

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS August 7, 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 July 24, 2012 – August 6, 2012  
B) Approve 7/24/12 County Board Minutes  
C) Approve July Manual Warrants  
D) Approve Repurchase Request – 17-44-23 Zortman
- 9:05 3) John Welle, County Engineer  
A) Approve Resolution – Award Bid SAP 01-599-34  
B) Approve Resolution – Award Bid SAP 01-604-10
- 9:15 4) Kirk Peysar, Auditor  
A) Set Public Hearing Date – Lake Minnewawa Lake Improvement District
- 9:30 5) Patrick Wussow, County Administrator  
A) 2<sup>nd</sup> Quarter Revenues & Expenditures  
B) Mobile Recording System for Offsite Meetings – Follow Up  
C) Flood Update  
1. Flood Related Damages – ATV Trails/Mark Jacobs  
2. Flood Related Expenditures  
D) Discussion and Direction – Lake Improvement District Policy
- 11:00 Break
- 11:15 5) Patrick Wussow, County Administrator  
E) Appropriations Discussion
- 11:45 6) Scott Turner, Sheriff  
A) Flood Update  
B) Approve Handgun Trade In and Purchase  
C) Approve Resolution – 2012 Federal Boating Safety Supplemental Equipment Grant Agreement

**Note: 2 Page Agenda**

\* 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.**

- 12:15 7) Board Discussion  
Mark Wedel – Historical Society, Aitkin Airport  
Laurie Westerlund – Onanegozie, LLCC Mgmt Team  
Don Niemi – Lakes & Pines  
Brian Napstad – MHB, Prairie River Washout  
Anne Marcotte – HHS Advisory
- 1:00 8) Adjourn

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# AITKIN COUNTY BOARD

July 24, 2012

The Aitkin County Board of Commissioners met this 24<sup>th</sup> day of July, 2012 at 10:23 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.

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

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: July 10, 2012 – July 23, 2012; B) Approve County Board Minutes: July 10, 2012; C) Approve Auditor Warrants – June Sales and Use Tax: General Fund \$825.77, Road & Bridge \$1,901.94, Health & Human Services \$43.52, State \$7,321.00, Trust \$7.31, Forest Development \$36.02, Long Lake Conservation Center \$36.52 for a total of \$10,172.08; D) Approve Resolution – 2013 Commissioner Salaries; E) Schedule Maven Perspectives Workshop – August 14, 2012 at LLCC; F) Approve Resolution – Set Timber Auction Date; a) Approve Commissioner Warrants: General Fund \$96,196.80, Road & Bridge \$34,349.42, Special Revenue \$1,078.81, Health & Human Services \$574.35, State \$4,342.60, Trust \$12,838.44, Forest Development \$32,142.27, Agency \$25,385.48, Long Lake Conservation Center \$34,466.67 for a total of \$241,374.84; b) Approve Resolution – Exempt Permit LG220 Jacobson Landing; c) Approve Riverboat Days Outdoor Movie on Courthouse Property; d) Approve Aitkin Airport – 2 Purchase Agreements, FAA Grant Resolution

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 2013 Commissioner Salaries:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2013 County Commissioner's salary at \$28,644.00.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to schedule a workshop with Maven Perspectives on August 14, 2012 at 1:00 p.m. at Long Lake Conservation Center in the Northstar Lodge.

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 Timber Auction Date:

**BE IT HEREBY RESOLVED**, that certain tracts of timber on tax-forfeited land in Aitkin County will be offered for sale on a sealed bid public auction, without the sale of land on August 22, 2012 at 1:00 pm in the Aitkin County Board Room in the courthouse in Aitkin, Mn. 56431.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Exempt Permit LG220 Jacobson Landing:

**CALL TO ORDER**

**APPROVED  
AGENDA**

**CONSENT  
AGENDA**

**RESOLUTION  
072412-081  
2013  
COMMISSIONER  
SALARIES**

**MAVEN  
PERSPECTIVES  
WORKSHOP**

**RESOLUTION  
072412-082  
SET TIMBER  
AUCTION DATE**

# AITKIN COUNTY BOARD

July 24, 2012

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agree to approve the Application for Exempt Permit – Form LG220 – of the Jacobson Landing Recreation Area, at the following location – Jacobson Landing Recreation Area, which has an address of Highway 65 & 198<sup>th</sup> Ave., Jacobson, MN 55752 – Ball Bluff Township. (Note: Date of activity for Bingo – August 25, 2012).

**RESOLUTION  
071712-079  
EXEMPT PERMIT  
LG220  
JACOBSON  
LANDING**

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve request by Riverwood Healthcare to hold Riverboat Days outdoor movie on August 3, 2012 on Courthouse property.

**RIVERBOAT  
DAYS OUTDOOR  
MOVIE**

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to approve two Aitkin Airport purchase agreements – Marva and Marvin Hansen – 8.45 acre easement for \$8,450.00, and Richard and Penny Fannemel – 20.22 acres of land for \$36,500.00.

**AITKIN AIRPORT  
PURCHASE  
AGREEMENTS**

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all voting yes to approve resolution – 2012 FAA Grant Application:

**BE IT RESOLVED**, that the State of Minnesota/Federal Aviation Administration Grant Agreement for 2012-2013 Airport Improvement Projects for Obstruction Removal, Land Acquisition, and Public Fuel Facility at the Aitkin Municipal Airport, including project closeout and administrative costs, design and construction engineering, is accepted.

**RESOLUTION  
071712-080  
2012 FAA GRANT  
APPLICATION**

**BE IT FURTHER RESOLVED**, that the Chairman of the Board and the County Attorney are authorized to execute the Agreement and any amendments on behalf of Aitkin County.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve funding of the Minnesota County Information Systems Strategic Planning Initiative at a cost not to exceed \$50,835.93 over three years. Source of funding will be the technology fund, which is not property tax dollars.

**MCIS  
STRATEGIC  
PLANNING  
INITIATIVE**

Mike Dangers, County Assessor discussed property tax programs for disaster relief with the Board.

**DISASTER  
RELIEF  
PROGRAMS**

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the following Aitkin County Tourism grants:

**AITKIN COUNTY  
TOURISM GRANT  
APPROVAL**

\$1,000.00 – Aitkin Area Retail Committee  
\$2,500.00 – Aitkin Area Chamber of Commerce  
\$1,000.00 – Tamarack Hey Day Committee  
\$4,500.00

# AITKIN COUNTY BOARD

July 24, 2012

The 2012 Second Quarter Revenues and Expenditures report was postponed until the August 7, 2012 County Board meeting.

County Attorney Jim Ratz discussed his opinion on Young v Jesson, and Health & Human Services contracts with the Board.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve Mitel 5000 phone system for Long Lake Conservation Center - \$9080.44.

The ATV Trail Flood Related Damages presentation was postponed until the August 7, 2012 County Board meeting.

The flood related expenditures discussion was delayed until the August 7, 2012 County Board meeting.

Patrick Wussow, County Administrator discussed the Slow-No Wake Zone issues on Aitkin County lakes with the Board. Residents from area lakes voiced their concerns. The Board chose to take no further action. All wake restrictions imposed by the County Board have expired. Notification will be placed on the County website and emailed to the Lake Association group.

Nancy Karjalahti, Aitkin County resident discussed her request to establish a Lake Improvement District (LID) policy with the Board. The Board asked that this be brought back for further discussion at the August 7, 2012 Board meeting, and that a draft policy be brought before the Board at the September 25, 2012 County Board meeting.

During the meeting the Board discussed: i) LMC, ii) CMCC, iii) AC Tourism, iv) FEMA, v) DAC, vi) Mille Lacs Watershed, vii) LLCC, viii) HRA, ix) ARDC, x) BSLA, xi) LMA, xii) EQB, xiii) ACAT, xiv) Joint Powers Board, xv) PILT

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 2:09 p.m. until Tuesday, August 7, 2012 at 9:00 a.m.

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Patrick Wussow, County Administrator

**2<sup>nd</sup> QUARTER  
REVENUES &  
EXPENDITURES**

**COUNTY ATTY  
OPINION**

**LLCC PHONE  
SYSTEM**

**FLOOD  
RELATED  
DAMAGES –  
ATV TRAILS**

**FLOOD  
RELATED  
EXPENDITURES**

**SLOW-NO WAKE  
ZONES**

**LAKE  
IMPROVEMENT  
DISTRICT  
POLICY**

**BOARD  
DISCUSSION**

**ADJOURN**

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
760	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431-					
			24.00	Refund(Snake River)	01- 520- 000- 0000- 5510	Bowman	
			24.00	Refund(Snake River)	01- 520- 000- 0000- 5510	Bowman	
			30.00	Refund(Berglund Park)	01- 520- 000- 0000- 5510	Gossen	
			48.00	Refund(Aitkin Campground)	01- 520- 000- 0000- 5510	Jungas	
			96.00	Refund(Aitkin Campground)	01- 520- 000- 0000- 5510	Rochealeau	
	Warrant #	760	Total	222.00	Date 7/5/12		
761	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431-					
			3,033.49	claims	01- 044- 904- 0000- 6360		
	Warrant #	761	Total	3,033.49	Date 7/5/12	6/25/12	6/29/12
762	5462	Bremer Bank (Elan Ach) ELAN ACH AITKIN, MN 56431-					
			23.88	bottled water for jail	01- 252- 000- 0000- 6418		
			32.00	bottled water for inmates	01- 252- 000- 0000- 6418		
			4.68	Meals/X- tra WIC conf- Lois P	05- 400- 410- 0413- 6330		
			6.43	meal/Grow & Glow Conf- Jan W.	05- 400- 410- 0413- 6330		
			112.25	Hotel/Peer BF conf.- Naomi	05- 400- 430- 0408- 6330		
			45.00	100 stamps	19- 521- 000- 0000- 6205		
			51.75	photo folders for resale	19- 521- 000- 0000- 6400		
			30.00	critter food	19- 522- 000- 0000- 6416		
			35.98	lead acid batteries for alarm	19- 524- 000- 0000- 6422		
			84.60	Hotel/AMC Mtg.Westerlund	01- 001- 000- 0000- 6332	I Falls- 6/15	
			84.60	Hotel/AMC Mtg. Ann Marcotte	01- 001- 000- 0000- 6332	I Falls- 6/15	
			13.95	fanny pack for FBL road kit	01- 390- 000- 0000- 6405	Mills Fleet	
			84.60	Hotel/AMC Mtg- 6/15/12	01- 001- 000- 0000- 6332	Napstad	
			21.57	clorox wipes & flashlight	01- 391- 000- 0000- 6405	Pamida	
			100.00	Flight changes fees	01- 200- 003- 0000- 6330	Sheriff Turner	
			498.98	Hotel/NSA conf.- Nashville	01- 200- 003- 0000- 6332	Sheriff Turner	
			88.17	Hotel/NSA conf.- Clarksville	01- 200- 003- 0000- 6332	Sheriff Turner	
			38.00	gas/NSA conference	01- 200- 003- 0000- 6511	Sheriff Turner	
			88.00	MSP airport parking- NSA conf,	01- 200- 003- 0000- 6330	SheriffTurner	
			40.00	transport- Nashville to airport	01- 200- 003- 0000- 6330	SheriffTurner	

# Aitkin County

## WARRANT REGISTER



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				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			67.42	Hotel/MACPZA Conf. 6/14- 15	01- 391- 000- 0000- 6332	T. Neff	
			84.60	Hotel/AMC Mtg- 6/15/12	01- 052- 000- 0000- 6332	Wussow	
	Warrant #	762	Total	1,636.46	Date 7/6/12		
763	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431-					
			117.52	13- 1- 080600 NSF Per 2	13- 943- 000- 0000- 2001	Wollum	
			8.32	13- 1- 063500 NSF Per 2	13- 943- 000- 0000- 2001	Wollum	
	Warrant #	763	Total	125.84	Date 7/10/12		
764	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431-					
			346.18	Credit Card Fee	19- 522- 000- 0000- 6217		
	Warrant #	764	Total	346.18	Date 7/10/12		
765	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431-					
			1,007.97	claims	01- 044- 904- 0000- 6360		
	Warrant #	765	Total	1,007.97	Date 7/11/12	7/2/12	7/6/12
766	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431-					
			24.00	Refund (Aitkin Campground)	01- 520- 000- 0000- 5510	Byrnes R.903	
			48.00	Refund (Aitkin Campground)	01- 520- 000- 0000- 5510	Mellema R.866	
			96.00	Refund (Aitkin Campground)	01- 520- 000- 0000- 5510	Mellema R.866	
	Warrant #	766	Total	168.00	Date 7/13/12		
767	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431-					
			24.00	59- 7- 003826 NSF Per 2	13- 943- 000- 0000- 2001	Paek	
	Warrant #	767	Total	24.00	Date 7/16/12		
768	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431-					
			2,678.98	claims	01- 044- 904- 0000- 6360		
						7/9/12	7/13/12

# Aitkin County

## WARRANT REGISTER



### Manual Warrants

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	<u>Warrant #</u>			<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	768		2,678.98	Date 7/18/12			
769	5462	Bremer Bank (Elan Ach) ELAN ACH AITKIN, MN 56431-					
			48.64	handset lifter	01-120-000-0000-6405		
			31.58	chlorine test strips	01-390-000-0000-6405		
			163.79	(15) 14 gallon totes	01-391-000-0000-6405		
			30.00	critter food	19-522-000-0000-6416		
			44.99	first aid supplies	19-522-000-0000-6430		
			53.80	glucose test strips	01-252-000-0000-6262	Amazon	
			67.47	lancets	01-252-000-0000-6262	Amazon	
			195.00	Registration MOWA- 7/20/12	01-122-000-0000-6208	Gansen	
			50.00	L.Danielson 25yr award	01-044-000-0000-6299	Menards card	
			25.00	J.Fairchild 25yr award	01-044-000-0000-6299	Roadside	
			2.50	hotel credit	01-200-003-0000-6332	Sheriff Turner	
	769		707.77	Date 7/20/12			
770	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431-					
			8,730.84	June Deed Tax	09-000-000-0000-2025		
			6,378.71	June Mortg.Reg.	09-000-000-0000-2026		
	770		15,109.55	Date 7/20/12			
771	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431-					
			1,787.38	claims	01-044-904-0000-6360		
	771		1,787.38	Date 7/25/12		7/16/12	7/20/12
40170	88430	Aitkin County Fair Board Kirk Peysar,Secretary- Treasurer PO Box 181 Aitkin, MN 56431-					
			125.00	cancel fair booth	01-200-000-0000-6231		
			125.00	cancel fair booth	01-391-000-0000-6231		
			125.00	cancel fair booth	19-521-000-0000-6230		
	40170		375.00	Date 7/31/12			
40900	1829	Goble's Sewer Service Inc.					



# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		30731 PIONEER AVE AITKIN, MN 56431-					
	Warrant #	40900	Total	125.00- redeposit 40900 300.00- redeposit 40900- wrong vendor 425.00- Date 7/20/12	01- 520- 000- 0000- 6231 01- 110- 000- 0000- 6590	1214661 14455	
44269	12120	Midwest Family Mutual Insurance Co. PO Box 9425  Minneapolis, MN 55440- 9425					
	Warrant #	44269	Total	4,098.00 New Solar System Ins. 4,098.00 Date 7/5/12	19- 521- 000- 0000- 6352	5/25/12	5/25/13
44270	12121	Ulland Brothers, Inc. PO Box 340  Cloquet, MN 55720-					
	Warrant #	44270	Total	335,373.93 Partial payment 335,373.93 Date 7/10/12	03- 307- 000- 0000- 6262	SP001- 603- 012	
44271	11772	Big Sandy Holdings, LLC PO Box 331  Cloquet, MN 55720-					
	Warrant #	44271	Total	11,464.14 Tax Abatement- County portion 11,464.14 Date 7/12/12	01- 044- 100- 0000- 6800		
44272	170	Aitkin Motor Company 108 2ND ST NE AITKIN, MN 56431-					
	Warrant #	44272	Total	26,954.75 2013 Ford Explorer 26,954.75 Date 7/16/12	01- 200- 000- 0000- 6620	VIN 80504	
44273	9026	MII Life/Select Account P.O. BOX 64193  SAINT PAUL, MN 55164- 193					
	Warrant #	44273	Total	300.12 Participant Fees 300.12 Date 7/18/12	01- 044- 904- 0000- 6231	891088	
44274	5871	Northeast Service Cooperative 5525 EMERALD AVE MT IRON, MN 55768-					
				150.00 Membership Dues	01- 044- 000- 0000- 6240	27922	

# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>		<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>			
		Warrant # 44274	Total	150.00	Date 7/18/12			
44275	12129	Lubbesmeyer/Samantha 4390 152nd St W Rosemount, MN 55068-		326.70	Refund- See Julie Hughes	01- 042- 000- 0000- 5840		
		Warrant # 44275	Total	326.70	Date 7/20/12			
44277	5845	Goble Portable Toilets PO BOX 232 AITKIN, MN 56431-		300.00	Toilet rentals	01- 110- 000- 0000- 6590	14455	
		Warrant # 44277	Total	300.00	Date 7/20/12			
44278	1829	Goble's Sewer Service Inc. 30731 PIONEER AVE AITKIN, MN 56431-		125.00	pump Aitkin park	01- 520- 000- 0000- 6231	1214664	
		Warrant # 44278	Total	125.00	Date 7/20/12			
44279	10891	Roth Construction 22615 STATE HWY 65 MCGRATH, MN 56350-		132,625.70	partial payment	03- 307- 000- 0000- 6262	SAP 001605009	
		Warrant # 44279	Total	132,625.70	Date 7/24/12			
44280	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164- 193		500.00	Q 3&4 contrib.- M.Leitinger	01- 390- 000- 0000- 6149		
		Warrant # 44280	Total	500.00	Date 7/25/12			
44281	12144	CitiMortgage PO Box 23689 Rochester, NY 14692-		639.00	24- 0- 058605 adj. Per 2	13- 943- 000- 0000- 2001		
		Warrant # 44281	Total	639.00	Date 7/31/12			

DKB1  
08/02/2012

8:34AM

# Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		Final Total...	538,904.96	68	Transactions		

# Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	50,326.68	General Fund
3	467,999.63	Road & Bridge
5	123.36	Health & Human Services
9	15,109.55	State
13	788.84	Taxes & Penalties
19	4,556.90	Long Lake Conservation Center
	538,904.96	TOTAL

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



To: Chairperson, Aitkin County Board of Commissioners Date: 8/1/12

Via: Patrick Wussow, County Administrator

From: Land Dept

Title of Item: Rezone Request - 17-44-23 (Zortman)

Requested Meeting Date: 8/7/12 Estimated Presentation Time: \_\_\_\_\_

Presenter: M. Jones

**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 resolution (attach draft resolution)
- Approve/adopt proposal by motion
- 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) map, letter

Provide (1) copy of supporting documentation **NO LATER THAN Wednesday at Noon** to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items **WILL NOT** be placed on the Board agenda unless complete documentation is provided for the Board packets.

## Sue Bingham

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**From:** Mark Jacobs [mjacobs@co.aitkin.mn.us]  
**Sent:** Wednesday, August 01, 2012 9:06 AM  
**To:** 'Patrick Wussow'; 'Sue Bingham'  
**Cc:** 'Mark Jacobs'  
**Subject:** Repurchase request - PID 25-0-026400

**To:** County Board  
**CC:** County Administrator

We have received a request to repurchase a tax-forfeited property in the E ½ – NW-NE 17-44-23 (Pliny Township – map enclosed). The former owner (Ryan Zortman) has submitted a letter-of-request and a check for the required amount.

The request comes within the required time frame outlined in Statute and I recommend allowing this repurchase.

Thank you.

**Mark Jacobs**  
**Land Commissioner**  
**Aitkin County Land Department**  
**209 2nd St. NW Room #206**  
**Aitkin, MN 56431**  
**P: 218-927-7367**  
**F: 218-927-7249**

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\*\*\*\*\*

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

**ADOPTED August 7, 2012**

By Commissioner: xx

**080712-0xx**

**Zortman Repurchase**

**WHEREAS**, Ryan Arthur Zortman, the owner at the time of forfeiture, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

East One Half of the Northwest Quarter of the Northeast Quarter Section Seventeen (17) Township Forty-four (44) Range Twenty-three (23).

**AND WHEREAS**, said applicant has set forth in his application that:

- a) Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

I purchased the land from my father. The land has been owned by my family for years, previously being owned by my uncle. My family is very close. I do not want my family to be upset because of the loss of this land.

- b) The repurchase of said land by me will promote and best serve the public interest, because:

I have planted and am taking care of two hundred trees, with plans to plant more on this property. There is also a creek running through this land requiring constant watch because beavers are always damming it up, flooding the neighbor's land.

**AND WHEREAS**, this board is of the opinion that said application should be granted for such reasons.

**NOW, THEREFORE BE IT RESOLVED**, that the application of Ryan Arthur Zortman for the purchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)  
County of Aitkin ) ss.  
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 7<sup>th</sup> day of August A.D., 2012, and that the same is a true and correct copy of the whole thereof.

**WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 7<sup>th</sup> day of August A.D., 2012**

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

To the Honorable Board of County Commissioners of

Aitkin County, Minnesota.

I, the undersigned owner-mortgagee-heir-representative of heirs Ryan Arthur Zoman at the time of forfeiture of the parcel .... of land situated in the County of Aitkin, State of Minnesota, described as follows, to-wit:

Re: PID-25-0-026400  
Sec 17 Twp 44.0 RG:23 Acres 20  
E 1/2 of NW NE

do hereby make application for the purchase of said parcel... of land from the State of Minnesota, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

In support of this application for the repurchase of said land I make the following statement:

(a) That hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit: I purchased the land from my father. The land has been owned by my family for years, previously being owned by my uncle. My family is very close. I do not want my family to be upset because of the loss of this land.

(b) That the repurchase of said land by me will promote and best serve the public interest, because I have planted and am taking care of two hundred trees, with plans to plant more on this property. There is also a creek running through this land ~~beavers~~ requiring constant watch because beavers are always damming it up flooding the neighbors land.

State of Minnesota  
County of Beadle, SD

[Signature]  
Owner-Mortgagee-Heir-Representative of Heirs

The foregoing instrument was acknowledged before me this 20 day of July, 2012, by

Sherman E. Gose  
Notarial Seal



[Signature]  
Signature of person taking acknowledgement

Expires - Jan 8<sup>th</sup>, 2015

received  
July 24, 2012



PERSONAL MONEY ORDER

15978

75-1420/919

DATE Jul 24, 2012

PAY TO THE ORDER OF

Aitkin County

\$1,422.79

One Thousand Four Hundred Twenty Two and 79/100\*\*\*\*\*



Richard Gortman NP  
20171 200th Lane  
McGrath MN 56350

⑈015978⑈ ⑆091914202⑆ 1000706309⑈

# PLINY

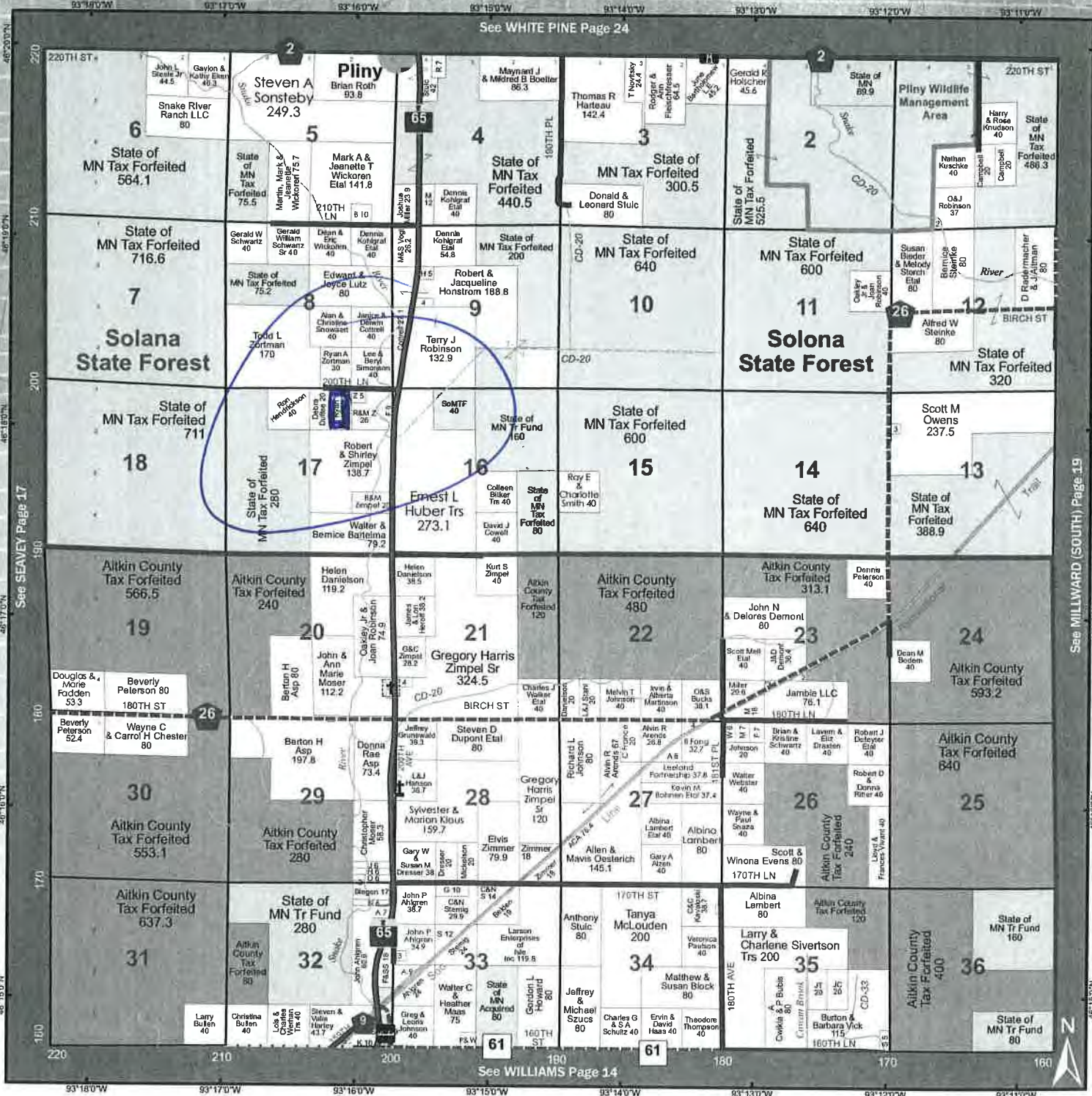
T.44N. - R.23W.



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See WHITE PINE Page 24

See WILLIAMS Page 14



See SEAVEY Page 17

See MILLWARD (SOUTH) Page 19

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 7-31-12

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item:

Award Contract: SAP 01-599-34

Requested Meeting Date: 8-7-12      Estimated Presentation Time: 5 minutes

Presenter: John Welle

**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: 5846, 5854
- Expenditure line account # for this item is: 6262

**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 (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**



**Date: July 31, 2012**

**Regular Agenda Item:**

Contract Award: S.A.P. 001-599-034 – McGregor Township Road Bridge Replacement

**Summary:**

Sealed bids were opened for this project on July 23, 2012 with results as shown on the attached abstract of bids. The low bid of \$149,072.25 from Gladen Construction of LaPorte, MN was approximately 20% percent above the estimated cost of \$124,090. Pending MnDOT approval of the town bridge grant that will be used for this project, I recommend award of this project to Gladen Construction by the attached resolution.

**Draft Resolution:**

WHEREAS, S.A.P. 001-599-034 is a bridge replacement project on McGregor Township Road - 185<sup>th</sup> Place - over the Sandy River (County Ditch No. 42), and

WHEREAS, sealed bids were opened for this project at 2:00 pm on Monday, July 23, 2012 with a total of two bids received, and

WHEREAS, Gladen Construction of LaPorte, MN was the lowest responsible bidder in the amount of \$149,072.25.

NOW THEREFORE, BE IT RESOLVED, That Gladen Construction be awarded the contract for construction of S.A.P. 001-599-034.

