approve Commissioner Warrants: General Fund \$139,024.47, Road & Bridge \$52,130.38, Health & Human Services \$1,167.49, State \$90.00, Trust \$7,164.63, Forest Development \$6,935.23, Long Lake Conservation Center \$23,863.46 for a total of \$230,375.66; I) Approve Resolution – Set Date for Timber Auction; J) Approve STS Donation of \$750.00 from Garrison Commercial Club

CONSENT
AGENDA

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve reducing the Inmate Boarding fee from \$50.00 per day to \$45.00 per day for general population inmates.

REDUCE INMATE
BOARDING FEE

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the following **3.2 Malt Liquor License** for a period **ending April 30, 2013**.

OFF Sale:

Almar Holdings LLC, d/b/a **The Junction** – Hazelton Township

3.2 MALT
LIQUOR LICENSE
RENEWALS

ON Sale:

Danny J. Volk, d/b/a **Hidden Meadows** – Unorg 48-27 Township

The Glen Store & Grill Inc., d/b/a **The Glen Grill** – Malmo Township

Jacobson Community Volunteer Fire Dept, d/b/a **Jacobson Volunteer Fire Dept** – Ball Bluff Township

Minnewawa Sportsmen's Club Inc., d/b/a **Minnewawa Sportsmen's Club** – Shamrock Township

ON & OFF Sale:

Dean H. Hanson, d/b/a **Agate Bay Resort** – Lakeside Township

Rae Ann Halverson, d/b/a **Cajun Queen** – Shamrock Township

Vielmina Borg, d/b/a **Vie's Place** – Williams Township

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve requests from Garrison Disposal and J&H Transfer to exercise one-year extension options on their original recycling agreements which expire December 31, 2012. The extensions will expire December 31, 2013.

**RECYCLING
AGREEMENT
EXTENSIONS**

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Set Date for Timber Auction:

**RESOLUTION
042412-043
SET DATE FOR
TIMBER
AUCTION**

BE IT HEREBY RESOLVED, that certain tracts of timber on tax-forfeited land in Aitkin County will be offered for sale at public auction, without the sale of land at 9:00 a.m. on May 14, 2012 at the Long Lake Conservation Center's Northstar Lodge.

Lori Grams, Treasurer reviewed the 2012 1st Quarter Investment Report with the Board.

**1ST QUARTER
INVESTMENT
REPORT**

Kirk Peysar, Fair Board Secretary-Treasurer, Jim Bright, Fair Board President, and Fair Board members Dennis Thompson, Rich Liljenquist, and Kate LaClair gave the Board an update and report on the Aitkin County Fair.

**AITKIN COUNTY
FAIR REPORT**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to set Public Hearing to name unnamed water course on June 5, 2012 at 10:00 a.m. – Section 24 Shamrock Township. The Public Hearing will be held in the Boardroom at the Aitkin County Courthouse.

**SET PUBLIC
HEARING FOR
UNNAMED
WATER COURSE
SHAMROCK TWP**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to set Public Hearing to name unnamed water course on June 5, 2012 at 10:15 a.m. – Sections 18 & 19 Haugen Township. The Public Hearing will be held in the Boardroom at the Aitkin County Courthouse.

**SET PUBLIC
HEARING FOR
UNNAMED
WATER COURSE
HAUGEN TWP**

Kirk Peysar, County Auditor conducted a Public Hearing for Commissioner Redistricting. There were no public comments. Motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – Commissioner Districts:

WHEREAS, upon the filing of the certified results of the 2010 Federal Census, it was found that Aitkin County Commissioner Districts were in compliance with Minnesota

**RESOLUTION
042412-044
COMMISSIONER
DISTRICTS**

AITKIN COUNTY BOARD

April 24, 2012

Statute 204B.135, and

WHEREAS, Minnesota Statutes provide that the County shall reestablish its county commissioner districts, and

WHEREAS, Aitkin County published a notice of a public hearing on redistricting; and

WHEREAS, Aitkin County conducted a public meeting on redistricting on April 10th, 2012:

NOW, THEREFORE BE IT RESOLVED, that the current plan of Aitkin County Commissioner Districts be reestablished as they currently exist, and ordered filed in the Office of the County Auditor, and

District 1

Town of Aitkin
Town of Spencer
City of Aitkin

District 2

Town of Farm Island
Town of Hazelton
Town of Malmo
Town of Nordland
Town of Wealthwood

District 4

Town of Clark
Town of Fleming
Town of Haugen
Town of Jevne
Town of McGregor
Town of Morrison
Town of Shamrock
Town of Workman
City of McGregor
City of Tamarack

District 3

Town of Beaver
Town of Glen
Town of Idun
Town of Kimberly
Town of Lakeside
Town of Lee
Town of Millward
Town of Pliny
Town of Rice River
Town of Salo
Town of Seavey
Town of Spalding
Town of Wagner
Town of White Pine
Town of Williams
Town of Unorg 45-24
Town of Unorg 47-24

District 5

Town of Ball Bluff
Town of Balsam
Town of Cornish
Town of Hill Lake
Town of Libby
Town of Logan
Town of Macville
Town of Verdon
Town of Turner
Town of Waukenabo
Town of Unorg 51-22
Town of Unorg 52-22
Town of Unorg 52-24
Town of Unorg 50-25
Town of Unorg 51-25
Town of Unorg 52-25
Town of Unorg 50-26
Town of Unorg 48-27
Town of Unorg 49-27
Town of Unorg 50-27
Town of Unorg 51-27
Town of Unorg 52-27
City of Hill City
City of Palisade

BE IT FURTHER RESOLVED, that the Aitkin County Board of Commissioners reestablishes the length of terms as follows: District 1, (continuation of current term, 2014 Election); District 2, (4 year term, 2012 Election); District 3 (continuation of current term, 2014 Election); District 4, (4 year term, 2012 Election), and District 5, (continuation of current term, 2014 Election);

BE IT FURTHER RESOLVED, that said redistricting plan shall become effective on the 31st day following the filing of this plan for the 2012 primary and general election and be published in the Aitkin Independent Age, as provided by law.

BE IT FINALLY RESOLVED, that the districts are, for illustrative purposes, identified in a map of the county attached hereto and marked Exhibit A which by reference is hereby

For: County Board meeting of May 1, 2012.

Motion by Commissioner x, seconded by Commissioner x, and carried, all members voting yes to approve the following Application for Consumption & Display (Set Up) Permit:

Larson, Leonard and Kathy, d/b/a **Larson's Barn** – Workman Township

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



To: Chairperson, Aitkin County Board of Commissioners Date: April 25, 2012

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Legislative Update

Requested Meeting Date: 5-1-2012 Estimated Presentation Time: 25 minutes

Presenter: Senator Tom Saxhaug

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 Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

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

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



Supporting Attachment(s)

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

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon 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 ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, County Administrator

RE: Legislative Update

DATE: April 25, 2012

Senator Tom Saxhaug will provide a verbal legislative update at the May 1, 2012 Board meeting if the legislature adjourns by April 30, as anticipated.

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



To: Chairperson, Aitkin County Board of Commissioners Date: April 25, 2012

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Environmental Services Annual Report

Requested Meeting Date: May 1, 2012 Estimated Presentation Time: 15 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) Annual Report

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: April 24, 2012
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Environmental Services 2011 - Annual Report

Enclosed is a copy of the 2011 Annual Report for the Environmental Services Department. I will be at the May 1, 2012, Aitkin County Board of Commissioner meeting to answer any questions you may have with the report.

enclosure

c:\ctybrd\ctybrd2012

Aitkin County Environmental Services
And Planning & Zoning



Annual Report for the year 2011





Aitkin County Environmental Services 2011 Staff

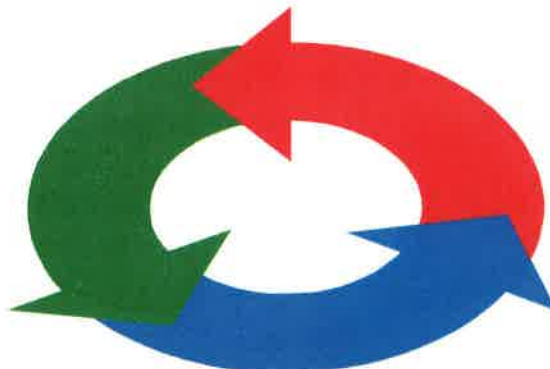
Director	Terry Neff
Assistant Zoning Administrator	Pete Gansen
Environmental Health Specialist	Doug Pearson
Compliance Officer/Wetland Specialist	Becky Sovde
Zoning Inspector	Kevin Turnock
Secretary/Clerk/ Bookkeeper	Kristi Kunz (hire date 1-30-11)
Secretary/Clerk/ Bookkeeper	Barb Williamson
Contract Inspector	Joe Fuhrer
Intern	Lori Hughes

Aitkin County Environmental Services
and
Planning and Zoning

Mission Statement:
To Promote the Judicious Use of
Our Vast Resources While
Protecting and Preserving
“Our” Environment.

Goals:

1. Establish a Positive Working Relationship With All Customers that We Do Business With.
2. Be Fair and Consistent in Our Planning Practices.
3. Work within the Framework of Our Ordinances.
4. Promote and Maintain a Healthful Environment for All Residents of Aitkin County.
5. Enforce All Ordinances.
6. Coordinate Our Efforts with All Agencies We Work With.
7. Issue Permits in a Manner Consistent with the Standards Set Forth in Our Ordinances.
8. Educate the Public on Environmental Issues and Land Use Management.
9. Aitkin County Government is committed to provide quality services in a cost-effective, timely and respectful manner.
10. Promote a spirit of teamwork and cooperation between customers and employees and to provide healthy work environment.





Aitkin County Environmental Services

Planning and Zoning

The Zoning section regulates land use so as to encourage the most appropriate utilization of land while preserving economic and environmental values. It administers and enforces the Zoning Ordinance except in incorporated cities and townships with their own zoning administration.

Land Use Permitting

Provide land use zone district identification and information for specific properties.
Issue land use permits for residential construction, commercial business and industrial operations.
Investigate reported violations.

Variance Appeals

Review and inspect applications for waivers to specific zoning ordinance requirements.

Conditional Use Applications

Review and inspect planned unit developments, resorts, campgrounds, rural industry and highway commercial developments and residential commercial land uses not allowed by standard permit.

General Public Information

Provide Federal Flood Hazard area identification.
Identify DNR protected waters and wetland areas.

Comprehensive Land Use Management Planning

Adopted by the board in April, 2000. Comprehensive Land Use Management Plan adopted.

Wetland Conservation Act and Environmental Quality Board Act

Issue wetland exemptions, wetland filling and banking applications.
Coordinate Technical Evaluation Panel.
Enforce violations of the Act.
Maintain records and notify Environmental Quality Board.

Individual Sewage Treatment Systems

Issue permits and perform inspections of the installation of sewage treatment systems.
Review soil borings and septic system designs.
Issue 90-day notices for sewer systems that are not in compliance.
Maintain records of septic system installations.

Solid Waste

Educate the public on proper solid waste disposal.
Educate the public on waste reduction, reduce – reuse- recycling of solid and hazardous waste.
Provide citizens of the county with the opportunity to recycle solid and hazardous waste.