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

Abstract of Bids  
 SAP 01-599-34  
 Bid Opening 7/23/2012

Item	Units	Quantity	Engineers Estimate		Gladden Construction Laporte, MN		Young Excavating Hackensack, MN		Total Price
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
2021.501	LUMP SUM	1	\$4,000.00	\$4,000.00	\$15,500.00	\$15,500.00	\$4,000.00	\$4,000.00	\$4,000.00
2051.501	LUMP SUM	1	\$500.00	\$500.00	\$100.00	\$100.00	\$1,000.00	\$1,000.00	\$1,000.00
2101.511	LUMP SUM	1	\$1,500.00	\$1,500.00	\$450.00	\$450.00	\$500.00	\$500.00	\$500.00
2105.501	CU YD	206	\$6.00	\$1,236.00	\$5.35	\$1,102.10	\$6.00	\$6.00	\$1,236.00
2105.521	CU YD	676	\$9.00	\$6,084.00	\$10.60	\$7,165.60	\$20.00	\$20.00	\$13,520.00
2211.502	CU YD	161	\$25.00	\$4,025.00	\$18.00	\$2,898.00	\$26.00	\$26.00	\$4,186.00
2412.511	LIN FT	34	\$1,500.00	\$51,000.00	\$1,750.00	\$59,500.00	\$1,369.00	\$1,369.00	\$46,546.00
2412.512	EACH	2	\$16,000.00	\$32,000.00	\$19,200.00	\$38,400.00	\$22,640.00	\$22,640.00	\$45,280.00
2442.501	LUMP SUM	1	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$4,500.00	\$4,500.00	\$4,500.00
2451.501	CU YD	462	\$6.00	\$2,772.00	\$5.80	\$2,679.60	\$6.50	\$6.50	\$3,003.00
2451.503	CU YD	707	\$9.00	\$6,363.00	\$8.85	\$6,256.95	\$20.00	\$20.00	\$14,140.00
2451.509	CU YD	72	\$35.00	\$2,520.00	\$40.00	\$2,880.00	\$36.00	\$36.00	\$2,592.00
2511.501	CU YD	56	\$65.00	\$3,640.00	\$65.00	\$3,640.00	\$75.00	\$75.00	\$4,200.00
2563.601	LUMP SUM	1	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,800.00	\$1,800.00	\$1,800.00
2564.531	SQ FT	12	\$35.00	\$420.00	\$50.00	\$600.00	\$70.00	\$70.00	\$840.00
2573.502	LIN FT	260	\$3.00	\$780.00	\$2.50	\$650.00	\$3.00	\$3.00	\$780.00
2573.505	LIN FT	50	\$25.00	\$1,250.00	\$20.00	\$1,000.00	\$19.50	\$19.50	\$975.00
2575.555	LUMP SUM	1	\$1,500.00	\$1,500.00	\$1,250.00	\$1,250.00	\$1,950.00	\$1,950.00	\$1,950.00

Totals for Project SAP 001-599-034				\$124,090.00		\$149,072.25		\$151,048.00	
% of Estimate for Project SAP 001-599-034						20.13%		21.72%	

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



To: Chairperson, Aitkin County Board of Commissioners Date: 7-31-12

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item:

Award Contract: SAP 001-604-010

Requested Meeting Date: 8-7-12 Estimated Presentation Time: 5 minutes

Presenter: John Welle

**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: 5848, 5850
- Expenditure line account # for this item is: 6262

**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
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- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

Provide (1) copy of supporting documentation **NO LATER THAN Wednesday at Noon** to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items **WILL NOT** be placed on the Board agenda unless complete documentation is provided for the Board packets.

**Date: July 31, 2012**

**Regular Agenda Item:**

Contract Award : S.A.P. 001-604-010 – CSAH 4 Bridge Replacement over Rice River

**Summary:**

Sealed bids were opened for this project on July 30, 2012 with results as shown on the attached abstract of bids. The low bid of \$580,037.42 from Dallco Inc of Finlayson, MN was approximately 19% percent above the estimated cost of \$486,324. Although the cost is significantly higher than the estimated cost, I do not believe rebidding the project would result in lower bids, as we received competitive bids from the contractors that were expected to bid. I therefore recommend award of this project to Dallco Inc. by the attached resolution.

**Draft Resolution:**

WHEREAS, S.A.P. 01-604-010 is a bridge replacement project on CSAH 4 over the Rice River, and

WHEREAS, sealed bids were opened for this project at 2:00 pm on Monday, July 30, 2012 with a total of five bids received, and

WHEREAS, Dallco Inc. of Finlayson, MN was the lowest responsible bidder in the amount of \$580,037.42.

NOW THEREFORE, BE IT RESOLVED, That Dallco Inc. be awarded the contract for construction of S.A.P. 001-604-010.

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

Abstract of Bids  
SAP 01-604-10  
Bridge Replacement and Approach Grading

Project: SAP 001-604-010

Engineers Estimate

Dallco Inc  
Finalyson, MN

Structural Specialties Inc.  
Hutchinson, MN

Robert R Schroeder Construction Inc  
Glenwood, MN

Meyer Contracting  
Maple Grove, MN

Redstone Construction  
Mora, MN

Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
2021.501	MOBILIZATION	LUMP SUM		\$30,000.00		\$30,000.00	\$43,262.61	\$43,262.61	\$57,129.12	\$57,129.12	\$88,488.00	\$88,488.00	\$34,300.00	\$34,300.00
2051.501	MAINT AND RESTORATION OF HAUL ROADS	LUMP SUM	1	\$2,000.00		\$2,000.00	\$1.00	\$1.00	\$1,000.00	\$1,000.00	\$1.00	\$1.00	\$4,628.00	\$4,628.00
2101.511	CLEARING AND GRUBBING	LUMP SUM	1	\$500.00		\$500.00	\$2,000.00	\$2,000.00	\$100.00	\$100.00	\$2,000.00	\$2,000.00	\$1,757.00	\$1,757.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	2488	\$2.00		\$4,976.00	\$3.50	\$8,708.00	\$5.00	\$12,440.00	\$1.50	\$3,732.00	\$4.50	\$11,196.00
2104.509	REMOVE TEMPORARY BYPASS	EACH	1	\$8,000.00		\$8,000.00	\$20,500.00	\$20,500.00	\$10,000.00	\$10,000.00	\$25,000.00	\$25,000.00	\$5,709.00	\$5,709.00
2104.513	SAWING BITUMINOUS PAVEMENT	LIN FT	56	\$3.50		\$196.00	\$10.00	\$560.00	\$5.00	\$280.00	\$5.00	\$280.00	\$4.00	\$224.00
2104.521	SALVAGE PIPE CULVERT	LIN FT	126	\$6.00		\$756.00	\$10.00	\$1,260.00	\$6.00	\$756.00	\$40.00	\$5,040.00	\$10.25	\$1,291.50
2105.501	COMMON EXCAVATION (P)	CU YD	462	\$5.00		\$2,310.00	\$8.00	\$3,696.00	\$10.00	\$4,620.00	\$7.00	\$3,234.00	\$4.50	\$2,079.00
2105.501	COMMON EXCAVATION (P)	CU YD	378	\$5.00		\$1,890.00	\$8.00	\$3,024.00	\$10.00	\$3,780.00	\$7.00	\$2,646.00	\$4.50	\$1,701.00
2105.521	GRANULAR BORROW (EV)	CU YD	2552	\$12.00		\$30,624.00	\$11.00	\$28,072.00	\$17.00	\$43,384.00	\$17.50	\$44,660.00	\$15.50	\$39,556.00
2105.522	SELECT GRANULAR BORROW MOD 10% (CV) (P)	CU YD	400	\$15.00		\$6,000.00	\$14.00	\$5,600.00	\$17.00	\$6,800.00	\$28.00	\$11,200.00	\$20.50	\$8,200.00
2105.523	COMMON BORROW (EV)	CU YD	2087	\$5.00		\$10,435.00	\$11.00	\$22,957.00	\$17.00	\$35,479.00	\$17.50	\$36,522.50	\$1.60	\$3,339.20
2211.502	AGGREGATE BASE (LV) CLASS 5	CU YD	271	\$20.00		\$5,420.00	\$30.78	\$8,341.38	\$30.78	\$8,341.38	\$35.00	\$9,485.00	\$25.00	\$6,775.00
2211.502	AGGREGATE BASE (LV) CLASS 5	CU YD	207	\$20.00		\$4,140.00	\$30.78	\$6,371.46	\$30.78	\$6,371.46	\$35.00	\$7,245.00	\$25.00	\$5,175.00
2221.502	AGGREGATE SHOULDERING (LV) CLASS 1	CU YD	62	\$25.00		\$1,550.00	\$40.05	\$2,483.10	\$40.05	\$2,483.10	\$45.00	\$2,790.00	\$48.25	\$2,991.50
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	129	\$2.50		\$322.50	\$2.53	\$326.37	\$2.53	\$326.37	\$4.00	\$516.00	\$4.10	\$528.90
2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	575	\$75.00		\$43,125.00	\$87.76	\$50,462.00	\$87.76	\$50,462.00	\$120.00	\$69,000.00	\$121.50	\$69,862.50
2401.501	STRUCTURAL CONCRETE (3Y43) (P)	CU YD	69	\$525.00		\$36,225.00	\$675.00	\$46,575.00	\$633.23	\$43,692.87	\$525.00	\$36,225.00	\$779.00	\$53,751.00
2401.512	BRIDGE SLAB CONCRETE (3Y33) (P)	SQ FT	2940	\$15.00		\$44,100.00	\$25.00	\$73,500.00	\$25.51	\$74,999.40	\$23.00	\$67,620.00	\$29.75	\$87,465.00
2401.541	REINFORCEMENT BARS (EPOXY COATED) (P)	POUND	31570	\$1.15		\$36,305.50	\$1.15	\$36,305.50	\$1.21	\$38,199.70	\$1.40	\$44,198.00	\$1.40	\$44,198.00
2401.601	STRUCTURE EXCAVATION	LUMP SUM	1	\$7,500.00		\$7,500.00	\$5,000.00	\$5,000.00	\$5,476.80	\$5,476.80	\$3,000.00	\$3,000.00	\$904.00	\$904.00
2401.601	SLOPE PREPARATION	LUMP SUM	1	\$7,500.00		\$7,500.00	\$3,500.00	\$3,500.00	\$5,421.92	\$5,421.92	\$2,000.00	\$2,000.00	\$3,368.00	\$3,368.00
2401.602	CONCRETE END POST	EACH	4	\$2,500.00		\$10,000.00	\$2,000.00	\$8,000.00	\$415.24	\$1,660.96	\$1,750.00	\$7,000.00	\$1,344.00	\$5,376.00
2402.521	STRUCTURAL STEEL (3306)	POUND	580	\$3.50		\$2,030.00	\$4.00	\$2,320.00	\$3.28	\$1,902.40	\$4.00	\$2,320.00	\$4.50	\$2,610.00
2402.590	ELASTOMERIC BEARING PAD TYPE 1	EACH	8	\$250.00		\$2,000.00	\$125.00	\$1,000.00	\$147.68	\$1,181.44	\$125.00	\$1,000.00	\$205.50	\$1,644.00
2402.603	TUBULAR STEEL RAILING TYPE "M"	LIN FT	143	\$165.00		\$23,595.00	\$235.00	\$33,605.00	\$211.55	\$30,251.65	\$150.00	\$21,450.00	\$269.00	\$38,467.00
2405.502	PRESTRESSED CONCRETE BEAMS 36M (P)	LIN FT	301	\$165.00		\$49,665.00	\$185.00	\$55,685.00	\$178.17	\$53,629.17	\$240.00	\$72,240.00	\$285.00	\$85,785.00
2405.511	DIAPHRAGMS FOR TYPE 36M PRESTRESSED BEAMS (P)	LIN FT	33	\$140.00		\$4,620.00	\$63.00	\$2,079.00	\$56.87	\$1,876.71	\$60.00	\$1,980.00	\$66.50	\$2,194.50
2442.501	REMOVE EXISTING BRIDGE	LUMP SUM	1	\$7,500.00		\$7,500.00	\$12,000.00	\$12,000.00	\$23,135.36	\$23,135.36	\$10,000.00	\$10,000.00	\$24,762.00	\$24,762.00
2452.510	STEEL H-PILING DRIVEN 10"	LIN FT	500	\$5.00		\$2,500.00	\$1.00	\$500.00	\$1.00	\$500.00	\$5.00	\$2,500.00	\$1.00	\$500.00
2452.511	STEEL H-PILING DELIVERED 10"	LIN FT	500	\$45.00		\$22,500.00	\$33.02	\$16,510.00	\$25.83	\$12,915.00	\$23.00	\$11,500.00	\$72.50	\$36,250.00
2452.520	STEEL H-TEST PILE 55 FT LONG 10"	EACH	2	\$8,500.00		\$17,000.00	\$4,000.00	\$8,000.00	\$6,591.20	\$13,182.40	\$4,000.00	\$8,000.00	\$3,180.00	\$6,360.00
2452.602	PILE TIP PROTECTION 10"	EACH	12	\$150.00		\$1,800.00	\$100.00	\$1,200.00	\$72.80	\$873.60	\$100.00	\$1,200.00	\$129.00	\$1,548.00
2501.571	INSTALL PIPE CULVERT	LIN FT	126	\$10.00		\$1,260.00	\$15.00	\$1,890.00	\$100.00	\$12,600.00	\$60.00	\$7,560.00	\$40.75	\$5,134.50
2511.501	RANDOM RIPRAP CLASS III	CU YD	180	\$60.00		\$10,800.00	\$48.00	\$8,640.00	\$72.24	\$13,003.20	\$70.00	\$12,600.00	\$135.00	\$24,300.00
2511.507	GROUTED RIPRAP	CU YD	150	\$85.00		\$12,750.00	\$90.00	\$13,500.00	\$119.93	\$17,989.50	\$115.00	\$17,250.00	\$210.00	\$31,500.00
2554.501	TRAFFIC BARRIER DESIGN SPECIAL	LIN FT	100	\$50.00		\$5,000.00	\$76.25	\$7,625.00	\$76.25	\$7,625.00	\$76.25	\$7,625.00	\$76.25	\$7,625.00
2554.501	TRAFFIC BARRIER DESIGN B8338	LIN FT	250	\$25.00		\$6,250.00	\$17.65	\$4,412.50	\$17.65	\$4,412.50	\$17.65	\$4,412.50	\$17.75	\$4,437.50
2554.523	END TREATMENT-TANGENT TERMINAL	EACH	4	\$2,500.00		\$10,000.00	\$2,075.00	\$8,300.00	\$2,075.00	\$8,300.00	\$2,075.00	\$8,300.00	\$2,075.00	\$8,300.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$2,500.00		\$2,500.00	\$4,500.00	\$4,500.00	\$3,800.00	\$3,800.00	\$7,000.00	\$7,000.00	\$7,700.00	\$7,700.00
2573.502	SILT FENCE, TYPE PREASSEMBLED	LIN FT	1450	\$2.00		\$2,900.00	\$2.50	\$3,625.00	\$1.95	\$2,827.50	\$1.80	\$2,610.00	\$1.70	\$2,465.00
2573.505	FLOTATION SILT CURTAIN TYPE WORK AREA	LIN FT	200	\$14.00		\$2,800.00	\$22.00	\$4,400.00	\$13.00	\$2,600.00	\$12.50	\$2,500.00	\$16.00	\$3,200.00
2575.501	SEEDING (P)	ACRE	1.4	\$150.00		\$210.00	\$300.00	\$420.00	\$750.00	\$1,050.00	\$400.00	\$560.00	\$300.00	\$420.00
2575.502	SEED MIXTURE 250	POUND	105	\$2.00		\$210.00	\$4.00	\$420.00	\$2.75	\$288.75	\$5.00	\$525.00	\$3.00	\$315.00
2575.511	MULCH MATERIAL TYPE 1	TON	2.8	\$100.00		\$280.00	\$300.00	\$840.00	\$425.00	\$1,190.00	\$250.00	\$700.00	\$200.00	\$560.00
2575.519	DISK ANCHORING (P)	ACRE	1.4	\$100.00		\$140.00	\$450.00	\$630.00	\$225.00	\$315.00	\$125.00	\$175.00	\$75.00	\$105.00
2575.532	FERTILIZER TYPE 1	POUND	490	\$0.50		\$245.00	\$1.00	\$490.00	\$0.72	\$352.80	\$1.00	\$490.00	\$0.70	\$343.00
2575.572	RAPID STABILIZATION METHOD 4	SQ YD	258	\$2.00		\$516.00	\$3.50	\$903.00	\$1.75	\$451.50	\$1.60	\$412.80	\$1.20	\$309.60
2575.572	RAPID STABILIZATION METHOD 4	SQ YD	1469	\$2.00		\$2,938.00	\$3.50	\$5,141.50	\$1.75	\$2,570.75	\$1.60	\$2,350.40	\$1.20	\$1,762.80
2582.502	4" SOLID LINE WHITE-PAINT	LIN FT	1600	\$0.25		\$400.00	\$0.50	\$800.00	\$0.50	\$800.00	\$0.50	\$800.00	\$1.40	\$2,240.00
2582.502	4" BROKEN LINE YELLOW-PAINT	LIN FT	160	\$0.25		\$40.00	\$0.60	\$96.00	\$0.60	\$96.00	\$0.60	\$96.00	\$1.70	\$272.00

Totals for Project SAP 001-604-010				\$486,324.00		\$580,037.42		\$632,924.31		\$680,039.20		\$695,485.50		\$696,699.00
% of Estimate for Project SAP 001-604-010						19.27%		30.14%		37.98%		43.01%		43.26%



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



To: Chairperson, Aitkin County Board of Commissioners      Date: July 31, 2012  
Via: Patrick Wussow, County Administrator  
From: Kirk Peysar, County Auditor

Title of Item:  
Petition to Establish a Lake Improvement District-Lake Minnewawa (M.S. 103B.501-581)  
Requested Meeting Date: August 7      Estimated Presentation Time: 15 mins  
Presenter: Kirk Peysar

**Type of Action Requested** (check all that apply)

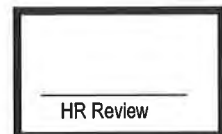
- For info only, no action requested       Approve under Consent Agenda
- For discussion only with possible future action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt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

**Fiscal Impact** (check all that apply)

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

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

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



**Supporting Attachment(s)**

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

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

**Kirk Peysar**  
**Aitkin County Auditor**  
209 Second Street Northwest Room 202  
Aitkin, Minnesota 56431  
218.927.7354

July 31, 2012

To: Board of Commissioners

From: Kirk Peysar, County Auditor

RE: Set Public Hearing (date, time, & location)

A petition has been received and reviewed requesting the establishment of a lake improvement district for Minnewawa Lake located in Shamrock Township. (M.S. 103B.521-581)

A public hearing must be held to hear comments regarding the petition for formation of the LID within 30 days.

# 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 Commissioners**

**FROM: Patrick Wussow, County Administrator**

**RE: Set Public Hearing Date – Lake Minnewawa Lake Improvement District**

**DATE: August 1, 2012**

As you are aware, the above mentioned public hearing must be held within 30 days.

When setting the date, time, and location of this public hearing, please keep in mind:

- The hearing does not have to be held on a regularly scheduled County Board meeting date
- It can be held at another location entirely
- A quorum of commissioners does not have to be present, as this is a hearing to gather public comment
- After the hearing, the Board must take action within 30 days

Please contact me with any questions.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 7-25-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2<sup>nd</sup> Quarter Revenues & Expenditures

Requested Meeting Date: 8-7-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

**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) Graphs, Cash Balance Sheet (No IFS Report)

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**

# 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, Aitkin County Administrator**

**RE: Second Quarter Revenue and Expenditure Reports**

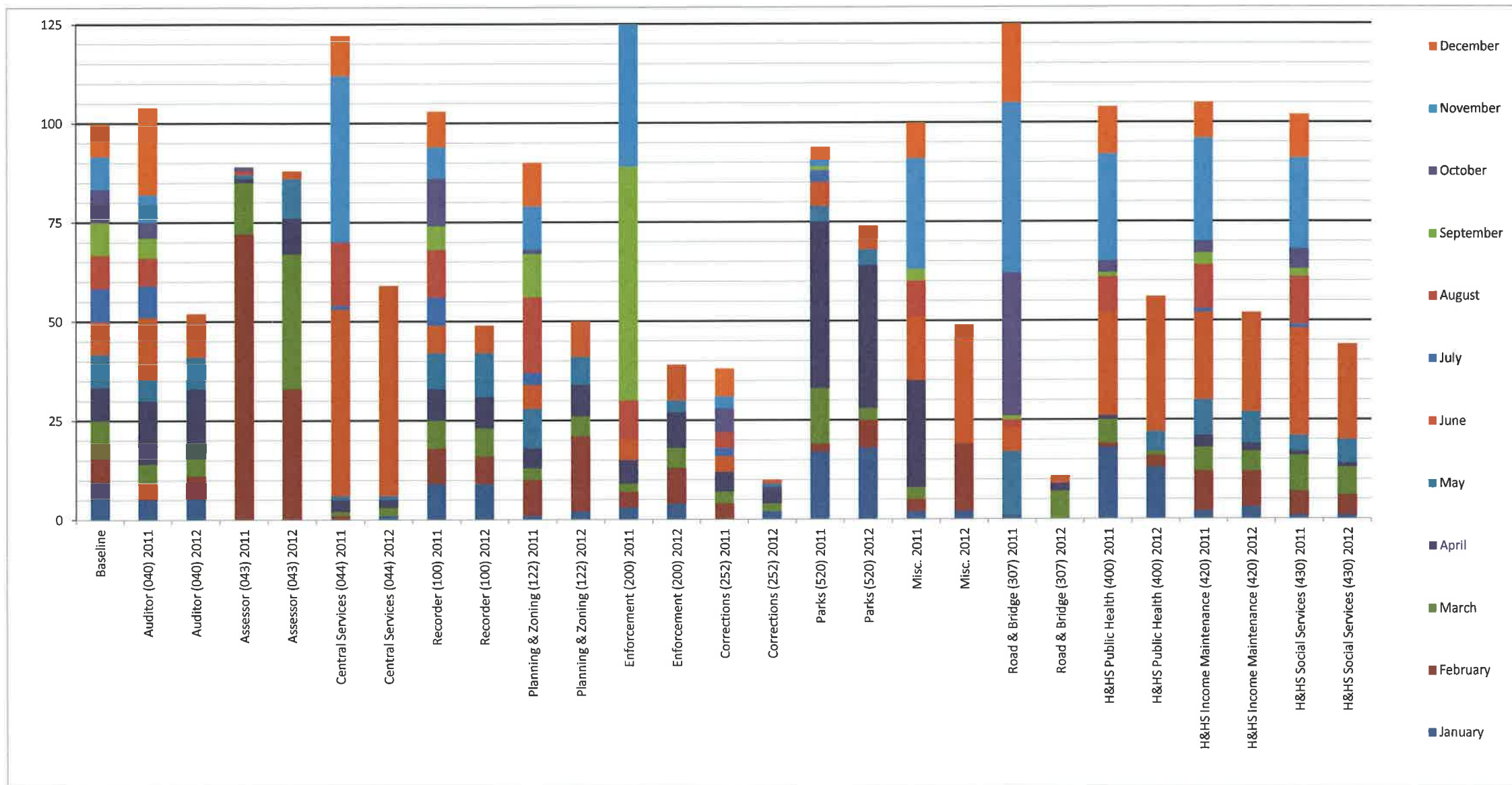
**DATE: July 18, 2012**

Attached for your review are the 2012 Second Quarter Expenditure and Revenue bar graphs. We are attaching the current Revenue & Expenditure report that shows revenues and expenditures from January 1, 2012 through June 30, 2012. A cash balance sheet has also been included for your review.

If you have questions prior to the Board meeting please let me know as some questions may require research into specific line items.



Revenues (Only) Report January - December 2011  
January - June 2012



07/25/12  
CASH BALANCE SHEET

			BALANCE 01/31/12	BALANCE 02/29/12	BALANCE 03/31/12	BALANCE 04/30/12	BALANCE 05/31/12	BALANCE 06/30/12
INVESTMENTS (YTD)			23,972,927.35	22,415,704.21	22,105,063.68	31,547,768.15	37,427,072.85	32,823,352.79
=====								
CASH BALANCES								
GENERAL FUND	1	000	11,352,666.31	10,643,145.96	10,204,829.87	9,939,794.98	9,530,060.44	11,502,002.81
RESERVED	1	000	549,027.85	547,544.29	468,195.97	447,029.18	429,104.66	426,434.02
RESERVE FROM ECON DEV	1	000	580,297.61	580,297.61	580,297.61	580,297.61	580,297.61	580,297.61
SHERIFF CONTINGENT	1	201	4,040.00CR	4,215.00CR	4,527.50CR	4,055.31CR	4,200.31CR	4,262.81CR
ENHANCED 911	1	254	490,052.50CR	497,516.62CR	501,995.05CR	496,716.30CR	502,906.86CR	510,339.35CR
SOLID WASTE	1	391	651,867.38CR	638,006.53CR	617,212.77CR	603,992.23CR	607,498.02CR	683,994.07CR
COUNTY PARKS	1	520	141,857.02CR	64,424.43CR	15,198.60CR	122,430.52CR	107,900.02CR	86,303.96CR
Fund 1 Subtotal			12,481,991.77	11,770,987.86	11,253,323.45	10,967,121.77	10,539,462.71	12,508,734.44
=====								
ROAD & BRIDGE	3	000	2,869,074.55	2,250,347.65	2,315,809.85	2,248,642.67	1,887,548.33	2,613,174.97
"232" TURNBACK	3	310	0.00	0.00	0.00	8,900,000.00	8,900,000.00	8,900,000.00
Fund 3 Subtotal			2,869,074.55	2,250,347.65	2,315,809.85	11,148,642.67	10,787,548.33	11,513,174.97
=====								
UNORG R&B	4	421	406,859.58	418,766.51	418,766.51	435,754.21	435,754.21	460,496.22
UNORG FIRE	4	422	45,901.35	45,901.35	32,544.99	26,128.46	26,128.46	38,553.11
UNORG CEMETERY	4	423	136.10	0.00	0.00	0.00	0.00	1,078.81
Fund 4 Subtotal			452,897.03	464,667.86	451,311.50	461,882.67	461,882.67	500,128.14
=====								
HEALTH & HUMAN SERVICES	5	000	4,095,482.59	4,080,715.68	3,845,665.02	3,470,471.02	3,480,061.99	4,518,609.82
=====								
DEBT SERVICE	6	000	199,803.10	199,803.10	199,803.10	199,803.10	200,041.26	395,077.68
DITCH JUDICIAL 2	7	350	12,309.22	12,309.69	12,310.23	12,311.05	12,311.63	12,312.15
COUNTY 2	7	367	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY 5	7	353	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY 20	7	364	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY 21	7	365	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY 23	7	354	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY 24	7	351	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY 25	7	355	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY 28	7	356	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY 29	7	371	265.12	265.12	265.12	265.12	265.12	265.12
COUNTY 30	7	352	28,301.65	28,302.73	28,303.96	28,305.85	28,307.19	28,308.38
COUNTY 34	7	357	795.89	795.89	795.89	795.89	795.89	795.89
COUNTY 36	7	358	2,755.29	2,755.29	2,755.29	2,755.29	2,755.29	2,755.29
COUNTY 37	7	359	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY 42	7	360	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY 43	7	366	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY 58	7	361	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY 63	7	362	525.89	525.89	525.89	525.89	525.89	525.89
COUNTY 66	7	363	1,670.08	1,670.08	1,670.08	1,670.08	1,670.08	1,670.08
DIVERSION CHANNEL	7	373	21,046.84	21,047.64	21,048.56	21,049.96	21,050.96	21,051.84
Fund 7 Subtotal			67,669.98	67,672.33	67,675.02	67,679.13	67,682.05	67,684.64