Food Beverage and Lodging Inspection (FBL Program)

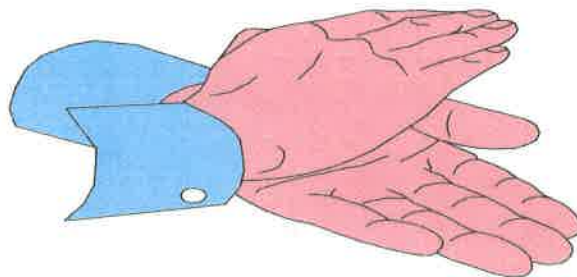
This program licenses and inspects food establishments, beverage establishments, lodging establishments, mobile home parks, recreational camping areas and pools. The FBL program provides both regulatory and educational experiences to all licensed establishments. Licensed Establishments that have wells have their water sampled at least annually.

Aitkin County Water Lab

The lab samples and analyzes private water wells. The wells are tested for Coliform bacteria and nitrate nitrogen. Educational information is available to County Residents regarding well construction, maintenance, sampling and correction.

Aitkin County Environmental Services 2011 Accomplishments!

- **Aitkin County Environmental Services hosted the 2011 Environmental Education Day along with Long Lake Conservation Center. Over the course of 2 days, the event had 125 sixth grade students from Hill City, McGregor, and Aitkin.**
- **Aitkin County Environmental Services held a Household Hazardous Waste Day in May and in September at the Aitkin County Recycling Center. Both days were a success, and 280 households participated.**
- **Aitkin County Environmental Services held a county-wide Waste Tire Collection on July 9, 2011. A total of 282 tires were collected from three collection sites at Aitkin, McGregor, and Palisade.**
- **Townships are notified of all permits within their area.**
- **Septic and all other violations are treated more efficiently.**
- **Recycling relays were given for the 6th graders from Aitkin and Hill City Schools.**
- **The Department hosted their annual Clean Shop Program in for small quantity generators of hazardous waste.**
- **The office was involved with the Commerce and Industry Show, the Aitkin County Fair and the River and Lakes Fair.**
- **Wetland Management Plan and Ordinance update in process.**
- **Presentation of permitting system at MACPZA Annual Conference.**
- **Waste electronics collection held June 10 – June 25.**



Aitkin County Environmental Services 2012 Goals and Objectives

1.	Continue to integrate a computerized permit process from the AS400 utilizing ePermitting program.
2.	Provide quality services in a cost-effective, timely, respectful and consistent manner.
3.	To be more sensitive and responsive to concerns and issues in the County and to go above and beyond to help resolve any and all issues our office is involved in.
4.	To administer and enforce septic system regulations in the county based on the Aitkin County ISTS and Wastewater ordinance.
5.	Provide more education to the public regarding the importance of our land use controls in protecting our natural resources.
6.	Streamline services – identify and reduce redundancy and waste.
7.	Further educate and inform the public on proper recycling, reuse, and reduction of hazardous and solid waste.
8.	To resolve violations in a more efficient manner.
9.	Maintain a strong voice in legislation.
10.	Make administrative amendments to the Zoning and Shoreland ordinances as needed.
11.	Update Wetland Management Plan and Ordinance.
12.	Work with MPCA, AMC and MACPZA to resolve SSTS Rule adoption.



Aitkin County Environmental Services

Permits issued for 2011

		After the fact
Drainfield/Bed	40	
Mounds	84	
Other/Performance Systems	10	
Holding Tanks	14	
Outhouses	8	
Commercial Septic	3	
Tank Replacements	4	
Total Septic Permits	163	3
Accessory Structures	236	3
Signs	3	
Residences	118	4
Residence Addition	53	1
Commercial Building	4	
Commercial Addition	0	
Deck	32	
Fences over 8'	2	1
Platform/Landing	10	
Administrative Subdivision/Lot splits	35	
Plats	2	
Gravel Crushing	7	
9-1-1 Addresses	12	
Land - Shoreland Alterations	24	
Variances	17	2
Variances Denied	6	
Conditional Use Permits	12	
Wetland Exemptions		
Wetland Banking		
Wetland Fill/Replacement	5	
Total Number of Structure, Wetland, etc. permits	578	
Total Number of After the Fact Permits		14

Number does not include revoked,
denied or voided permits

Total Amount of Permit cards
Total Amount of Permits:

628
741

Permits by Townships - Aitkin County

2011

Township	Residence Addition	Residence Comm. Building	Comm. Addition	Decks	Fences	Platforms	Sewers (All types)	Commercial Sewers	Accessory Structures & Altrs.	Land - SL	Signs	Variance Approved	Variance Denied	Cond. Use Permits	Wetland Permits	Gravel Crushing	E911 Address	Plats	Admin SubDiv	Totals	
Aitkin	5	3		2			4	1	4	2										1	22
Ball Bluff	1		1				4		6					1							14
Balsam									1												1
Beaver	1								1												2
Clark	2						2		2												8
Cornish	1			1			5		2												8
Farm Island	8	5		5		2	14		18	2		1	1							3	61
Fleming	4	1	1	1			9		10			2									27
Glen	7	4		4			5		16	2		1		2						2	45
Haugen							3		2												7
Hazelton	20	5		5			14		35	2		1		1						2	87
Hill Lake	1	1		1			2		8	1				2							16
Idun	3						4		3	3											15
Javne	2	2		1			5		4					1							5
Kimberly	2						3		3												28
Lakeside	6	1					5		8	1		1									1
Lee			1																		7
Libby	3						3		1												9
Logan			2				4		3												9
Macville	1		1				1		6												9
Malmo				2			4		8												23
Millward	2						2		2												4
McGregor	1						4		18	3		1									3
Morrison	3	5		1			10		1			3									6
Nordland	2						1		1												8
Pilny	2	2					2		1												4
Rice River	1						2		2												2
Salo							1		2												6
Seavey	1						1		22	2		2		2							106
Shamrock	23	9		1			30		3												6
Spalding	1	1					1		12												1
Spencer	1			1			1		5			1									18
Turner	1	1					1		1												10
Verdon									4												0
Wagner	2	2					5		7	2		1		1							16
Waukenaba	2	1					7		2	2		3									20
Wealthwood	1	5		3			1		2												19
White Pine									2												3
Williams	1								5	1											20
Workman	6						4		12	1				1							25
Unorganized	3	1		1			2		2												1
McGregor City							1														2
Aitkin City																					1
Palsade City	118	53	4	0	32	2	10	160	3	236	24	3	17	6	12	5	7	12	2	35	741

** All Unorganized townships were added together...

** Numbers are for each structure permitted

** A total of 628 permit cards were issued

Aitkin County Environmental Services

Permit Comparison for 2007, 2008, 2009, 2010 and 2011

	2007	2008	2009	2010	2011
Total Septic System Permits	302	192	168	140	163
Residence Permits	247	148	128	106	118
Residence Additions	96	66	83	74	53
Commercial Buildings	-	2	3	5	4
Commercial Additions	-	3	6	1	0
911 Address		23	26	9	12
Decks	85	99	107	59	32
Land & Shoreland Alterations	32	11	19	24	24
Platforms	39	33	31	13	10
Fence > 8'					2
Variances Approved	34	29	22	32	17
Variance Denied			3	7	6
Conditional Use Permits	17	19	29	17	12
Rezoning	2	0	0	1	0
Access Struct Signs	325	292	257	227	236
			3	8	3
Plats/ Admin Sub.	5	0	5 32	2 33	2 35
Gravel Crushing			4	2	7
Wetlands	-	13	3	4	5
Permits Issued	1143	930	929	761	741

Total Number of Permits issued for 2011: 741
 Total Number of Permit Cards issued for 2011: 628

Aitkin County Environmental Services Summary of 2011 Variance and Conditional Use Applications

Board of Adjustment

Total Variance Applications	25
Approved as Submitted	15
Approved with modifications or changes to the proposed variance	2
Denied	6
Withdrawn	2
Appeals	
Tabled Applications	4

Planning Commission

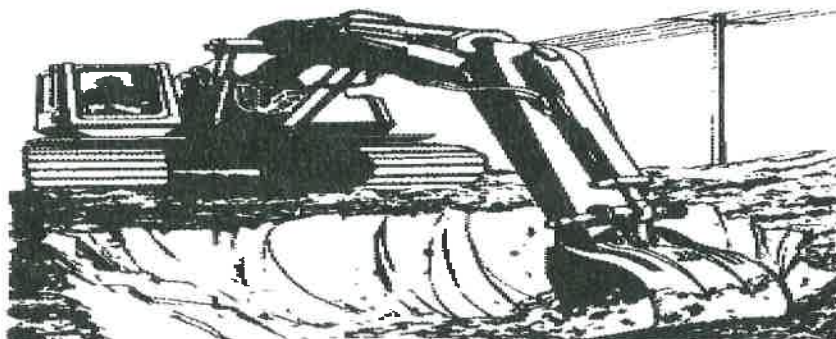
Total Conditional Use Permits	14
Approved	14
Denied	0
Withdrawn applications	0
Tabled/Extension	0
Appealed	0
EAW's	0
Planned Unit Developments	0
Others	11
Cell Towers	0
Subdivisions	2
Rezone	0
Crushing/Asphalt/mining	1



Septic Installers & Designers Activity Report

Name	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002
Antonsen, Tom			1		0	2	4	3	6	6
Ammala, Allen	3		4	3	4	1	2	2	6	3
Bartel, Bob					2	3	5	2	2	3
Bartelma, Steve				1	2	3	1	4	1	1
Benson, John				5	1					
Bitner, Dean	1									
Boyd, Tuffy	9	7	3	4	9	15	12	16	17	13
Brogard, Brian			1							
Brynteson, Scott				2						
Darlow, Ernie Sr. & Jr.	6	3	7	6	14	15	17	28	14	12
DeChantal, Al	1	1	2	4	2	6	5	4	2	1
Ekelund Excavating	3	3	6	7	13	15	14	24	14	12
Ellwood, Vern	1		1		1					
Engdahl, Dave		4	8	9	10	13	13	13	9	8
Engen, Dean/Jaden	3		1							
Farley, Jerold	15	5	9	2	5	7	10	3		
Goble, Tony		1	1							
Harp, Craig	1									
Hietala, John			1		0	1	1	1	1	0
Hjort Exc.	1									
Hoffman Gravel and Ex.					0	2	0	1	0	0
Homeowner	6	6		2	11	2	20	16	21	12
Holmquist, Larry	2			2	1	2	3	1	0	0
Horsman, Ronnie				2	2	5	1	5	1	0
J & J Dirtwork	1									
Jensen, Scott	1				0	1	0	1	0	0
Johnson, Cory				2	16	14	14	15	12	10
Johnson, Mike	12	6	6	7	8	23	15	31	13	12
Johnson, Michael B.	1		1	3	1	9	7	9		
Juenbauer/Larson					0		1			
Kangas, Tony	2	4	5	5	8	15	8	20		
Karjalahti, Craig	1	6	6	5	11	7	11	5	6	3
Kelley, Kurt	3		4	4	10	14	16	15	29	25
Kern, Rodney	11	6	13	12	14	32	31	32	21	16
Kimman, Jim				1						
Kosec, Tom					0	0	2			
Ladd, Adam	9	4	4	3	7					
Lamke, Darryl			1	1	0	7	3	6	2	3
Lange, Dave	3	4	1	6	5	13	10	12	9	6
Larson, Eric		4	3	3	15	5	7	6		
Liljenquist, Larry	9	13	11	7	15	31	26	33	33	26
Lindholm, Andy					2	6	3	4	2	2
Lundquist, Dale	3	3	1	2	1	5	4	6	4	2
MacDonnell, Randy			1							
MacGlover, R.A.	1									
Maxwell, James					0		0	4		
McNeil, Craig	2	1	1	1	6	2	8	7		
Milton, Chad	5				1	1	1	1		