		BALANCE 01/31/12	BALANCE 02/29/12	BALANCE 03/31/12	BALANCE 04/30/12	BALANCE 05/31/12	BALANCE 06/30/12
STATE	9 000	31,798.84	31,589.78	45,252.43	44,399.18	(1,377,727.78)	19,012.89
TIMBER PERMIT BONDS	10 900	103,590.04	103,068.96	86,251.39	73,828.36	71,110.42	66,784.17
LIFELINE SUBSIDY	10 901	0.00	0.00	0.00	0.00	0.00	0.00
PROBATE SURCHARGES	10 915	0.00	0.00	0.00	0.00	0.00	0.00
ABAN DEP/BAIL ESCROW	10 919	1,814.56	1,814.56	1,814.56	1,814.56	1,814.56	1,814.56
CO DEVELOPMENT	10 921	343,277.33	328,236.13	316,719.61	304,655.79	289,036.17	272,123.57
CONS FORF TAX SALE	10 922	(18.72)	(18.72)	(18.72)	(18.72)	(18.72)	(18.72)
FORF. TAX SALE	10 923	970,876.82	1,032,012.73	1,084,756.82	277,143.31	321,564.08	267,489.68
LAW LIBRARY	10 926	30,894.69	34,570.76	37,185.94	39,149.87	41,675.66	42,281.61
MISSING HEIRS	10 927	20,090.29	20,090.29	20,090.29	20,090.29	20,090.29	20,090.29
CO INSURANCE TRUST	10 929	849,580.48	849,580.48	849,580.48	849,580.48	849,580.48	849,580.48
<b>Fund 10 Subtotal</b>		<b>2,320,105.49</b>	<b>2,369,355.19</b>	<b>2,396,380.37</b>	<b>1,566,243.94</b>	<b>1,594,852.94</b>	<b>1,520,145.64</b>
FOREST RESOURCE	11 924	242,318.59	232,160.26	223,847.26	214,002.93	210,827.68	200,405.69
REFORESTATION	11 925	695,018.92	669,401.59	627,433.46	797,374.90	760,865.79	668,945.38
MEMORIAL FOREST	11 934	136,004.51	136,004.51	136,004.51	227,178.00	227,178.00	227,178.00
FOREST ROAD	11 935	67,373.12	67,373.12	87,016.33	86,945.01	86,383.75	70,195.19
GRAVEL PIT	11 936	63,528.10	63,528.10	63,419.15	64,374.35	64,374.35	64,374.35
<b>Fund 11 Subtotal</b>		<b>1,204,243.24</b>	<b>1,168,467.58</b>	<b>1,137,720.71</b>	<b>1,389,875.19</b>	<b>1,349,629.57</b>	<b>1,231,098.61</b>
PREPAID TAXES	12 000	18,033.86	23,032.73	86.29	328.29	434.29	0.00
ARROWHEAD REG COMM	12 930	3,088.25	3,088.25	0.00	0.00	27.20	24,715.03
TOWNS	12 931	344,841.83	(3,088.24)	0.01	47,132.53	(13,319.53)	(73,160.38)
SCHOOLS	12 932	0.00	66,155.00	0.00	127,941.75	(1,357,084.22)	0.00
<b>Fund 12 Subtotal</b>		<b>365,963.94</b>	<b>89,187.74</b>	<b>86.30</b>	<b>175,402.57</b>	<b>(1,369,942.26)</b>	<b>(48,445.35)</b>
TAXES & PENALTIES	13 943	124,642.05	225,832.50	949,025.92	3,083,959.39	12,385,326.03	752,263.93
CAPITAL PROJECT	14 000	0.00	0.00	0.00	0.00	0.00	0.00
COLLABORATIVE AGENCY	15 000	84,997.05	84,997.05	102,625.05	52,625.05	52,625.05	52,625.05
ECONOMIC DEV FUND	16 944	0.00	0.00	0.00	0.00	0.00	0.00
ACT NOW FEDERAL GRANT	17 000	0.00	0.00	0.00	0.00	0.00	0.00
ENVIRONMENTAL TRUST from	18 937	483,766.19	483,767.07	479,948.95	479,950.87	479,952.26	479,953.07
LLCC GENERAL OPERATIONS	19 000	(414,886.42)	(414,344.76)	(389,693.56)	(387,747.11)	(336,796.66)	(377,440.38)
LLCC CAPITAL IMPROV. C/O	19 525	0.00	0.00	0.00	0.00	0.00	22,981.42
<b>Fund 19 Subtotal</b>		<b>(414,886.42)</b>	<b>(414,344.76)</b>	<b>(389,693.56)</b>	<b>(387,747.11)</b>	<b>(336,796.66)</b>	<b>(354,458.96)</b>
LCMR	20 938	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CASH &amp; INVEST.</b>		<b>24,367,549.40</b>	<b>22,873,046.63</b>	<b>22,854,934.11</b>	<b>32,720,309.44</b>	<b>38,314,598.16</b>	<b>33,155,604.57</b>

RESERVES:

8,072.06	Assessor-Computers
0.00	Assessor Vehicle
12,998.59	IT- Network Equipment
5,500.00	IT-Staff Training
3,464.50	Elections-Electronic Voting Equipmen
10,000.00	Attorney Murder Trial
335,583.48	Building-Construction
43,815.39	Sheriff-Technology Funds
7,000.00	Sheriff-Posse
<hr/>	
426,434.02	TOTAL

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



To: Chairperson, Aitkin County Board of Commissioners Date: 7-31-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Mobile Recording System

Requested Meeting Date: 8-7-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

**Type of Action Requested** (check all that apply)

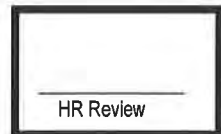
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- 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) Price outline

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# 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, Aitkin County Administrator**

**RE: Follow up – Discussion to hold Board meetings at Different Locations in Aitkin County**

**DATE: July 30, 2012**

Earlier this year, Commissioner Marcotte raised the issue of possibly holding County Board meetings in other locations in Aitkin County. Staff understands that it would only be a couple of meetings a year held at other locations, in the hope to involve more County residents.

With this in mind, and with the help of Commissioner Marcotte, the Hill City School was contacted to be a possible location for the first of these mobile County Board meetings. A meeting was held in July with the Superintendent to review their facilities, including determining which room would be adequate, access for the public, and recording equipment.

Of all the issues being addressed at the Hill City School the most significant is the recording. Where ever the Board wants/needs to record a meeting this will be an issue. Because the School Board does not record their School Board meetings, we are working with their music teacher, who is away for part of the summer, to determine if their recording equipment is compatible with the recording system of the County. Additionally, staff put together a quote (attached) for a mobile recording system for offsite meetings. Because the system has built in speakers it could be used for Board meetings that have overflow in the hallways of the Boardroom and Courtroom. This system could also be useful at Long Lake, Timber and Land sales, and a variety of other meetings held by county staff.

The dates that are being discussed for a County Board meeting in Hill City are the first two meetings in October.

Please contact me with any questions.

## **Mobile Recording System for Offsite Meetings**

- Use existing Lenovo laptop
- Use existing Liberty Court Recorder software
- Four wireless microphones (4 x 499)
- Four wireless receivers (4 x 380)
- One audio mixer (1 x 299)
- Two amp/speaker units (2 x 169)
- Two power adapters (2 x 35)
- Cables (est. @ 100)

Tax, shipping, misc brings above costs to approximately \$5000.

We would mount in some sort of traveling case with an equipment rack and soft packing, cost est. at \$1000.

Total package around \$6000.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 7-25-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Flood Related Damages – ATV Trails

Requested Meeting Date: 8-7-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Mark Jacobs, Land Commissioner

**Type of Action Requested** (check all that apply)

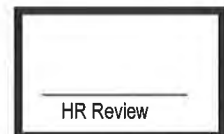
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- 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)
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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) Map and photos

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## 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**

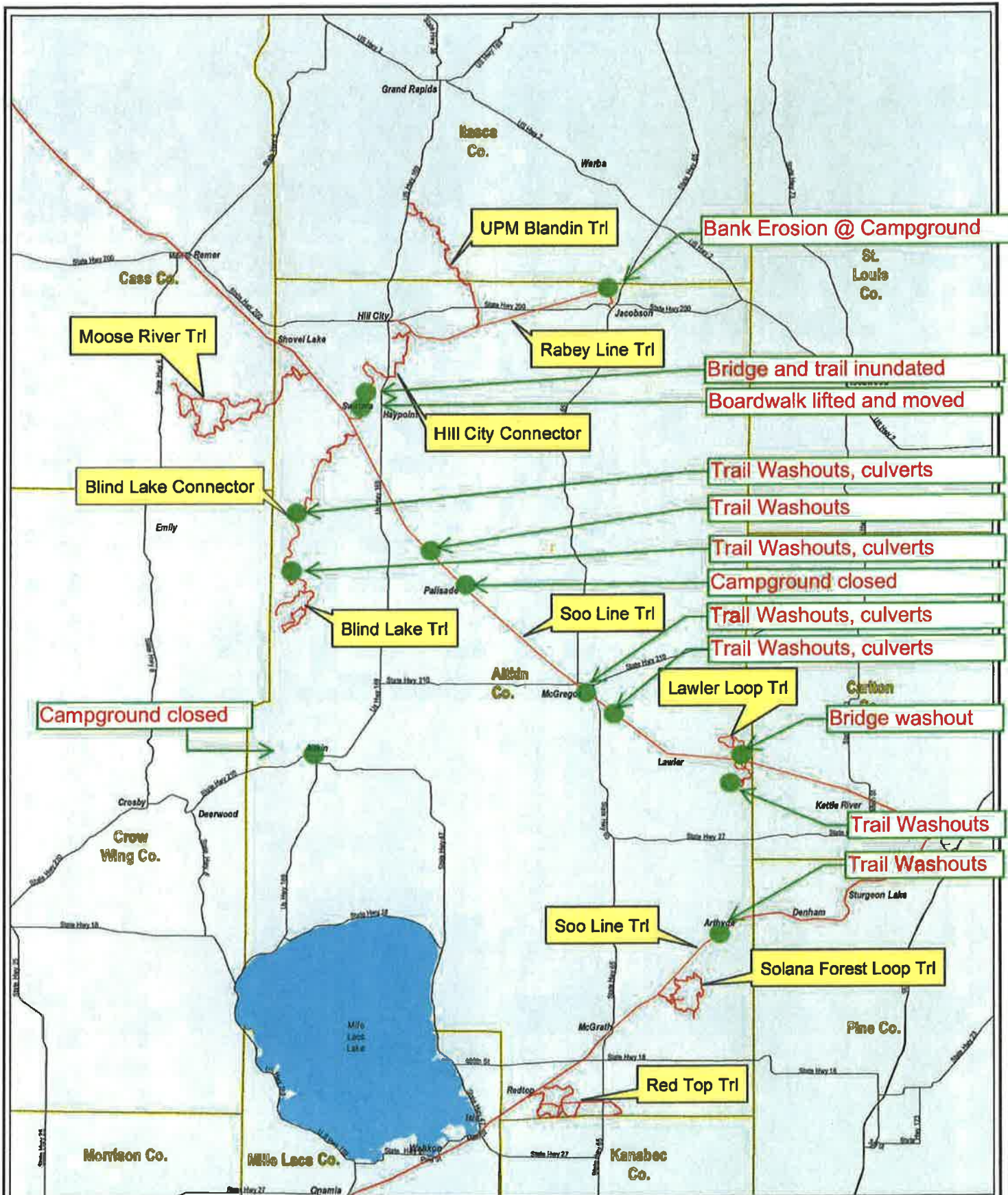
**FROM: Patrick Wussow, Aitkin County Administrator**

**RE: Flood Related Damages - ATV Trails**

**DATE: July 18, 2012**

At the August 7, 2012 Board meeting, Mark Jacobs, Land Commissioner will provide an update on flood related damages to Aitkin County ATV trails.





Campground closed

Bank Erosion @ Campground

Bridge and trail inundated  
Boardwalk lifted and moved

Trail Washouts, culverts

Trail Washouts

Trail Washouts, culverts

Campground closed

Trail Washouts, culverts

Trail Washouts, culverts

Bridge washout

Trail Washouts

Trail Washouts

**Legend**

- ATV Trail
- Major Highway
- County Boundary

## Northwoods Regional ATV Trail System Trail Map





Berglund Park



N Soo Line



Moose River bridge—the bridge that was



Aitkin Campground



City of McGreogr—N Soo Line

Forest Roads





Blind Lake ATV



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



To: Chairperson, Aitkin County Board of Commissioners Date: 7-25-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Flood Related Expenditures

Requested Meeting Date: 8-7-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

**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)
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- Item should be addressed in closed session under MN Statute \_\_\_\_\_
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# 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, Aitkin County Administrator**

**RE: Flood Related Expenditures**

**DATE: July 25, 2012**

At the July 3, 2012 Board meeting, the County Board passed a resolution giving authorization to the County Administrator to approve flood related expenditures. At each County Board meeting, the County Administrator is to present a list of all such expenditures to the Board.

Attached are the expenditures to date.

Please contact me if you have any questions.

**Aitkin County Flood Debris Project 2012**  
**Equipment/Labor Price Sheet**  
**Buetow Trucking and Excavating LLC. & Gobel Excavating Inc.**

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<u>Equipment</u> <u>/Labor</u>	<u>Rate</u>
Excavators	\$135.00/hour
Skid steer	\$90.00/hour
Dump Truck	\$85.00/hour
Utility Truck with Dump Trailer	\$40.00/day
Utility Trucks	\$75.00/day
Site Supervisor	\$65.00/hour
Laborers	\$42.00/hour

---

**Dumpster Rate**—pick-up and delivery of dumpsters is \$350.00. This does not include the tipping rate of \$7.50/cubic yard

## Patrick Wussow

---

**From:** Terry Neff [tneff@co.aitkin.mn.us]  
**Sent:** Friday, July 27, 2012 7:49 AM  
**To:** 'Kroening, Heidi (MPCA)'  
**Cc:** Patrick Wussow; Scott Turner  
**Subject:** FW: Temporary Transfer Station

Heidi,

Below is the original request to establish a temporary transfer station at the Shamrock Township Hall. The closing date of the transfer station was July 27, 2012. After evaluating the amount of debris remaining around the lake we are requesting to extend the closing date to August 3, 2012. Everything else with our original request will remain the same. Thanks for all you help!

Terry

---

**From:** Terry Neff [mailto:tneff@co.aitkin.mn.us]  
**Sent:** Thursday, July 19, 2012 11:48 AM  
**To:** 'Kroening, Heidi (MPCA)'  
**Cc:** Patrick Wussow (patrick.wussow@co.aitkin.mn.us); Scott Turner (turners@co.aitkin.mn.us)  
**Subject:** Temporary Transfer Station

Heidi,

Per our conversation this morning, I am requesting to establish a temporary transfer station at the Shamrock Township Hall 49954 Lake Ave, McGregor, MN. This site will begin collecting flood related debris on July 20, 2012. Days and Hours of operation will be Monday thru Saturday 8:00am to 5:00pm. We will evaluate on Friday July 27, 2012, whether we need to continue collecting debris at this site.

There will be 4 roll-off boxes for self haulers to sort the materials for disposal (large appliances, household hazardous waste, demolition and solid waste, food waste) . An area will be used as a dump site for the curbside collection vehicles – this material will be sorted at the end of each day and placed into roll-off boxes. The material from this site, other than the HHW, will be hauled to the Shamrock Landfill in Cloquet, MN.