Moritz, Randy		1		1	1	1	1			
Nistler, Leroy		3	4	4	4	12	14	17	7	7
Northburg Exc.					0	1	2	1		
Nystrom, Alan			1							
Olson, Jack					4	1	0	5	3	2
O'Neil, Thomas	6	7	7	3	8	15	11	16	6	4
Opatz, Ed	1									
Reid's Backhoe		2			3					
Revier, Roger	2	5	2	4	4	5	2	4	4	1
Ristow, Ed					1	3	3	4	8	7
Ritter, Mark		3	14	15	24	24	22	37	20	11
Robert, Ronny	1			1						
Rowell, George					0	1	7	6	8	9
Salisbury, Corey				3						
Sandberg, Dale		1		1	3	11	6	8	10	7
Scrupp, Raymond				3						
Schultz, Kevin				2	4	4	1	2		
Shaw, Jim				1	0	1	0	0	8	8
Snidarich, William					1	1	1			
Soderstrom, Tom			1		2	1	1	0	1	1
Stafne Constr.	1									
Straka, Ronald			1							
Strandlund, Steven			1							
Stransky, Larry	1									
Sutherland, Randy					1	1	1			
Swizer, Dan			2							
Tetraut, Daniel					1					
Thompson, Dennis			4	2	7	5	5	4		
Trout, Wesley					1	1	1			
Wagner, David					0		1	2	3	3
Weaver, Daniel					1	3	1			
Welk, John			1							
Westerlund, Greg	6	8	3	9	7	16	9	24	17	11
Wruck Excavating	1									
TBD/Other		6	24	0	28	0	50	3	16	0
Totals	135	117	168	160	302	384	438	499	360	262



2010 - 2011 Deposits by Month

	2011	2010
January	\$2,800.00	\$5,635.00
February	\$9,850.00	\$2,300.00
March	\$6,750.00	\$3,825.00
April	\$12,835.00	\$17,725.00
May	\$17,025.00	\$19,985.00
June	\$16,905.00	\$36,885.00
July	\$15,950.00	\$17,190.00
August	\$24,855.00	\$21,000.00
September	\$26,700.00	\$22,300.00
October	\$20,450.00	\$18,179.00
November	\$8,600.00	\$13,575.00
December	\$9,525.00	\$4,210.00
Total	\$172,245.00	\$182,809.00
Misc Receipts	2447.75	\$1,970.70
Big Sandy Grant	n/a	ended
WCA Grant	Funding arrived in 2010	\$16,341.00
Shoreland Grant	Funding arrived in 2010	\$10,605.00
MPCA Grant	\$ 11,431.00	Funding arrived in 2011
Mille Lacs Watershed Grant	\$ 20,942.84	
GRAND TOTAL	\$207,066.59	\$211,725.70

2010 - 2011 Deposits by Month



Aitkin County Environmental Services

2011 Interns

Our intern for 2011 was Lori Hughes

Lori worked 3 days per week from June to August and assisted in keeping the paperwork caught up in the Zoning Office, as well as handling a large mailing project for Lake Stewardship which was mailed to all lake homeowners on Mille Lacs, Big Pine, and Round lakes.



Aitkin County Environmental Services Planning and Zoning

Complaints Investigated in 2011

Total Complaints Received	91
Total Complaint On-Sites Conducted	97

Complaint Categories:

- ◆ **Shoreland**
 - Excavation/Fill in shore impact zone
 - Vegetation removal
 - Fill creating problems for other properties
 - Extensive earth moving in shoreland
 - Changing drainage patterns

- ◆ **Solid Waste**
 - Storage of solid waste
 - Junk yards

- ◆ **Building Permit Violations**
 - No permits
 - Exceeding structure size permitted
 - Converting garage to living quarters
 - Expansion of non-conforming structure
 - Operating business without a permit

- ◆ **Septic Systems**
 - Non-conforming
 - Surface discharge

- ◆ **Other**
 - Filling wetlands
 - Public health threat/nuisance
 - Illegal lot creations
 - Miscellaneous

Complaint Notes

- The number of complaints received by this office is up 30% since last year.

- The number of finalized complaints is down 9% compared to last year

- The number of active complaints is up 8% compared to last year.



Finalized Complaints	59
Active Complaints	418*

* Either still working to comply or at Attorney's office



Aitkin County Environmental Services Planning and Zoning

2011 Wetland Conservation Act Activities

The Administration of the Wetland Conservation Act (WCA) had another challenging year this year.

This is a brief summary of the activities for the year 2011:

- ✓ 10 wetland replacement applications were approved (includes four road projects)
- ✓ 0 wetland delineations were reviewed and approved
- ✓ 23 wetland exemptions were reviewed and approved
- ✓ 5 new wetland violations were brought to our attention, 2 violations from last year were closed
- ✓ 1 wetland bank application was approved (received in 2010)
- ✓ Additional credits were released on an existing wetland bank
- ✓ The wetland bank application under appeal to the Board of Water and Soil Resources has not yet been heard by the Board
- ✓ The September, 2011 revision for the US Steel mitigation plan was increased from 605 acres to 1400 acres. The 640-acre Polymet site is on hold.

Aitkin County Environmental Services Workshops – Seminars – Classes – Continuing Education Attended in 2011

Terry Neff, Director		
<i>Title of Class</i>	<i>Date</i>	<i>Location</i>
MOWA Conference	January 31-Feb 2, 2011	Duluth
Land Use Workshop	March 11, 2011	Brainerd
Legislative Conference	March 23-24, 2011	St. Paul
BMP's for Small Stormwater	April 26, 2011	Brainerd
Defensive Driving	May 10, 2011	Aitkin
New Variance Standards	June 1, 2011	St. Paul
MACPZA Legislative update	June 16-17, 2011	St. Cloud
SWAA Annual Conference	September 8-9, 2011	Brainerd
Motivating Employees	September 29, 2011	Aitkin
MACPZA Annual Conference	October 5-7, 2011	Bemidji
AMC Annual Conference	December 5-7, 2011	Minneapolis



Pete Gansen, Assistant Zoning Administrator		
<i>Title of Class</i>	<i>Date</i>	<i>Location</i>
Land Use Workshop	March 11, 2011	Brainerd
MACPZA Legislative Update	June 16, 2011	St. Cloud
SSTS Advanced Design I	September 27-29, 2011	St. Cloud
MACPZA Annual Conference	October 5-7, 2011	Bemidji
BOA Land Use Workshop	October 12, 2011	Brainerd
SSTS Advanced Design II	October 17-21, 2011	St. Cloud

Doug Pearson, Environmental Health Specialist		
<i>Title of Class</i>	<i>Date</i>	<i>Location</i>
SSTS Design workshop	April 19, 2011	Hinckley

Becky Sovde, Wetland Specialist- Compliance Officer		
<i>Title of Class</i>	<i>Date</i>	<i>Location</i>
SSTS Design Continuing Ed	April 19, 2011	Hinckley
Hazardous Waste Refresher	April 26, 2011	Brainerd
Customer Service Conference	September 20, 2011	St. Cloud
BWSR Academy	October 25-27, 2011	Breezy Point

Kevin Turnock, Zoning Inspector		
<i>Title of Class</i>	<i>Date</i>	<i>Location</i>
Hazardous Waste Refresher	April 19, 2011	Brainerd
Customer Service Conference	September 20, 2011	St. Cloud
BOA Land Use Workshop	October 12, 2011	Brainerd

Joe Fuhrer, Contract Inspector		
<i>Title of Class</i>	<i>Date</i>	<i>Location</i>
SSTS Class	September 12, 2011	Racine, MN

Barb Williamson, Secretary/Bookkeeper		
<i>Title of Class</i>	<i>Date</i>	<i>Location</i>
Land Use Workshop	March 11, 2011	Brainerd
New Variance Standards	June 1, 2011	St. Paul

Kristi Kunz, Secretary/Bookkeeper		
<i>Title of Class</i>	<i>Date</i>	<i>Location</i>
Land Use Workshop	March 11, 2011	Brainerd
BOA Land Use Workshop	October 12, 2011	Brainerd

Aitkin County Environmental Services Planning and Zoning

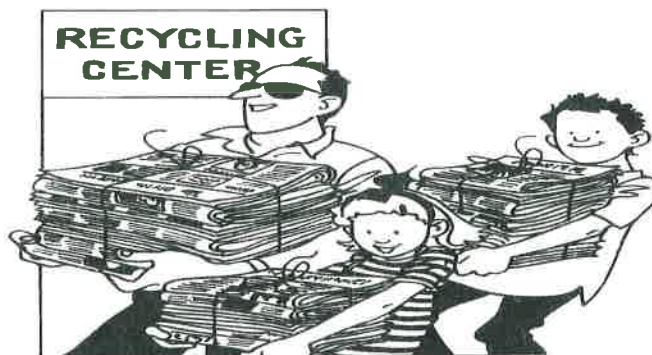
Semi-Annual Household Hazardous Waste Collection Days Summary

*Costs for Household Hazardous Waste Days 2011
MAY 7th AND SEPTEMBER 10th!*

WLSSD Administrative Fees	\$7140.00
Household Hazardous Waste Disposal Fee	\$3982.19
Overtime Salaries	\$548.46
Food, Pop, Rolls, Supplies	\$ 411.90
Roll Off Container/Can Disposal	\$924.30
Advertising	\$1317.75
MPCA County Stipend	- <u>\$2798.32</u>

TOTAL COSTS

\$11526.28



2011 Aitkin County Household Hazardous Waste Days

<i>Date, Start Time and End Time</i>	<i>City</i>	<i>Location</i>	<i>Total Vehicles that Participated</i>	<i>Total Number of Households that Participated</i>
	Aitkin	Aitkin Recycling Center		
<i>May 7, 2011</i>			118	164
<i>September 10, 2011</i>			93	116
<i>9:00 am – 12:00 pm</i>			Total= 211	Total= 280

2011 Aitkin County Waste Tire Collection Day

	<i>3 locations</i>	<i>Total Tires Collected</i>	
<i>July 9, 2011</i>	Aitkin Recycling Center	257	
<i>8:00 am – 1:00 pm</i>	McGregor County Shop	17	
	Palisade County Shop	8	
		Total= 282	Total Funds Collected \$755.00

2011 Aitkin County Waste Electronics Collection

		<i>Pounds Collected</i>	
<i>June 10 – 25</i>	Garrison Disposal	61,279	
	McGregor Transfer	9,067	
		Total = 70,346	

SURVEY

AITKIN HOUSEHOLD HAZARDOUS WASTE COLLECTION

MAY 7, 2011 AND SEPTEMBER 10, 2011

Number of cars for the two days: 211

Number of households represented: 280

Number of cars that had been at Household Hazardous Waste Day before: 124

Number of cars that attended for the first time: 87

City traveled from:

→ Aitkin:	173
→ Jacobson:	3
→ McGregor:	18
→ McGrath:	0
→ Hill City:	3
→ Malmo:	1
→ Palisade:	9
→ Other:	4

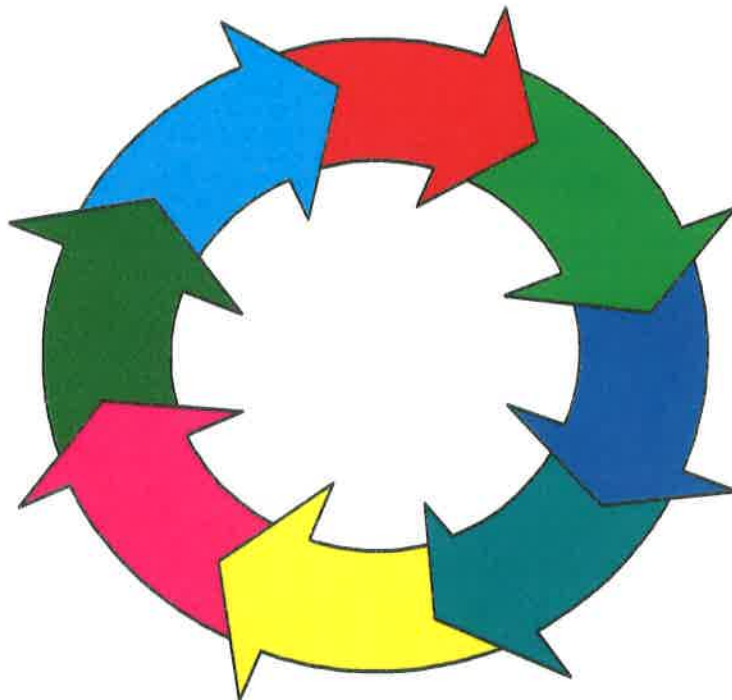
How did you hear of the collection?

*****These numbers will be more than the number of cars because some people heard of the collection in more than one way.***

→ Newspaper:	152
→ Friend/Neighbor:	6
→ City/County Gov't:	14
→ Local Organizations:	9
→ Brochures/Flyers:	12
→ Radio:	4
→ County Web Page	1
→ Other:	20

How often do you think a collection should be held?

→ More often	12
→ Once every 6 months:	140
→ Once a year:	45
→ 18 months:	2
→ 2 years:	5
→ 5 years:	2
→ Never	2



WLSSD Collection Disposal Costs - 2011

Location: Aitkin County

	<u>Cost</u>	<u>Unit</u>	4th Qtr.
			Disposal Cost
Latex Paint Bulked	\$ 2.29	gal.	-
Latex Paint Labpacked	\$ 108.00	drum	-
Oil Base Paint Bulked	\$ 1.69	gal.	-
Oil Base Paint Labpacked	\$ 155.00	drum	-
Flammable Liquids	\$ 0.89	gal.	-
Antifreeze	\$ 1.36	gal.	-
Fluor Lamps-4 ft	\$ 0.18	each	-
Fluor Lamps-8 ft	\$ 0.34	each	-
Fluor Lamps-Circ	\$ 0.30	each	-
Fluor Lamps -U-bulbs	\$ 0.47	each	-
Fluor Lamps - HID	\$ 0.75	each	-
Fluor Lamps - Comp.	\$ 0.28	each	-
Fluor Lamps-Broken	\$ 1.75	lbs.	-
Paint Related Material	\$ 0.92	lbs.	-
Direct Charge (Flammable)	\$ 0.92	lbs.	-
HHW3 (Flam. Liquid)	\$ 0.92	lbs.	-
Flammable Solids	\$ 0.92	lbs.	-
Spontaneously Combustible	\$ 0.92	lbs.	-
Dangerous When Wet	\$ 0.92	lbs.	-
Oxidizer	\$ 0.92	lbs.	-
Organic Peroxides	\$ 0.92	lbs.	-
Poison	\$ 0.92	lbs.	-
Acids	\$ 0.92	lbs.	-
Base	\$ 0.92	lbs.	-
Mercury Elemental	\$ 0.92	lbs.	-
Mercury Debris/items	\$ 2.95	lbs.	-
Asbestos Waste	\$ 0.54	lbs.	-
Aerosols	\$ 0.59	lbs.	-
Pesticides Aerosols	\$ -	lbs.	-
Pesticides Liquids	\$ -	lbs.	-
Pesticides Solids	\$ -	lbs.	-
Medical Sharps	\$ 5.00	gal.	-
Fire Extinguishers	\$ 12.00	each	-
Propane Cylinders	\$ 1.75	each	-
PCB Ballasts	\$ 0.75	lbs.	-
Rechargeable batteries	\$ 1.00	lbs.	-
Lead Acid Batteries	\$ 0.20	lbs.	-
Button Batteries	\$ 3.66	lbs.	-
			\$ -

Annual Summary	
Waste Totals	Disposal Costs
847.00	1,939.63
0.00	-
368.00	621.92
0.00	-
101.00	89.89
12.00	16.32
662.00	119.16
171.00	58.14
6.00	1.80
3.00	1.41
1.00	0.75
70.00	19.60
16.00	28.00
198.00	182.16
105.00	96.60
0.00	-
0.00	-
0.00	-
4.00	3.68
8.00	7.36
1.00	0.92
0.00	-
185.00	170.20
52.00	47.84
3.00	2.76
0.00	-
20.00	10.80
550.00	324.50
53.00	-
283.00	-
195.00	-
0.00	-
2.00	24.00
8.00	14.00
125.00	93.75
107.00	107.00
0.00	-
	-
	\$ 3,982.19

Pounds Recycled through Recycling Center (out of County and Aitkin County)
Less Baled Cardboard 2011

MONTH	GLASS	PAPER	CARDBOARD	TIN	ALUMINIUM	PLASTIC	YEAR TOTAL
JANUARY	57530	162754	216811	19826	35129	30506	522556
	49257	141447	217992	16844	28435	26655	480630
MARCH	54385	154153	230676	18928	32337	29551	520030
	63121	177780	228821	22768	34988	35576	563054
MAY	75469	205077	308534	29536	45152	42972	706740
	89199	272293	232951	14077	9911	32319	650750
JULY	96546	285559	236933	14771	11299	37712	682820
	105464	318845	286538	20366	11586	34616	777415
SEPTEMBER	90435	272360	196773	14775	10157	34148	618648
	83919	254923	165957	13761	9227	31899	559686
NOVEMBER	82325	250227	171114	13444	8628	31842	557580
	75851	230349	135483	12470	8527	29976	492656
TOTAL	923501	2725767	2628583	211566	245376	397772	7132565

**MONTHLY GROSS REVENUE FROM SALE OF MATERIALS
(TRANS COST NOT SUBTRACTED - BALED CARDBOARD IS SUBTRACTED)
2011**

MONTH	GLASS	PAPER	CARDBOARD	TIN	ALUMINUM	PLASTIC	YEAR TOTAL
JANUARY			7885.94				7885.94
FEBRUARY			10939.81				10939.81
MARCH			7037.68				7037.68
APRIL	1149.50	1149.50	20514.18	1149.50	1149.50	1149.47	26261.65
MAY	1107.80	1107.80	9305.64	1107.80	1107.80	1107.84	14844.68
JUNE	2481.42	2481.42	15337.70	2481.42	2481.42	2481.44	27744.82
JULY	1733.80	1733.80	21722.56	1733.80	1733.80	1733.82	30391.58
AUGUST	1993.52	1993.52	18541.70	1993.52	1993.52	1993.48	28509.26
SEPTEMBER	1274.08	1274.08	14529.08	1274.08	1274.08	1274.09	20899.49
OCTOBER	868.30	868.30	9691.71	868.30	868.30	868.26	14033.17
NOVEMBER	768.13	768.13	5171.39	768.13	768.13	768.10	9012.01
DECEMBER	428.48	428.48	7635.12	428.48	428.48	428.47	9777.51
TOTAL	11805.03	11805.03	148312.51	11805.03	11805.03	11804.97	207337.60

AITKIN COUNTY MATERIAL GARRISON RESIDENTIAL & COMMERCIAL (POUNDS)

2011

MONTH	GLASS	PAPER	CARDBOARD	TIN	ALUMINUM	PLASTIC	YEAR TOTAL
JANUARY (R)	12211	35952	36863	4951	4876	8366	103219
JANUARY (C)	3460	8770	24101	835	2088	1253	40507
FEBRUARY (R)	12998	37499	33921	4851	3483	8758	101510
FEBRUARY (C)	3240	9719	22684	926	2314	1387	40270
MARCH (R)	12199	35276	37420	4492	3825	8058	101270
MARCH (C)	2220	6659	22975	634	1585	951	35024
APRIL (R)	18780	53978	37344	7166	4156	13115	134539
APRIL (C)	4527	10333	26100	2453	3698	2869	49980
MAY (R)	16026	51250	64259	11016	8248	15386	166185
MAY (C)	8683	10975	27781	1045	2613	1568	52665
JUNE (R)	15390	46980	41969	2422	2142	12897	121800
JUNE (C)	5077	15498	37604	802	534	1335	60850
JULY (R)	20696	63174	45168	3268	3632	18542	154480
JULY (C)	5319	16238	30589	840	560	1400	54946
AUGUST (R)	19385	56069	56740	6773	2525	12568	154060
AUGUST (C)	5231	15970	30509	826	551	1377	54464
SEPTEMBER (R)	19403	57744	19239	3674	2755	15649	118464
SEPTEMBER (C)	7014	19200	28634	993	662	1655	58158
OCTOBER (R)	17340	53536	45038	3344	2282	14540	136080
OCTOBER (C)	5404	14646	33473	758	505	1262	56048
NOVEMBER (R)	17349	53484	42604	3265	1845	14888	133435
NOVEMBER (C)	4411	11864	22079	614	409	1023	40400
DECEMBER (R)	17853	53304	32492	3313	2422	14712	124096
DECEMBER (C)	4316	13176	20963	682	454	1136	40727
TOTAL (R) & (C)	258532	751294	820549	69943	58164	174695	2133177
TOTAL (R)	199630	598246	493057	58535	42191	157479	1549138
TOTAL (C)	58902	153048	327492	11408	15973	17216	584039

AITKIN COUNTY BOARD OF COMMISSIONERS

Anne Marcotte
Brian Napstad
Don Nieme
Mark Wedel
Laurie Westerlund

2011 ANNUAL REPORT for FOOD, BEVERAGE AND LODGING and WATER LABORATORY given January 2012

by Terry Neff, Environmental Services Director
and Doug Pearson Environmental Health Specialist

Executive Summary

The inspection emphasis continues to be on high-risk areas such as food safety versus lower risk areas such as lodging. Although lower risk-based establishments only need to be inspected once every two years, our County continues to inspect all licensed establishments at least annually.

The most significant happening for the FB&L was assisting Lake County from mid-February through mid-June when they were without a registered Sanitarian. Gross receipts from Lake County brought in totaled \$3,224 while maintaining the Aitkin County FBL program.

The total number of licensed establishments in the County over the past 5 years has remained fairly steady. In 2011 there was a 17% decrease in the number of resorts and motels. There was however, an increase in food licenses giving a slight increase overall in the total number of establishments.

Total number of establishments with a pool license continues to remain steady at 9. Some establishments have several "pools" such as a deep pool, wading pool, spa, etc. but are only issued one license for all of that particular establishment's "pools". Due to the stability in the number of pools this report will no longer graph that particular data.

There were 6 Environmental Services Ordinances amended: Administrative, Lodging, MHP/RCA, Food, ^{Pool}~~Lodging~~ and Youth that brought them into full compliance with applicable State Statutes and Rules.