Let me know if you need anything else?

Thanks for all your assistance!

Terry Neff  
Environmental Services Director

**Aitkin County Flood Debris Clean Up Operation**  
**Contractor: Gobel Excavating Inc.**  
**July 20th - July 27th 2012**

---

<u>Equipment</u> <u>/Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
<b>Excavators</b>	55.5 Hours	\$135.00	\$7492.50
<b>Skidsteer</b>	109 Hours	\$90.00	\$9810.00
<b>Dump Trucks</b>	119 Hours	\$85.00	\$10115.00
<b>Utility Trucks</b>	2 Trucks	\$75.00/day	\$975.00
<b>Supervisors</b>	70.5 Hours	\$65.00	\$4582.50
<b>Labor</b>	329 Hours	\$42.00	\$13818.00
<b>Total Amount:</b>			<b>\$46,792.00</b>



**Aitkin County Flood Debris Clean Up Operation**  
**Contractor: Buetow Trucking and Excavating LLC.**  
**July 21st - July 27th 2012**

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<u>Equipment</u> <u>/Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Excavators	45.5 Hours	\$135.00	\$6345.00
Skidsteer(2)	109 Hours	\$90.00	\$5040.00
Dump Trucks	45.5 Hours	\$85.00	\$3230.00
Utility Trucks	2 Trucks	\$75.00/day	\$525.00
Utility Truck with Dump Trailer	67.5 Hours	\$40.00	\$2700.00
Supervisors	74.5 Hours	\$65.00	\$3445.00
Labor	321.5 Hours	\$42.00	\$10,962.00
Total Amount:			\$41,390.00



P.O. Box 338  
 Esko, MN 55733-0338  
 218.878.0112 FAX 218.879.2120

**INVOICE**

76094

AITKIN COUNTY  
 ENVIRONMENTAL SERVICES  
 209 2ND ST NW ROOM 100  
 AITKIN, MN 56431

**Shamrock Landfill**  
 Invoice #: 76094  
 Cust. #: 2178  
 Date: 7/22/2012  
 PO: PO

Flood Debris (131)												
DATE	TICKET	VOLUME	PRICE PER	MAT. CHARGES	SW FEE	AGG TAX	SVC. CHG.	SALES TAX	FUEL	ENV. FEE	TOTAL	
7/19/2012	82458	100.00 Y	\$7.50	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	
VOLUME SUBTOTAL:		100.00 Y					MATERIAL SUBTOTAL:					\$750.00
								INVOICE TOTAL:				\$750.00

J & H TRANSFER STATION

19149 360TH ST  
MCGREGOR, MN 55760

# Invoice

Date	Invoice #
7/25/2012	2976

Bill To
AITKIN COUNTY TERRY NEFF 209 2ND ST NW AITKIN, MN 56431

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	30 FEMA LOOSE YARDS 7-2-12 MCGREGOR TRANSFER STATION (MTS)	350.00	350.00
	30 FEMA LOOSE YARDS 7-5-12 (MTS)	350.00	350.00
	40 FEMA LOOSE YARDS 7-8-12 (MTS)	350.00	350.00
	30 FEMA LOOSE YARDS 7-11-12 (MTS)	350.00	350.00
	30 FEMA LOOSE YARDS 7-11-12 (MTS)	350.00	350.00
	30 FEMA LOOSE YARDS 7-13-12 (MTS)	350.00	350.00
	30 FEMA LOOSE YARDS 7-16-12 (MTS)	350.00	350.00
	30 FEMA LOOSE YARDS 7-16-12 (MTS)	350.00	350.00
	30 FEMA LOOSE YARDS SHAMROCK SHOP 7-18-12	350.00	350.00
	30 FEMA LOOSE YARDS SHAMROCK SHOP 7-23-12	350.00	350.00
	30 FEMA LOOSE YARDS SHAMROCK SHOP 7-24-12	350.00	350.00
	30 FEMA LOOSE YARDS SHAMROCK SHOP 7-24-12	350.00	350.00
	30 FEMA LOOSE YARDS SHAMROCK SHOP 7-25-12	350.00	350.00
	30 FEMA LOOSE YARDS 7-10-12 (MTS)	350.00	350.00
		<b>Total</b>	<b>\$4,900.00</b>

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 7-25-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Discussion – Developing a Lake Improvement (LID) Policy

Requested Meeting Date: 8-7-12      Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

**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)
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- Expenditure line account # for this item is: \_\_\_\_\_

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

**TO: Aitkin County Commissioners**

**FROM: Patrick Wussow, County Administrator**

**RE: Discussion - Developing a Lake Improvement District (LID) Policy**

**DATE: July 25, 2012**

Creating a Lake Improvement District (LID) Policy was discussed at the July 24, 2012 County Board meeting. At that time, staff was directed to bring this topic back before the Board at the August 7, 2012 Board meeting for further discussion and direction.

Attached are items that were either included in the July 24, 2012 Board packet or handed out at the meeting - Minnesota Statutes related to LIDs, Crow Wing County's policies and checklists, and a Question and Answer sheet about LIDs.

A copy of this packet will be forwarded to Jim Ratz, Mark Jacobs, and Terry Neff.

If you have any questions, please contact me.

# Creating a Lake Improvement District



A [Lake Improvement District \(LID\)](#) is a taxing district formed around a lake in accordance with Minnesota Statutes, sections [103B.501-103B.581](#). A lake improvement district is a local unit of government established by resolution of appropriate county boards and/or city governing bodies, or by the commissioner, for the implementation of defined lake management projects and for the assessment of the costs thereof. The overall goal of establishment of the LID program ([103B.511](#)) is to preserve and protect the lakes of the state and to increase and enhance the use and enjoyment of the lakes.

***Below is a summary of the requirements for creating a LID (from statute and rule)***

## **LID Requirements if created by County Board (103B.515)**

- Specify the boundaries of the district
- Prescribe the water and related land resource management problems to be undertaken in the district
- State how the programs will be financed
- Designate the county officer or agency that will be responsible for supervising the programs
- Set a date for a hearing on the resolution
- Provide proper notice to commissioner, town board, citizens
- Hold a public Hearing
- Make order establishing the LID with appropriate findings demonstrating that public welfare will be promoted, that property in the district will benefit, and that the district will not contribute to any long-range environmental pollution
- Provide proper notice of its decision

## **LID Requirements if created by Petition (103B.521)**

- Name and purpose of the LID
- Necessity of the district to promote public health or welfare and which management programs will be undertaken
- Benefits to property from the establishment of the LID
- Boundaries of the LID (including a map)
- The number of directors proposed (from 5 to 9)
- Request for establishing the district as proposed
- Petition must be signed by a majority of the property owners within the proposed LID (must include county/city land)
- Petition must be filed with the county auditor and addressed to the board, auditor must verify signatures
- Notice must be provided to commissioner, town board, citizens
- The petition is reviewed by the public and the Commissioner of Natural Resources (and they prepare advisory report)
- County Board must hold a public hearing with 30 days and then make a decision within 30 days of the public hearing
- If County Board has disapproved a petition, a petition may be submitted to the Commissioner of Natural Resources

## **Additional Requirements (MN Rule 6115.0970)**

- Written statement of lake problems and objectives
- Proposed type(s) of water and related land resource management programs to be undertaken
- Information indicating the degree of local interest and commitment to future management
- Identification of any lands and waters which may be adversely affected by the implementation of district purposes (with an assessment of)
- Statement outlining the adequacy and ownership of public accesses, including public lands and beaches
- An estimate of the total equalized valuation of the property within the LID

## **Types of lake improvements allowed (MN Rule 6115.0950)**

- ◆ Studying the sources of and solutions to lake problems;
- ◆ Preserving and improving water quality by means of water and related land management, excluding land use zoning authority; and in-lake water treatment;
- ◆ Sedimentation and siltation control;
- ◆ Shoreline erosion control;
- ◆ Aquatic nuisance control;
- ◆ Preserving and improving fish and wildlife habitat;
- ◆ Preserving and improving recreational potential;
- ◆ Any other purposes approved by the county board pursuant to Minnesota Statutes [103B.551](#) & [103G.605](#).

Questions???

Contact Mitch Brinks, Environmental Services (218) 824-1128, [mitch.brinks@co.crow-wing.mn.us](mailto:mitch.brinks@co.crow-wing.mn.us)





## Local / State LID Contacts

### Crow Wing County

#### Primary Contact:

#### *Environmental Services:*

Mitch Brinks: coordinates meetings, maintains communication with LIDs  
218-824-1128, [mitch.brinks@co.crow-wing.mn.us](mailto:mitch.brinks@co.crow-wing.mn.us)

#### Financial / Tax Information:

#### *Auditor-Treasurer's Office:*

Mike Carlson: signs approval to pay bills, maintains accounts  
218-824-1000, ext. 4037, [mike.carlson@co.crow-wing.mn.us](mailto:mike.carlson@co.crow-wing.mn.us)

Jeanie Kuebelbeck: verifies signatures on petitions, places assessment on the tax rolls  
218-824-1000, ext. 4033, [Jeanie.kuebelbeck@co.crow-wing.mn.us](mailto:Jeanie.kuebelbeck@co.crow-wing.mn.us)

Jeanne Aske: pays bills, maintains accounts  
218-824-1120, [Jeanne.aske@co.crow-wing.mn.us](mailto:Jeanne.aske@co.crow-wing.mn.us)

Roberta Vickerman: downloads  
218-824-1000, ext. 4034, [Roberta.vickerman@co.crow-wing.mn.us](mailto:Roberta.vickerman@co.crow-wing.mn.us)

Stephane Eversen: downloads  
218-824-1000, ext. 4029, [stephane.eversen@co.crow-wing.mn.us](mailto:stephane.eversen@co.crow-wing.mn.us)

Laureen Borden: County Auditor-Treasurer  
218-824-1045 or 218-824-1300

### State of Minnesota

Minnesota Pollution Control Agency  
Paul Eger, Commissioner  
520 Lafayette Road  
St. Paul, MN 55155  
[Paul.eger@state.mn.us](mailto:Paul.eger@state.mn.us)  
651-757-2016

Minnesota Department of Natural Resources  
Rebecca Wooden  
Division of Waters  
500 Lafayette Road  
St. Paul, MN 55155-4032  
[Rebecca.wooden@dnr.state.mn.us](mailto:Rebecca.wooden@dnr.state.mn.us)  
651-259-5717

LID information is on the Crow Wing  
County website:  
[www.co.crow-wing.mn.us](http://www.co.crow-wing.mn.us)  
under the Environmental Services section

Note: A certified petition must be sent to above state agencies within 5 days after officially filing petition with Crow Wing County.



## Lake Improvement District (LID) CROW WING COUNTY POLICIES

In addition to the established rules and regulations by the state of Minnesota, Crow Wing County has adopted the following policies for Lake Improvement Districts (LIDs):

### 1. LID Voting Procedures

Voting for directors will be by secret ballot. Ballots shall be mailed to each property owner within the district at least three (3) weeks prior to the annual meeting. Ballots may be sent or delivered to the clerk of the board prior to or on the date of the annual meeting. Please refer to item #9 of this policy for information on eligible voters.

*This is in addition to the statutory requirement of 2 weeks. Contact the Auditor-Treasurer's office for assistance with obtaining current addresses.*

### 2. Liability Coverage

The LID shall maintain general liability insurance in the amount of tort limits established by Minnesota Statute 466 and shall name Crow Wing County as an additional insured on such insurance policy. A copy of the insurance policy shall be filed annually with the Crow Wing County Auditor-Treasurer.

*For questions on insurance, please contact Crow Wing County Water Protection Specialist Mitch Brinks.*

### 3. Financial Records

The County Auditor-Treasurer, or their designee, shall handle the financial transactions of the LID.

*A list of appropriate contact people in the Auditor-Treasurer's office is available at [www.co.crow-wing.mn.us](http://www.co.crow-wing.mn.us).*

### 4. Annual Administrative Fee

MN Statute 103B.555 subd. 3 states that "the county board or county boards forming the joint county authority shall include appropriate provisions in their budget for the operation of a lake improvement district." Accordingly, the application fee for a new LID shall be \$500. An annual fee of \$250 shall be required to cover county costs related to the administration of the LID.

*The amounts listed above shall be subject to any updates to the county fee schedule as approved by the County Board of Commissioners. Any additional staff time necessary for processing a late or incomplete annual report will be added to the annual fee of the LID for the following year. These additional expenses will be billed at the administrative rate according to the county fee schedule.*



## **5. Annual Reporting Deadline**

MN Statute 103B.571 subd. 4 requires LIDs to provide an annual report to the proper entities no later than 4 months after the annual meeting. Crow Wing County has set an annual reporting deadline of November 1<sup>st</sup> (not to exceed the 4 month requirement). Annual reports shall meet the reporting requirements set forth in 103B.571, and clearly identify the objectives the LID is attempting to achieve, the activities during the year to achieve those goals and the results of those activities in achieving the objectives. In addition, annual reports shall identify the goals for the upcoming year and actions the LID proposes to take to achieve them. A template and checklist for the annual report will be provided by the Land Services Department, which LIDs shall follow in preparing and submitting the annual report.

*Reports should be submitted to Mitch Brinks. A brief meeting may be required to make sure all information has been submitted.*

## **6. Herbicide Application**

Herbicide treatment authorizations, consistent with Minnesota Department of Natural Resources permit application requirements, shall be on file as required by the Minnesota Department of Natural Resources

*For questions on herbicide, please contact the Department of Natural Resources.*

## **7. Super Majority**

A 60% 'Super Majority' of property owner support is intended for the establishment of an LID.

*This is above and beyond the statutory requirement of a simple majority (50% + 1).*

## **8. Duration of LIDs to be 5 Years**

LIDs shall initially be established for a period of 5 years. After the 5<sup>th</sup> year, a comprehensive report shall be prepared that details the results, analysis, and conclusions from LID activities conducted during the previous 5 years. This report should include measurable data regarding the impact of LID activities and current state of the lake with respect to invasive species and water quality. In addition the report shall outline goals and action steps for the next 5 years. A template and checklist for the 5 year report will be provided by the Land Services Department, which LIDs shall follow in preparing and submitting the 5 year report. This report shall be presented to the Land Services Department for review by the County Board of Commissioners. Upon consent of the County Board, no other petitions, signatures, or public hearings would be required to continue the LID.