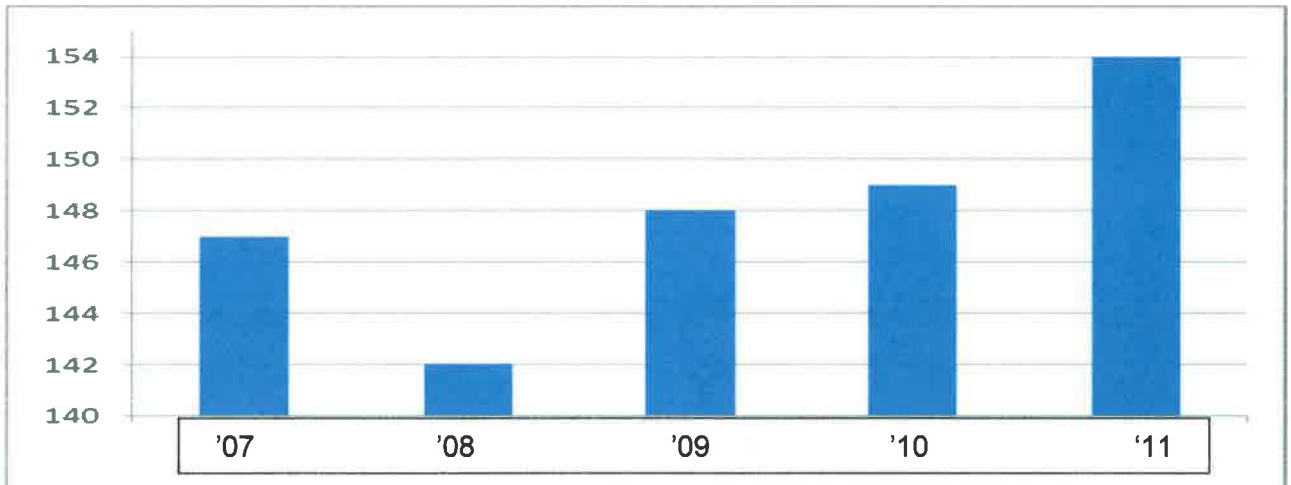
Aitkin County continues to maintain a certified drinking water laboratory for County residents and/or anyone who may drop off a sample for testing. A 26% increase in testing indicates an increasing need for a locally certified water testing laboratory.

FOOD, BEVERAGE AND LODGING Data for 2011

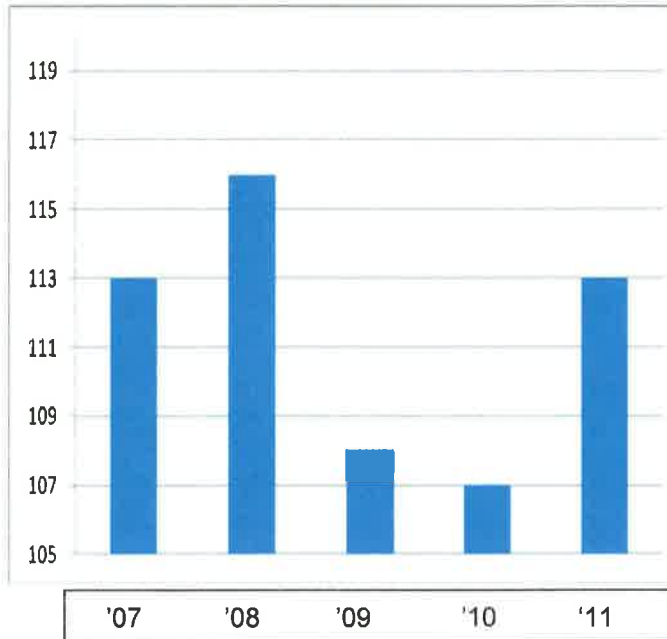
Total Licensed Establishments (of these establishments, several may have more than one type of license such as recreational vehicles, mobile homes, food, etc.) These totals do not include the 57 temporary food licenses ("special events") issued.

	TOTAL NO OF ESTABLISHMENTS	FOOD	BEVERAGE	LODGING	MHP/RCA	POOLS
2011	154	113	54	39	42	9
ANNUAL % + OR - CHANGE	3% ↑	5.6% ↑	0% ↔	17% ↓	0% ↔	10% ↔

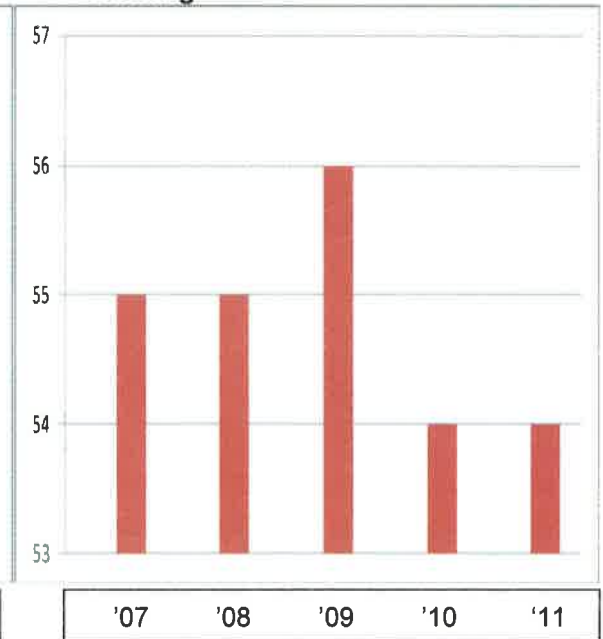
Total Establishments

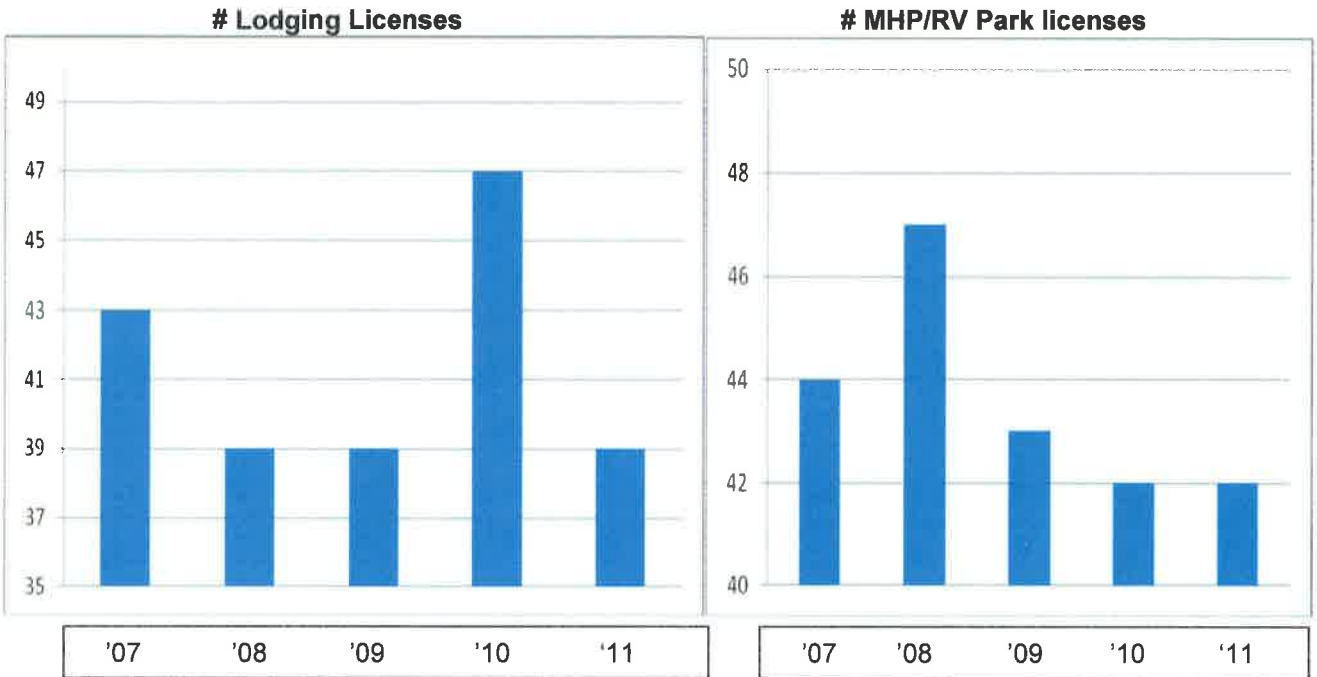


Food licenses



Beverage licenses





2011 INSPECTIONS AND COMPLAINTS

All establishments had at least one annual inspection. Schools continue to have two mandatory inspections per year. Only 4 establishments had more than one annual inspection due to problems (down from 5 in 2010 and 9 in 2009).

Complaints - logged through complaint database maintained by the Compliance Officer. Areas however specific to licensed FB&L establishments were:

- Mold complaints, mainly by renters, continue to be received. The MN Building Code has not been adopted and the County does not have an inspector for this area.
- No foodborne illness outbreaks.
- Dirty and under-maintained public pool. Complaint resolved and issue corrected. Another pool complaint about it contributing to respiratory illness. Investigation showed no problems with that pool.
- Dumping of sewage in the woods. Investigation showed this to not be happening.
- Unlawful set-back of RVs from body of water. Complaint substantiated and problem corrected.
- A few concerns voiced by the Public about dirty restaurants, poor food handling practices, etc. Investigation of these complaints showed no problem.

2011 New Ownership/Transfer/ and Activity for FB&L Establishments

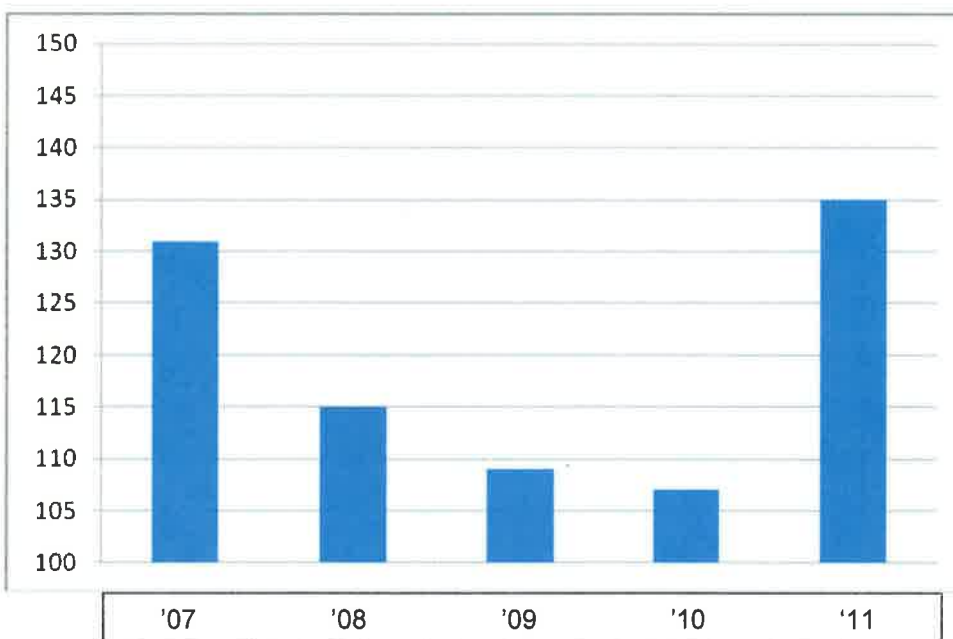
Number of new licenses for establishments not having a previous related license Chappy's Assisted Living and McGregor Angels	2
Number of establishments that closed ADC in McGregor, Chuckwagon Saloon (fire), Sunset Bay Resort (exempt), Giese B&B (exempt), Blue Moon Resort.	5
Number of establishments that re-opened under new ownership Aitkin and McGregor Subways to Mike Jones. Meals on Wheels to County Market. Golden Age Club now doing pancake breakfasts. Rosallini's to Ackleys. Buckhorn Bar to Eken Enterprises. Mike's Uptown to Blanchard and renamed Buckshot Bar.	7

ADC taken on by Golden Horizons. McGregor Community Center license held by City picked up by McGregor Lions.	
Number of establishments that underwent major remodeling Butler building is undergoing major renovation with a May '12 target opening date. New restaurant being put in at Red Door resort with target opening date of Jan '12. Prairie River finished upgrading the kitchen. Eken Enterprises (formerly Buckshot) redid kitchen and bar area. Golden Horizons adding on for ADC.	5

2011 WATER LAB OVERVIEW

1. Increase of 26.5% in total number of water samples run in 2011 (135 vs. 107 in 2010).
2. Expenses budgeted were \$5,745 with \$6,820 spent. Total income brought in was \$7,792 for a NET \$972.

of PRIVATE Drinking Water Samples Tested*



*2009 our County returned testing of licenses establishment's drinking water back to the MDH. The State does not charge for this due to receiving federal monies (but which were not shared with the County).

2011 ACCOMPLISHMENTS

- All set goals were achieved.
- County Sanitarian assisted Lake County, through our assistance agreement with them due to their Sanitarian resigning, from mid-February through mid-June.

Seminars

- Septic Design in Hinckley 4/19/11.
- Doug presented a free re-certification food safety class to 13 participants in June.

--- END ---

Environmental Education Day 2011

On September 12-13, 2011 Aitkin County Environmental Services and Long Lake Conservation Center hosted Environmental Education Day. Over the course of two days, 125 sixth graders attended the event. The sixth graders were from Hill City (17), McGregor (25) and Aitkin (83). The kids were very well behaved and really enjoyed the experience. This year we offered four exciting and educational classes. Classes presented were by The Science Museum of Minnesota (Water), The Minnesota Zoo (How Animals Adapt), and two classes offered by Long Lake Conservation Center. The two Long Lake Conservation Center classes included a class on Lake Bottom Organisms and a presentation on Minnesota Frogs and Toads.

1) The Science Museum of Minnesota's program was on Water. Aaron, the Science Museum official, did a great job getting the kids to volunteer to help him with his presentation, which gives students an idea of how everyday life activities use so much water. 97% of the water on earth is salt water. Of the 3% that is left, 2% is frozen. That leaves 1% of all the water on the Earth for human use. This water formed 4 Billion



years ago! Large, entertain-ing props were used to explain groundwater, the water cycle, usable water sources and other concepts regarding water. Aaron explained that the smallest amount of available water is groundwater, which is what we use the most. The program stressed the responsibility to the students to protect the environment and to help

conserve water, and Aaron showed the students how our ground water gets contaminated. Another point he made was how much of our water usage is from using electricity; far more than from personal use, agriculture, or manufacturing combined. Aaron explained to the students that every person uses about 750 gallons of water per day, and challenged them to think of ways to use less water. The students love that they get to actively participate in this class.

2) The Minnesota Zoo presented a program on Animals and how they survive. The Minnesota Zoo official, Chris, did a great job with the children and the animals. Chris brought a beautiful Red-tailed Hawk, an opossum, (an omnivore, it eats meat, vegetables, and doesn't care if its food is alive or dead, has 50 teeth and is shy and nocturnal); a Blandings turtle, and a female bull snake. Chris shared fascinating facts with the students about the animals she brought. Among those, the fact that only about 40 to 50 of the 200 birds in Minnesota stay through the



winter; that the red-tailed hawk can see a mouse from over a football field away; and that a turtle's shell is attached to their body at the hip and along the spine. The Blandings turtle isn't a fast swimmer, but has a long neck and waits for something to swim by that it can reach out and grab. Year after year, this is a favorite class of the students.

3) Long Lake instructors Melanie and Ashley taught very informative sessions on Frogs and Toads. They explained that Amphibian means they have two lives. Minnesota has 14 different species of frogs and toads.



The instructors showed the students a salamander and several different frogs and toads. The salamander is from the caudata family, which means it has a tail. It's legs are not good for hopping, it's eyes are on top of it's head, and it is mainly a land animal but needs to be close to water. One difference between

frogs and toads is that toads have thicker skin and can be away from water for longer periods of time, and have bumps for better camouflage. Of the 14 species in Minnesota, 3 are toads and 11 are frogs. An interesting fact is that frogs and toads make an interesting Bio-indicator which can tell us if something is polluting our water or is wrong in our environment, because they will have deformities (extra leg, extra eye, etc.) if something isn't right. The kids were amazed that frogs can freeze almost solid in the winter and still survive..... a chemical in them makes them not expand and explode. The students played a Nature Bingo game which showed how much they had learned about amphibians, and were able to study the frogs and toads close up.

- 4) The second class provided by Long Lake Conservation Center was called Lake Bottom Organisms, and sessions were taught by Melanie and Marie. The class started out with the instructor explaining the different parts of a lake, and that the students would be looking for invertebrates. This session also reinforced some facts about water that had been learned in the Science Museum session on water. The instructors also pointed out that while a glass of tap water and a glass of lake water might look quite different, if the lake water wasn't "clean" then all the organisms wouldn't be able to live there. The students were divided into groups, and each student was given a strainer so that they could explore the "Littoral" zone of the lake – the instructors were careful to explain what kinds of things the students would be able to collect and cautioned them about not damaging the shoreline or living things they found. Students had about 15 minutes to collect specimens, and then returned to the classroom to look under the microscope and categorize what they had found and list each of them on the board. There were at least 20 different things located by the different groups of 6th



graders, and the excitement could be felt, with students shouting back and forth about what they had found.

They found things such as minnows, leeches, different kinds of larvae, etc.

After the exciting day we asked all of the sixth grade students and teachers to fill out an evaluation form. Our office relies on their input to assist in planning for the next year.

The first question was:

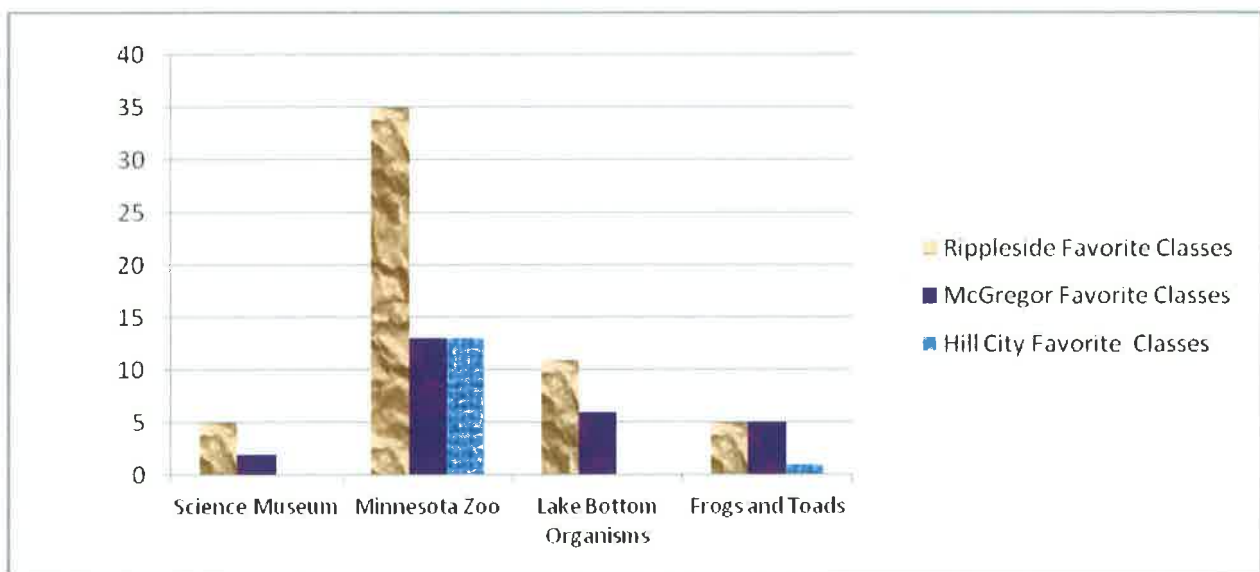
1. Did you enjoy your time at Long Lake Conservation Center and why?

99% of those who participated and filled out an evaluation form enjoyed themselves. Some of the comments we received were:

- It was fun because of the groups.
- We got to learn new things.
- Fun sessions and the staff is nice.
- We got to be outside.
- There was audience participation.

2. Did you enjoy the speakers? Which class was your favorite and why?

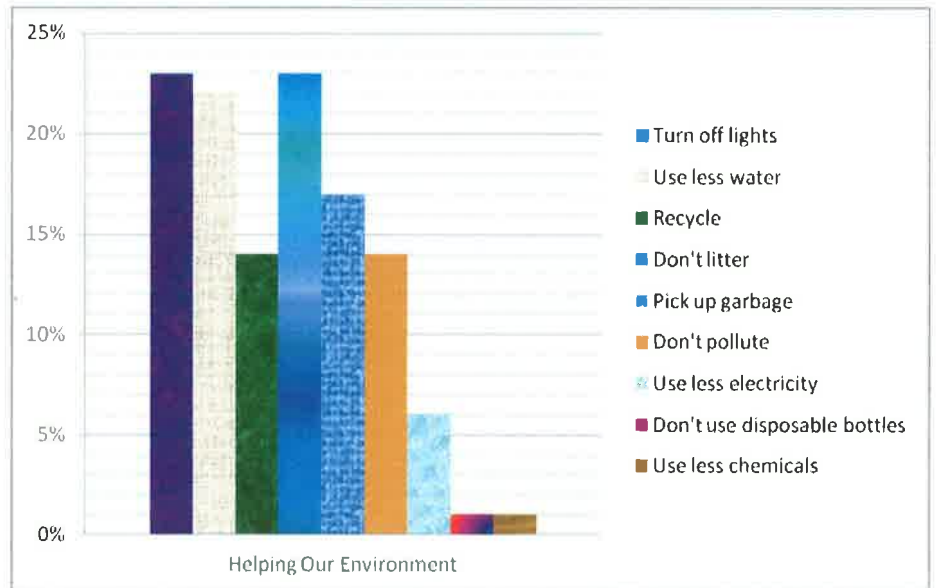
- Below is a chart showing how each school rated the classes as their favorites.



When asked why, students responded that they liked seeing the animals, liked being able to touch the animals, and loved the outdoor class and finding bugs and eggs. This year, they particularly loved the red-tailed hawk.

3. Tell us what you can do to help our environment?

- Turn off lights (23%)
- Use less water (22%)
- Recycle (14%)
- Don't litter! (23%)
- Pick up garbage (17%)
- Don't pollute (14%)
- Use less electricity (6%)
- Don't use disposable bottles (1%)
- Use less chemicals (1%)



4. Name a specimen that is native from Minnesota.

- Red-tail Hawk (26)
- Opossums (2)
- Deer (8)
- Frogs (13)
- Toad (3)
- Bull/Gopher Snake (10)
- Wolf (4)
- Black Bear (8)
- Wood Turtle (5)
- Loon (7)
- Bald Eagle (2)
- Fox (2)
- Garter snake (3)
- Salamander (4)

➤ Students also commented on others such crow, horse, skunk, moose, beaver, and minx.

We also asked the students to give us any additional comments or recommendations so that we can make the event better every year. Some of the comments were:

- I think I want to work at the Minnesota Zoo.
- All the classes really taught me about the environment.
- It was awesome!
- Best field trip ever.
- LLCC was amazing.
- I would love to go there again.
- The water thing was cool.
- I love science.
- The staff was nice
- There were several comments about the good pizza.