*For questions on the 5 year report, please contact Crow Wing County Water Protection Specialist, Mitch Brinks.*

## **9. Clarification of Eligible Landowners within Boundaries of LID**

Riparian property owners per taxable parcel identification are eligible to sign the petition and vote on LID matters. Riparian, contiguous lots in common ownership shall be allowed 1 vote if the lots are un-improved. All improved riparian, contiguous lots in common ownership shall be allowed 1 vote for each improved lot. If the LID is approved, the number of assessments per property owner shall be consistent with the number of votes per property owner as listed above. For the purpose of this policy, an improved lot shall be defined as having a structure that meets the requirements of a dwelling per the land use ordinance.

*Common interest communities, PUDs, campgrounds, and resorts have one vote. Flexibility for unique situations can be granted if agreed to by the LID and Crow Wing County (and within statutory guidelines).*

#### **10. Public Hearing for establishment of a LID**

The public hearing to establish an LID should be conducted in a timely manner according to all applicable statutes and rules, with a strong preference for being held during the summer months as to allow maximum participation by property owners.

*Given local and statutory timelines, in order to get the assessment for approved LIDs on the tax roles for the following year, LIDs should plan to apply by no later than June 15.*

#### **11. Pre-petition Meeting**

A pre-petition meeting with the Land Services Department is required to discuss the submittal requirements, timeline, and other information relating to the establishment of a LID. This meeting and subsequent hearings shall be held on a timeline conducive to promoting landowner participation while meeting administrative and statutory deadlines.

*Any lake association interested in LIDs should contact Crow Wing County Water Protection Specialist Mitch Brinks.*

#### **12. Designate a staff person to administer and coordinate the LID's in the County (other than where designated by Statute/Rule, such as the Auditor-Treasurer)**

Water Protection Specialist Mitch Brinks of the Land Services Department is delegated the responsibilities of coordinating LID duties.

#### **13. Aquatic Invasive Species**

Minnesota Statutes 84D.02 Subdivision 1 states that the Department of Natural Resources (DNR) is responsible for controlling invasive species in public water.

- **Subdivision 1 Establishment.** The [DNR] commissioner shall establish a statewide program to prevent and curb the spread of invasive species of aquatic plants and wild animals. The program must provide for coordination among governmental entities and private organizations to the extent practicable. The [DNR] commissioner shall seek available federal funding and grants for the program

However, this is not effectively being accomplished. Therefore, some lakeshore property owners view Lake Improvement Districts as an alternative to achieve this statutory responsibility of the DNR.



Lake Improvement District (LID)  
**EVALUATION CRITERIA for**  
**ESTABLISHING LIDs (from MN Rule 6115.0960)**

Proposals for the establishment of lake improvement districts shall be evaluated based on the extent to which they demonstrate the following:

**1. Local need for district**

The proposal shall demonstrate the need for the district and why another unit of government with similar powers, or a voluntary lake association, cannot or will not satisfactorily accomplish the district's proposed purposes.

**2. Statement of proposed boundaries.**

The proposed boundaries shall be consistent with district boundaries as defined in part 6115.0920. The proposed boundaries shall include all lands and waters within the lake's direct drainage basin, unless justification is provided for including a lesser area and approved in writing by the commissioner. The proposed boundaries shall include a sufficient amount of the lake's watershed and related land to develop and implement feasible solutions to the identified problems. The proposed boundaries shall include those lands and waters which can reasonably be considered adversely affected by the proposed actions of the district. The proposed boundaries shall be delineated so as to provide appropriate public representation and the equitable distribution of benefits and levying of costs.

**3. Statement of proposed purposes.**

The proposed purposes shall be consistent with existing state, federal, regional, and local laws, policies, objectives, and plans pertaining to water and related land management, fish and wildlife habitat, surface and ground water quality, natural beauty and unique scientific values, economic and recreation values, and the quality of life. The proposed purposes shall be consistent with the public rights in the public waters of the state. When a district is proposed for the purpose of conducting a feasibility study of the sources of and solutions to lake problems, the proposal shall demonstrate an understanding that subsequent lake restoration measures may require modification of the district's boundaries and statement of purposes, pursuant to part 6115.0980, subpart 1, and Minnesota Statutes, section 103B.575.

**4. Technical feasibility of proposed plans and programs.**

The proposal shall demonstrate the technical feasibility of the proposed plans and programs, or provide for the determination of technical feasibility.

**5. Adequacy of proposed means of financing.**

The proposal shall demonstrate capability of raising sufficient funds to meet district purposes, to ensure continuity of district operations, and to meet the requirements of these parts.

**6. Adequacy of procedures for planning, decision-making, and public involvement.**

The proposal shall assure consideration of the interests of concerned citizens both within and outside the boundaries of the proposed district. The proposal shall include the identification of varying and often conflicting interests regarding water and related land management in and around the proposed district, and procedures to assure the consideration of such diverse interests so that decisions are made in the best overall interests of fairness and public health, safety, and welfare.

**7. Public access.**

The proposed plan shall provide for public access when adequate public access consistent with size of the lake, the extent of public interest in using the lake, and the combined uses of the lake is unavailable. Service charges may not be imposed on the use of a public access if other units of government cost share the acquisition, development, or maintenance of the public access.

**8. Adequacy of long-range monitoring of environmental effects of district programs.**

The proposed plan shall demonstrate an understanding of potential environmental effects of the proposed district plans and programs, and provide for a long-range monitoring of such effects.

**9. Coordination with other special purpose districts.**

The proposal shall demonstrate how the proposed district programs will be coordinated with existing special purpose districts formed for water and related land management. Examples of such units of government are watershed districts, sanitary districts, drainage and conservancy districts, lake conservation districts, and soil and water conservation districts.

Lake improvement districts shall not be established where a special purpose unit of government for water and related land management exists which can implement the purposes of the proposed lake improvement district, unless written approval is acquired from such unit of government or from the commissioner. The proposal should demonstrate efforts in good faith to resolve at the local level any conflicts between an existing special purpose district and the proposed lake improvement district.



Land Services Department

**CROW WING COUNTY**  
BRAINERD, MINNESOTA 56401

## Lake Improvement District (LID)

### ANNUAL CHECKLIST

#### CONTACT INFORMATION

NAME:

MAILING ADDRESS:

PHONE:

EMAIL:

- Name of LID
- Date of annual meeting
- Copies of published and written notice that was available 3 weeks in advance of the annual meeting
- Evidence that election ballots were mailed out to all property owners in the LID at least 3 weeks prior to the annual meeting
- Insurance information showing liability coverage to the current tort limits
- Proof of permission from neighboring landowners if herbicide was being applied to lake
- Annual report submitted that includes:
  - Intended studies and management programs
  - Remedial actions and construction projects (must be in accordance with original order), including specific details on such activities
  - Monitoring report (to prevent long-term environmental effects)
  - Financial report (including approved budget)
  - Membership and elected officers (LID board of directors should be distinct from Lake Association's)
  - Plans for the future
  - Summary of interaction/coordination with public and other agencies during the year
  - Other information relevant to the goals and accomplishments of the LID
- Annual report submitted to Crow Wing County and other entities no later than 4 months after the annual meeting or by November 1<sup>st</sup>, whichever comes first
- Review process for putting LID on taxes roles completed with Auditor's Office (deadline Nov. 30<sup>th</sup>)
- Review of Crow Wing County administrative costs & money in accounts (inc. escrow)
- Review of signatures (for signing checks) with Auditor's office

#### Shaded boxes indicate CWC use only:

<i>Date report received:</i>		<i>Submitted by:</i>	
<i>Report received by:</i>		<i>Report reviewed by :</i>	
<i>Notes / Other info:</i>		<i>Date of Review:</i>	

I hereby acknowledge that all information required above has been provided and is accurate to the best of my knowledge.

\_\_\_\_\_  
LID representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Crow Wing County Staff

\_\_\_\_\_  
Date



Land Services Department

**CROW WING COUNTY**

BRAINERD, MINNESOTA 56401

## Lake Improvement District (LID)

### PETITION CHECKLIST

#### PROPOSER INFORMATION

NAME:

MAILING ADDRESS:

PHONE:

EMAIL:

- Name of proposed LID
- Document including:
  - Explanation of the lake's problems
  - Need for the district and why another unit of government with similar powers, or a voluntary lake association, cannot or will not satisfactorily accomplish the district's proposed purposes
  - Necessity of the district to promote public health or welfare
  - Objectives of proposed LID
  - Benefits to property within the proposed district
  - Intended studies
  - Management programs
  - Remedial actions
  - Construction projects (inc. technical feasibility)
  - Analysis of and monitoring plan for potential long-term environmental effects
  - Explanation of coordination among other special purpose districts
  - Identification and consideration of conflicting interests
  - Information about adequacy of public accesses, public lands, and beaches
  - Statement explaining the financing of the programs/projects & info on outside funding
  - Request for establishing the district as proposed
- Map showing boundaries of proposed LID as well as the number and location of permanent homes and seasonal dwellings and other relevant geographic information
- Number of Directors proposed for the district
- Copies of local Ordinances which regulate use of the lake or any public accesses
- Information indicating the degree of local interest and commitment to future management
- Identification of any lands and waters which may be adversely affected by the implementation of district purposes, and a preliminary assessment of those adverse effects
- Estimate of the total equalized valuation of the property within the proposed district
- Insurance information showing liability coverage to the current tort limits
- A procedure in place with the Auditor's office as to how the financial transactions of the district will occur
- Signatures along with name, address, phone number, and email of signers (local gov't parcels are eligible)

**Please remember: Before LID activities can be paid for, they need to be on the tax rolls (often a 1 year delay)  
Also, the proposer must notify the DNR et. al. within 5 days of the petition being officially certified below**

Shaded boxes indicate CWC use only:

<i>Date petition received:</i>		<i>Submitted by:</i>	
<i>Petition received by:</i>		<i>Petition reviewed by :</i>	
<i>Date of pre-petition meeting:</i>		<i>Notes / Other Info:</i>	

I hereby acknowledge that the information required above has been provided and is accurate to the best of my knowledge and the number of signatures represents a majority of landowners in the proposed LID.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Crow Wing County Staff

\_\_\_\_\_  
Date



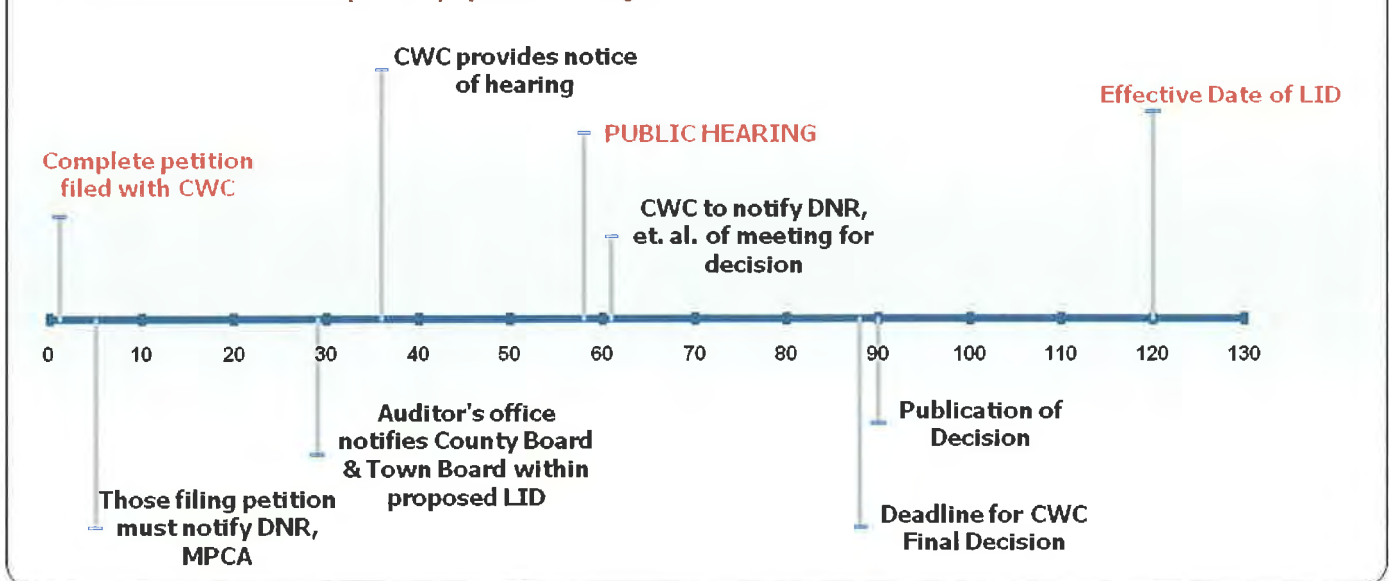
# Lake Improvement Districts: Timelines

## Timeline for establishing an LID

1. Pre-petition meeting held by County staff
2. Petition & supporting documentation is received by Auditor-Treasurer's office
3. Auditor-Treasurer's office (with help from Environmental Services) reviews petition & supporting documentation for completeness
4. Auditor-Treasurer's office verifies signatures on petition
5. Those filing the petition must notify the DNR & MPCA within 5 days of the petition being officially filed
6. After verifying signatures, the County Auditor-Treasurer officially notifies the County Board
7. County Board sets a date for the public hearing (date must be within 30 days of #6)\*
8. County must provide proper notice at least 21 days before the public hearing
9. At least 10 days (but not more than 30 days) after the public hearing, the county board shall, by order, make a decision to establish or deny the establishment of the LID
10. After the public hearing, the County must notify the DNR of the date/ time of the decision (#9) on the need for an LID within 10 working days
11. The decision shall be published soon after decision is made
12. Establishment of the lake improvement district is effective 30 days after publication or at a later date, if specified in the establishment order.
13. Downloads must be reviewed and submitted to Auditor-Treasurer's office by Nov. 30th to get on next tax year

\* The County Board may grant requests by citizens, the DNR, or MPCA for postponement or continuance of the public hearing to a time more than 30 days after receipt of the petition and verification of the signatures thereon.

### Minimum Timeline (in days) from Filing of Petition



## Timeline for an existing LID

1. Mail out notice and ballots at least 3 weeks prior to annual meeting
1. Hold Annual Meeting (July or August unless officially changed previously)
2. Annual report submitted to County within 4 months of annual meeting or by Nov. 1st (whichever is later)
3. Review of downloads to Auditor-Treasurer's Office by Nov. 30th.