The days were a huge success and the students had a good learning experience. They have an opportunity to learn a lot about the environment and about our natural resources. Every year we hope to provide these outstanding environmental classes and to encourage all of our young people to respect and protect our environment. In order to reduce costs, Aitkin County Environmental Services asked for sponsors to assist with this event. The sponsors for the year 2011 were: Aitkin County Lakes and Rivers Association, Aitkin Eyecare Center, Aitkin Moose Lodge, Big Sandy Lake Assoc., Bremer Bank, Cedar Lake Conservancy, Friends of Rice Lake Refuge, Long Lake Assoc. (Glen), McGregor Lions Club, Mille Lacs Energy Cooperative, Minnewawa Sportsmans Club, Moose Willow Sportsmans Club, Riverwood Healthcare Center, The Office Shop, Wealthwood Rod and Gun Club, and Long Lake Conservation Center. **A huge thank-you to those sponsors in helping make this day possible for our 6th graders!**

The 2011 Essay Winners are:

From Aitkin Rippleside Elementary: (combined Language Arts Classes)

1st PLACE:

Shelby Wood and Rachel Sherman

2nd PLACE:

Romeo Hall and Heather Gaulke

From Hill City Elementary: (Mr. Tulla's Class)

1ST PLACE:

Bella Bishop

2ND PLACE:

Jerimiah Butler

From McGregor Elementary: (Ms. Hawkinson's Class)

1ST PLACE:

Chloe Larson

2ND PLACE:

Joseph Heagle

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



To: Chairperson, Aitkin County Board of Commissioners Date: April 25, 2012

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Authorize Brat Sale on Courthouse Lawn

Requested Meeting Date: 5-1-2012 Estimated Presentation Time: 5 minutes

Presenter: Carroll & Joy Janzen

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon 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)

From: janze003@umn.edu [mailto:janze003@umn.edu]
Sent: Monday, April 23, 2012 3:08 PM
To: patrick.wussow@co.aitkin.mn.us
Subject: Agenda item

The Persian Gulf Support Group would like to request to be on the Aitkin County Board Agenda on Tuesday, May 1 in am. Persian Gulf Support group request 15 minutes to be on the agenda to discuss--Permission to have Brat Sale on the Courthouse lawn on Friday, May 25 from 9 am-1 pm. The proceeds from the brat sale will be half for mailing boxes to our 27 troops and the other half to help pay for the All Veterans Memorial.

Thank you for your help, Pat. Joy and Carroll Janzen

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



To: Chairperson, Aitkin County Board of Commissioners Date: April 25, 2012

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Aitkin Area All Veterans Memorial Update

Requested Meeting Date: 5-1-2012 Estimated Presentation Time: 5 minutes

Presenter: Carroll & Joy Janzen

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
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- 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) _____

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From: janze003@umn.edu [mailto:janze003@umn.edu]
Sent: Monday, April 23, 2012 3:08 PM
To: patrick.wussow@co.aitkin.mn.us
Subject: Agenda item

Second item--Aitkin Area All Veterans memorial update.

Dedication will be Sunday, July 1 at 1:30 pm and we are applying to MNDOT to get Hwy. 210 in front of the courthouse closed for the program.

Thank you for your help, Pat. Joy and Carroll Janzen

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 4/25/2012

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item: Personnel Committee Recommendations

Requested Meeting Date: 5/1/2012

Estimated Presentation Time:

Presenter: Bobbie Danielson or Patrick Wussow

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
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute
- Other (please list) Seeking motion to authorize refilling the positions as recommended by the Personnel Cmte.

Fiscal Impact (check all that apply)

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

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

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

BD HR Review

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 8:00am** 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 HUMAN RESOURCES

Bobbie Danielson, HR Manager
bobbie.danielson@co.aitkin.mn.us
Nicole Visnovec, HR Specialist
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: County Commissioners

From: Bobbie Danielson, HR Manager



Date: April 25, 2012

Subject: Personnel Committee Recommendations – Consent Agenda

The Personnel Committee met on April 24, 2012, and unanimously recommends refilling the following positions:

- **Road & Bridge Department, 1 full-time Heavy Equipment Operator (McGregor Shop)**

This is a budgeted position, previously held by Eugene Berg who retired, and has been vacant since 2/29/2012. Grade P

- **Building Maintenance Dept., 2 permanent part-time (PPT) Maintenance Custodians**

This was a full-time position, previously held by Mike Bauer, and has been vacant since 3/29/2012. This is a budgeted expense. Grade S

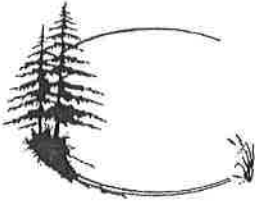
This recommendation is similar to the one made in January 2010 when the Board authorized hiring two PPT Maintenance Custodians in place of one full-time. The PPT employees are typically scheduled to work 2 or 3 days per week, and they work 7 hour instead of 8 hour shifts. They are also called upon to fill-in shifts that are vacant due to vacations and sick leave use. The County realized a budget savings with the reduced hours and benefits; typically PPT employees do not qualify for health insurance benefits.

- **Recorder's Office, 1 full-time Deputy Recorder**

This position is **not budgeted**. It has been vacant since 2009, saving an estimated \$40,000 or more per calendar year. Grade Q

The workload has increased over the past year and refilling the position is now necessary to meet service demands, while attempting to avoid overtime costs and staff burnout. This position performs tasks related to real estate property, U.S. Armed Forces discharges, personal property, vital statistics and land survey records, light bookkeeping, document preservation, and customer service. The volume of work increases as the economy improves and is impacted by things such as mortgages, refinancing, and time consuming research of legal descriptions. The impact/draw to general reserves in 2012 is estimated to be \$21,933 (if single insurance) to \$25,696 (if family insurance), effective June 1, 2012.

If you have any questions or concerns prior to the meeting, please feel free to contact me. Department heads will also be available at the board meeting to answer any questions.



AITKIN COUNTY HIGHWAY DEPARTMENT

1211 Air Park Drive
Aitkin, MN 56431

Phone: 218/927-3741 • FAX: 218/927-2356

Memo

Date: April 19, 2012

To: Aitkin County Personnel Committee

From: John Welle, Aitkin County Engineer *JW*

Re: Upcoming Personnel Committee Agenda Item

I request that the following item be added to the next scheduled Personnel Committee Agenda.

1. Request to fill vacant full-time Equipment Operator position

Since March 1, 2012, we have had a vacant Equipment Operator position at the McGregor Area Maintenance Facility due to the retirement of an employee at that location. I now request authorization to fill the position so we are fully staffed for the upcoming summer season.

The 2012 Highway Department Operations Budget fully funded this position for the entire year at the incumbent employee's pay rate for a total expenditure of \$62,429. With a target date of July 1, 2012 to have the position filled, the 2012 Operations Budget will realize a cost savings from the four-month vacancy and the reduced hourly wage of the incoming employee. Together, this will save approximately \$20,000 in cost from the amount budgeted for this position in the 2012 budget.

JOB TITLE: Equipment Operator – McGregor Shop**Reports to:** Lead Worker/Maintenance Supervisor**Department:** Road and Bridge**Classification:** Grade P**Site:** Aitkin Shop**Union:** IUOE Local #49**FLSA:** Non-exempt**Date:** July 1, 2008**Supervision Exercised:** None**JOB SUMMARY:**

Under general supervision, safely operates trucks, motor graders, heavy equipment, tractors and other specialized equipment to maintain roads performs manual labor to accomplish departmental objectives and tasks.

MAJOR JOB FUNCTIONS:

- *1. Perform Road Maintenance and Repair Duties in Such a Manner That Roads Are Safe for Travel. (20%)
 - a. Repair and replace culverts.
 - b. Assist on special construction projects.
 - c. Patch and fill potholes in pavement.
 - d. Excavate and backfill frost boils.
 - e. Repair guard rails, install and replace traffic and work zone signs.
 - f. Clear brush, trees, and mow right-of-way.
 - g. Pick up and remove rocks, debris, and dead animals from roadways.
 - h. Assist in emergencies and natural disasters.
 - i. Operate chain saws and other power tools.
 - j. Steam culverts and free culverts from ice, snow, and debris.

- *2. Operate Heavy/Light Equipment, such as Motor Graders, Front-End Loaders, Excavators, Tractors, Dozers, and Tandem/Single Axle Dump Trucks. (60%)
 - a. Smooth road surfaces, spread gravel, and cut and shape road shoulders.
 - b. Haul gravel, fill, waste, and other road materials and supplies.
 - c. Plow, load, and haul snow and apply deicing salt and sand to roads and parking lots.
 - d. Regrade and reshape roads.
 - e. Mix salt sand and road chemicals.
 - f. Load and stockpile culverts and other materials.
 - g. Removing beaver dams from culverts and ditches.
 - h. Perform daily safety checks on trucks and equipment and record results.

- *3. Repair Heavy/Light Equipment such as Motor Graders, Front-End Loaders, Excavators, Tractors, Dozers, Tandem/Single Axle Trucks, Pickup Trucks, and Other Road Maintenance Equipment. (20%)
 - a. Change oil and filters, grease equipment, change and rotate tires.
 - b. Perform repairs on trucks and equipment including changing cutting edges, welding, repairing hydraulic lines, replacing hydraulic pumps, hoses, motors, mounting and dismounting seasonal equipment.

ADDITIONAL RESPONSIBILITIES:

- 1. Attend training sessions as required.

2. Perform flag person duties, when required.

MINIMUM REQUIREMENTS:

1. Possess Class A commercial driver's license with air brakes endorsement.
2. Four years experience in operation of heavy equipment or trucks, or certificate of training in heavy equipment or truck driving from a technical school plus two years experience in operation of heavy equipment or trucks.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Knowledge of maintenance of gravel and all-weather roads.
2. Knowledge of repairing pot holes and frost boils
3. Knowledge of dangerous road conditions.
4. Knowledge of the capabilities and limitations of heavy equipment trucks and tools.
5. Knowledge of the mixing and application of road chemicals.
6. Knowledge of materials safety data information and the necessary precautions of materials handled.
7. Knowledge of safety procedures and rules.

SKILLS IN:

1. Skill in verbal and written communication.
2. Skill in the operation of a variety of different pieces of heavy equipment.
3. Skill in the maintenance of heavy equipment.
4. Skill in the maintenance of all classes of trucks and automobiles.
5. Skill in the use of hand and power tools.

ABILITY TO:

1. Follow oral and written directions.
2. Establish and maintain effective working relationships with others.
3. Exercise judgment, initiative and discretion in developing work methods and operating procedures in order to implement departmental activities, policies and safety requirements.
4. Establish and maintain effective and supportive public relations to inquiring individuals and organizations.

WORKING CONDITIONS:

1. Required to work irregular hours during inclement weather conditions.
2. Subject to dust, fuel vapors, asphalt vapors, solvent vapors, and lubricating oil and grease.
3. Subject to cold, hot, and wet weather.
4. Must perform maintenance duties on wet and slippery roads that are hazardous to drive on.
5. Must perform equipment maintenance duties in dirty, greasy, and hazardous conditions.
6. Capable of lifting fifty (50) pounds frequently and seventy (70) pounds occasionally.
7. Work will be dirty and hazardous at times. Subjected to chemicals, highway traffic, construction equipment operations, excessive noise, overhead and underground utility services, cuts, shock hazard, burns, and possible injury from power tools and vibrations from machinery.

OTHER:

The duties listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*Essential for the purpose of the Americans with Disabilities Act

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Personnel Committee

FROM: Patrick Wussow, County Administrator
Bill Thompson, Maintenance Supervisor

RE: Recommend Replacing Full Time Maintenance Custodian Position

DATE: April 20, 2012

Staff would like to fill the Maintenance Custodian Position recently vacated by Mike Bauer.

Budgeted positions	Typical Shift
Maintenance Supervisor	(7:30-4:30)
Utility/Maintenance Custodian	(8:00-4:30)
Maintenance Custodian	(2:00-10:30)
Maintenance Custodian (currently vacant)	(2:00-10:30)
P PT Maintenance Custodian	(2:00-9:30)
(Two PT employees rotating days)	

History – In January of 2010 the County Board authorized hiring two maintenance custodians as Permanent Part-time positions (P PT). These two positions replaced one full-time employee that retired at the end of 2009. The PPT employees work a seven hour shift versus the eight hour shift, additionally the PPT employees only work two or three days a week. Finally we have several employees on call to fill in for vacations, sick, etc.

Compensation – The Pay Grade is S with an hourly rate from \$11.37-20.51. The starting hourly rate would be \$11.37.

The County has realized a savings with the reduced hours of pay and in benefits as the P PT typically does not qualify for health insurance.

Private Alternative – Staff obtained a quote from a private firm that has worked with the County in the past. Their quote to clean the Court House is included with this memo and is for discussion.

Staff has reviewed three options and would like to update the Personnel Committee and discuss the alternative of replacing the open position with P PT, Full Time, or a Private firm.

Option one: Private Firm

Cost: Quoted \$803.10

Pros: Cost savings.

Cons: Unknown cleaning ability? Less staff available to work on projects (waxing, etc.), not allowed in Jail or H & HS for security reasons.

Option two: Permanent Part-Time (P PT)

Cost: Salary difference savings of five hours a week at starting pay of \$11.37, no Health Insurance or VEBA, and reduced other benefits result in an \$8,000 –15,000 savings.

Pros: Reduced taxes as expenses are reduced

Cons: Reports are coming in that P PT work has been less reliable due to lack of consistency

Option three: Full Time

Cost: Savings of about \$5,000 from current Full time employee (\$11.37 per 40 hour work week, plus benefits versus \$14.94 of six year employee).

Pros: Same set up as it was a month ago.

Cons: Same set up as it was a month ago.

JOB TITLE: Maintenance Custodian

Reports to: County Administrator
Classification: S
FLSA: Non-exempt
Supervision Exercised: None

Department: Administration
Site: Courthouse Complex
Union: AFSCME CH
Date: August 2002

JOB SUMMARY:

Under general supervision, provides building custodial, and grounds keeping services so that public buildings and grounds are clean and in a productive working condition; performs related work as required.

MAJOR JOB FUNCTIONS:

- *1. Clean courthouse complex including county jail, Health and Human Services, License Center, Extension and Road and Bridge. (95%)
- *2. Assist in grooming and clearing the lawn area surrounding the courthouse complex buildings. (2%)
- *3. Secure the buildings by locking doors and windows. (1%)
- *4. Assist in overseeing community service workers, temporary part time personnel, and inmates allowed to leave the jail to help with special projects. (2%)

OTHER RESPONSIBILITIES:

- 1. Perform other work-related duties as assigned/required.
- 2. Follow oral and written instruction.
- 3. Exercise confidentiality as it relates to the position and the various county departments.
- 4. Knowledge of OSHA regulations and safe operation of tools and equipment.

MINIMUM REQUIREMENTS:

- 1. One year experience working as a custodian or in a maintenance work environment preferred.
- 2. High school diploma or GED equivalent.
- 3. Valid MN's driver's license.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- 1. Verbal and written skills.
- 2. Perform tasks so that the workplace is a safe, sanitary, and attractive place to work by sweeping, mopping, vacuuming, shampooing, buffing, and dusting halls, stairwells, rooms, and offices by using modern cleaning equipment.
- 3. Maintain an attractive lawn area surrounding courthouse complex by mowing and raking the lawn, and shoveling or plowing snow off sidewalks and parking areas using various tools and equipment.
- 4. Order various cleaning and maintenance supplies and inventory.
- 5. Empty and dispose of all garbage and recycling.
- 6. Perform other maintenance duties as assigned.

PERIPHERAL DUTIES:

1. Follow county policies and procedures.
2. Maintain a safe work environment.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position requires indoor and outdoor work where the work may be dirty and hazardous at times; subject to cuts, shock hazard, strong chemicals, burns, possible injury by power tools and subject to noise and vibrations from machinery. Physical demands of the position include, but are not limited to, long hours of standing, heavy lifting, climbing, balancing, stooping, kneeling, and crouching.

While performing the duties of this position, the employee is required to read, walk, use hands and fingers to operate objects, tools, and equipment. Finger and manual dexterity and motor coordination are required for the majority and variety of jobs performed.

While performing the duties of this position, the employee may be required to lift and carry objects weighing over fifty pounds.

OTHER:

The duties listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

* Essential for purposes of the Americans with Disability Act.

DIANE M. LAFFERTY
AITKIN COUNTY RECORDER

Room 205 • 209-2nd St. N.W
AITKIN, MINNESOTA 56431
218 / 927-7336

To: Personnel Committee

From: Diane Lafferty, County Recorder

Date: April 19, 2012

Subject: Request to Fill Deputy Recorder Position, Grade Q, \$12.51/hour

The department currently consists of the following positions:

- 1 County Recorder, full-time
- 1 Chief Deputy Recorder, full-time
- 1 Deputy Recorder, full-time
- 1 Intermittent Clerical Worker

Workload demands have increased over the past year and the additional Deputy Recorder position is now needed to meet service demands, while attempting to avoid overtime costs and staff burnout. A copy of the Deputy Recorder job description is attached. The 2012 budget impact is estimated to be \$21,932.90 (if single insurance) to \$25,695.54 (if family insurance), effective June 1, 2012.

I will be present at the Personnel Committee meeting to provide more information and to answer any questions you may have.

Cost estimate for 2012 (single insurance):

\$ 12.51 per hour for 6 months
\$ 13.10 per hour for 1 month

\$ 15,281.02 est 7 months in Year 2012
\$ 1,107.87 PERA 7.25%
\$ 947.42 FICA social security 6.2%
\$ 221.57 Medicare 1.45%
\$ 4,375.00 Single Health Insurance \$625/month x 7 months
\$ 21,932.90

Cost estimate for 2012 (family insurance):

\$ 12.51 per hour for 6 months
\$ 13.10 per hour for 1 month

\$ 15,281.02 est 7 months in Year 2012
\$ 1,107.87 PERA 7.25%
\$ 947.42 FICA social security 6.2%
\$ 221.57 Medicare 1.45%
\$ 8,137.64 Family Health Insurance \$625/month x 7 months
\$ 25,695.54

Aitkin County

Position Description

DEPUTY RECORDER

Department:	County Recorder's Office
Site:	Courthouse
Classification:	Class Q
Reports to:	County Recorder
Supervisory or Non-supervisory:	Non-Supervisory
FLSA Status:	Non-exempt
Union Status:	Union – AFSCME CH Unit
Final Appointing Authority:	County Administrator

Description

Performs a variety of detail-orientated tasks related to real estate property, U.S. Armed Forces discharges, personal property, vital statistics and land survey records, light bookkeeping and document preservation in accordance with Minnesota Statutes. Provides courteous, respectful and proficient customer service to private citizens, professional businesses and governmental agencies.

Supervision Received

Works under general supervision of the County Recorder. Also receives work direction from the Chief Deputy Recorder.

Supervision Exercised

None

Examples of Typical Duties & Responsibilities

These examples of typical duties do not include all possible tasks for this classification and do not limit the assignment of related tasks. Regular attendance according to the department's approved work schedule is required for all Aitkin County positions.

- *1. Responds to inquiries and assists and advises the general public, attorneys, Realtors, bankers, and other county departments by phone and in person. Works with real estate (both abstract and Torrens) documents and birth and death records, answers questions and resolves problems using knowledge of laws and office procedures.
- *2. Accepts and records all documents accurately and completely. This may include photocopying, data entry, inserting records into official record books, labeling documents in numerical order, filing, mailing, maintaining indexes, and other related duties, all performed with the highest degree of accuracy. Prepares daily, monthly, annual, and other reports using accounting principles and office procedures.
- *3. Certifies copies and supervises the issuing of certified and uncertified copies of all documents filed in the office. Scans documents. Operates office equipment needed to complete these tasks.
- *4. Opens, sorts, distributes, and sends out mail. Composes correspondence and contacts individuals on rejected documents due to error in completeness.
- *5. Answers inquiries regarding real estate Torrens title documents and procedures. Approves and records Torrens title documents, files tracts, issues new certificates of title, residue certificates by using knowledge of Torrens and office system procedures.
- *6. Trains other office personnel by using knowledge of laws, office procedures and system, and assumes responsibilities in the absence of the County Recorder and Chief Deputy. Assists in the training of new office support staff as directed.

**Essential for the purposes of the Americans with Disabilities Act only.*

Aitkin County

Position Description

Additional Responsibilities

1. Exercises independent judgment in daily work activities.
2. Follows oral and written instructions.
3. Performs other job-related duties as assigned or apparent.
4. Deals with minor computer issues.

Minimum Qualifications

High school diploma or equivalent required, plus a 2 year clerical degree or equivalent coursework, or 3 or more years experience in the abstract document recording process.

Must type Net 45 w.p.m. or higher. Intermediate level computer skills are required. This includes the knowledge and ability to use computers and related technology efficiently including databases, spreadsheets, word processing, email, Internet, WebFusion, scanning and document imaging software, and other specialized department software and equipment.

Must have good public relations skills, oral and written communication skills, and the ability to actively listen to concerns of taxpayers. Must have the ability to proficiently operate office equipment, including, but not limited to computers, calculators, fax machines, copiers, and digital scanners.

Must have the ability to focus and work productively with continual interruptions. Valid MN's driver's license required.

Knowledge, Skills, and Abilities

1. Knowledge of County policies, procedures, and practices.
2. Knowledge of Federal and State laws and Local ordinances as they relate to recording of various legal documents and functions of the Recorder's Office.
3. A working knowledge of rectangle land survey and associated tools, instruments, and techniques.
4. Knowledge of techniques, methods, and equipment required to accomplish department workload and objectives in an efficient and safe manner.
5. Knowledge of departmental policies and written and oral communication skills sufficient to interpret and explain policy, regulations and operating procedures to employees, the public, and representatives of various businesses and governmental agencies.
6. Skill in reading, writing, and speaking English proficiently.
7. Effective organization, time management, and workload prioritizing skills as it relates to office procedures.
8. Ability to understand Real Estate descriptions and the various types of documents and the effects of those documents transferring interest in Real Estate.
9. Ability to work independently and exercise good judgment.
10. Ability to develop and maintain effective working relationships with supervisors, county staff, and the public.
11. Ability to understand and carry out oral and written instructions.

Working Conditions and Physical Requirements

Work is performed primarily in an office setting; minimal travel is required for trainings. Routinely exposed to dust; subject to regular interruptions; occasionally required to sit for long periods of time; required to perform repetitive tasks, such as typing and data entry. The ability to stand and bend throughout the day is required. Must have the ability to focus and concentrate despite being subject to regular interruptions. Physical requirements may include: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

Light to Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Aitkin County

Position Description

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

April 2011