## **2011 Minnesota Statutes**

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### **103B.515 INITIATION AND ESTABLISHMENT BY COUNTY BOARD.**

Subdivision 1. **Resolution of intent.** The county board may initiate the establishment of a lake improvement district in a portion of the county under this section. The board must adopt a resolution declaring the intent of the board to establish a lake improvement district. The resolution must:

- (1) specify the boundaries of the district, which shall be encouraged to be as consistent as practical with natural hydrologic boundaries;
- (2) prescribe the water and related land resource management programs to be undertaken in the district;
- (3) state how the programs will be financed;
- (4) designate the county officer or agency that will be responsible for supervising the programs; and
- (5) set a date for a hearing on the resolution.

Subd. 2. **Notice to town board.** The county board shall, at least 30 days before making an order establishing a lake improvement district, send the town board of a town wholly or partially within the boundaries of the proposed district a copy of the resolution and encourage the town board to respond to the proposed creation of the district.

Subd. 3. **Hearing.** The county board must hold a public hearing on whether a lake improvement district should be established. Before the date set for the hearing, any interested person may file objections to the formation of the district with the county auditor. At the hearing, any interested person may offer objections, criticisms, or suggestions about the necessity of the proposed district and how the person's property will be benefited or affected by the establishment of the district.

Subd. 4. **Establishment.** (a) The county board may establish a lake improvement district, by order, after making findings, if the board determines that the:

- (1) proposed district is necessary or that the public welfare will be promoted by the establishment of the district;
- (2) property to be included in the district will be benefited by establishing the district; and
- (3) formation of the district will not cause or contribute to long-range environmental pollution.

(b) The order establishing the district must state the board's findings and specify or prescribe the items contained in subdivision 1, clauses (1) to (4).

**History:** 1990 c 391 art 2 s 33



## **2011 Minnesota Statutes**

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### **103B.521 INITIATION BY PETITION AND ESTABLISHMENT BY COUNTY BOARD.**

Subdivision 1. **Petition.** (a) A lake improvement district may be initiated by a petition to the county board. The petition must state:

- (1) the name of the proposed lake improvement district;
- (2) the necessity of the proposed district to promote public health or public welfare;
- (3) the benefits to property from the establishment of the lake improvement district;
- (4) the boundaries of the proposed district which shall be encouraged to be as consistent as possible with natural hydrologic boundaries;
- (5) a map of the proposed district;
- (6) the number, from five to nine, of directors proposed for the district; and
- (7) a request for establishing the district as proposed.

(b) A petition must be signed by a majority of the property owners within the proposed lake improvement district described in the petition. Governmental subdivisions, other than the state or federal governments, owning lands within the proposed district are eligible to sign the petition.

(c) The petition must be filed with the county auditor and addressed to the board, requesting the board to establish a lake improvement district to develop and provide a program of water and related land resources management.

(d) The county board shall, at least 30 days before it acts on a petition, send the town board of a town wholly or partially within the boundaries of a proposed district a copy of the petition submitted under this subdivision and encourage the town board to respond to the proposed creation of the district.

Subd. 2. **Hearing.** After receiving the petition, the county auditor must verify the signatures and notify the county board. Within 30 days after being notified of the petition, the county board must hold a public hearing on whether the requested lake improvement district should be established.

Subd. 3. **Establishment.** Within 30 days after holding the public hearing, the county board shall, by order, establish or deny the establishment of the petitioned lake improvement district. An order establishing a district must conform to section 103B.535 and may modify the petition relating to the district's boundaries, functions, financing, or organization.

**History:** 1990 c 391 art 2 s 34; 2003 c 91 s 1

## **2011 Minnesota Statutes**

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### **103B.525 ESTABLISHMENT OF DISTRICT IN MORE THAN ONE COUNTY.**

Where the natural hydrologic boundaries of a proposed district extend into more than one county, the county boards of the counties affected may form a joint county authority and establish and maintain a lake improvement district jointly or cooperatively as provided in section 471.59. The district may be initiated by the joint county authority in the same manner as by a county board under section 103B.515 by petition to the affected county boards.

**History:** 1990 c 391 art 2 s 35

## **2011 Minnesota Statutes**

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### **103B.531 CREATION BY COMMISSIONER OF NATURAL RESOURCES.**

Subdivision 1. **Petition to commissioner.** If the county board of one or more of the counties affected has disapproved a petition for creation of a lake improvement district for an area, a petition for creation of a lake improvement district containing information required by section 103B.521, subdivision 1, may be submitted to the commissioner of natural resources.

Subd. 2. **Determination to hold hearing.** Upon receipt of the petition by the commissioner and verification of the signatures on the petition by the county, the commissioner may, within 30 days following verification, hold a public hearing at the expense of the county board on the question of whether the requested lake improvement district shall be established. The commissioner, in determining whether to hold a public hearing, shall examine all facts relating to the petition, including the reasons why the petition was disapproved by the county.

Subd. 3. **Approval or denial of petition.** (a) If a hearing is not to be held, within 30 days following the receipt of verification by the county, or within 30 days following the holding of a hearing, the commissioner shall, by order, approve or disapprove the establishment of the requested lake improvement district.

(b) If the commissioner determines that the establishment of the lake improvement district as requested in the petition would be for the public welfare and public interest, and that the purposes of section 103B.511, subdivision 1, would be served by the establishment of a lake improvement district, the commissioner shall by order approve the establishment of the lake improvement district. If the commissioner does not approve the establishment of the district, the commissioner shall by order disapprove the establishment.

(c) An order approving creation may contain modifications of the area's boundaries, functions, financing, or organization from what was stated in the petition.

**History:** 1990 c 391 art 2 s 36

## **2011 Minnesota Statutes**

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### **103B.551 BOARD OF DIRECTORS.**

Subdivision 1. **Membership.** After a lake improvement district is established, the county board, joint county authority, or commissioner that established the district shall appoint persons to serve as an initial board of directors for the district. Subsequent board members must be elected by persons owning property in the district at the annual meeting of the district. The number, qualifications, terms of office, and method of election, removal, and filling of vacancies of directors shall be as provided in the order creating the board of directors. The initial and all subsequent boards of directors must include persons owning property within the district, and a majority of the directors must be residents of the district.

Subd. 2. **Compensation.** The directors shall serve with compensation as determined by the property owners at the annual meeting and may be reimbursed for their actual expenses necessarily incurred in the performance of their duties in the manner provided for county employees.

Subd. 3. **Powers.** County boards, joint county authorities, statutory and home rule cities, and towns may, by order, delegate the powers in this section to the board of directors of a district to be exercised within the district. Programs and services undertaken must be consistent with the statewide water and related land resources plan prepared by the commissioner of natural resources and with regional water and related land resources plans. A body of water may not be improved by using authority granted under this section unless the public has access to some portion of the shoreline. County boards, joint county authorities, statutory and home rule cities, and towns may delegate their authority to a district board of directors to:

- (1) acquire by gift or purchase an existing dam or control works that affects the level of waters in the district;
- (2) construct and operate water control structures that are approved by the commissioner of natural resources under section 103G.245;
- (3) undertake projects to change the course current or cross section of public waters that are approved by the commissioner of natural resources under section 103G.245;
- (4) acquire property, equipment, or other facilities, by gift or purchase to improve navigation;
- (5) contract with a board of managers of a watershed district within the lake improvement district or the board of supervisors of a soil and water conservation district within the district for improvements under chapters 103C and 103D;
- (6) undertake research to determine the condition and development of the body of water and the water entering it and to transmit the results of the studies to the Pollution Control Agency and other interested authorities;
- (7) develop and implement a comprehensive plan to eliminate water pollution;
- (8) conduct a program of water improvement and conservation;
- (9) construct a water, sewer, or water and sewer system in the manner provided by section 444.075 or other applicable laws;

(10) receive financial assistance from and participate in projects or enter into contracts with federal and state agencies for the study and treatment of pollution problems and related demonstration programs;

(11) make cooperative agreements with the United States or state government or other counties or cities to effectuate water and related land resource programs;

(12) maintain public beaches, public docks, and other public facilities for access to the body of water;

(13) provide and finance a government service of the county or statutory or home rule city that is not provided throughout the county or, if the government service is provided, the service is at an increased level within the district; and

(14) regulate water surface use as provided in sections 86B.205, 103G.605, and 103G.621.

**History:** 1990 c 391 art 2 s 40; 1996 c 385 art 2 s 7; 2000 c 396 s 3

## 2011 Minnesota Statutes

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### 275.70 LEVY LIMITATIONS; DEFINITIONS.

Subdivision 1.MS 1998 [ Expired]

Subdivision 1. **Application.** For the purposes of sections 275.70 to 275.74, the following terms have the meanings given them, unless provided otherwise.

Subd. 2.MS 1998 [ Expired]

Subd. 2. **Implicit price deflator.** "Implicit price deflator" means the implicit price deflator for government consumption expenditures and gross investment for state and local governments prepared by the Bureau of Economic Analysis of the United States Department of Commerce for the 12-month period ending March 31 of the levy year.

Subd. 3.MS 1998 [ Expired]

Subd. 3. **Local governmental unit.** "Local governmental unit" means a county, or a statutory or home rule charter city with a population greater than 2,500.

Subd. 4.MS 1998 [ Expired]

Subd. 4. **Population; number of households.** "Population" or "number of households" means the population or number of households for the local governmental unit as established by the last federal census, by a census taken under section 275.14, or by an estimate made by the metropolitan council or by the state demographer under section 4A.02, whichever is most recent as to the stated date of the count or estimate up to and including June 1 of the current levy year.

Subd. 5. **Special levies.** "Special levies" means those portions of ad valorem taxes levied by a local governmental unit for the following purposes or in the following manner:

(1) to pay the costs of the principal and interest on bonded indebtedness or to reimburse for the amount of liquor store revenues used to pay the principal and interest due on municipal liquor store bonds in the year preceding the year for which the levy limit is calculated;

(2) to pay the costs of principal and interest on certificates of indebtedness issued for any corporate purpose except for the following:

(i) tax anticipation or aid anticipation certificates of indebtedness;

(ii) certificates of indebtedness issued under sections 298.28 and 298.282;

(iii) certificates of indebtedness used to fund current expenses or to pay the costs of extraordinary expenditures that result from a public emergency; or

(iv) certificates of indebtedness used to fund an insufficiency in tax receipts or an insufficiency in other revenue sources, provided that nothing in this subdivision limits the special levy authorized under section 475.755;

(3) to provide for the bonded indebtedness portion of payments made to another political subdivision of the state of Minnesota;

(4) to fund payments made to the Minnesota State Armory Building Commission under section 193.145, subdivision 2, to retire the principal and interest on armory construction bonds;

(5) property taxes approved by voters which are levied against the referendum market value as provided under section 275.61;

(6) to fund matching requirements needed to qualify for federal or state grants or programs to the extent that either (i) the matching requirement exceeds the matching requirement in calendar year 2001, or (ii) it is a new matching requirement that did not exist prior to 2002;

(7) to pay the expenses reasonably and necessarily incurred in preparing for or repairing the effects of natural disaster including the occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from natural causes, in accordance with standards formulated by the Emergency Services Division of the state Department of Public Safety, as allowed by the commissioner of revenue under section 275.74, subdivision 2;

(8) pay amounts required to correct an error in the levy certified to the county auditor by a city or county in a levy year, but only to the extent that when added to the preceding year's levy it is not in excess of an applicable statutory, special law or charter limitation, or the limitation imposed on the governmental subdivision by sections 275.70 to 275.74 in the preceding levy year;

(9) to pay an abatement under section 469.1815;

(10) to pay any costs attributable to increases in the employer contribution rates under chapter 353, or locally administered pension plans, that are effective after June 30, 2001;

(11) to pay the operating or maintenance costs of a county jail as authorized in section 641.01 or 641.262, or of a correctional facility as defined in section 241.021, subdivision 1, paragraph (f), to the extent that the county can demonstrate to the commissioner of revenue that the amount has been included in the county budget as a direct result of a rule, minimum requirement, minimum standard, or directive of the Department of Corrections, or to pay the operating or maintenance costs of a regional jail as authorized in section 641.262. For purposes of this clause, a district court order is not a rule, minimum requirement, minimum standard, or directive of the Department of Corrections. If the county utilizes this special levy, except to pay operating or maintenance costs of a new regional jail facility under sections 641.262 to 641.264 which will not replace an existing jail facility, any amount levied by the county in the previous levy year for the purposes specified under this clause and included in the county's previous year's levy limitation computed under section 275.71, shall be deducted from the levy limit base under section 275.71, subdivision 2, when determining the county's current year levy limitation. The county shall provide the necessary information to the commissioner of revenue for making this determination;

(12) to pay for operation of a lake improvement district, as authorized under section 103B.555. If the county utilizes this special levy, any amount levied by the county in the previous levy year for the purposes specified under this clause and included in the county's previous year's levy limitation computed under section 275.71 shall be deducted from the levy limit base under section 275.71, subdivision 2, when determining the county's current year levy limitation. The county shall provide the necessary information to the commissioner of revenue for making this determination;

(13) to repay a state or federal loan used to fund the direct or indirect required spending by the local government due to a state or federal transportation project or other state or federal capital project. This authority may only be used if the project is not a local government initiative;

(14) to pay for court administration costs as required under section 273.1398, subdivision 4b, less the (i) county's share of transferred fines and fees collected by the district courts in the county for calendar year 2001 and (ii) the aid amount certified to be paid to the county in 2004 under section 273.1398, subdivision 4c; however, for taxes levied to pay for these costs in the year in which the court financing is transferred to the state, the amount under this clause is limited to the amount of aid the county is certified to receive under section 273.1398, subdivision 4a;

(15) to fund a police or firefighters relief association as required under section 69.77 to the extent that the required amount exceeds the amount levied for this purpose in 2001;

(16) for purposes of a storm sewer improvement district under section 444.20;

(17) to pay for the maintenance and support of a city or county society for the prevention of cruelty to animals under section 343.11, but not to exceed in any year \$4,800 or the sum of \$1 per capita based on the county's or city's population as of the most recent federal census, whichever is greater. If the city or county uses this special levy, any amount levied by the city or county in the previous levy year for the purposes specified in this clause and included in the city's or county's previous year's levy limit computed under section 275.71, must be deducted from the levy limit base under section 275.71, subdivision 2, in determining the city's or county's current year levy limit;

(18) for counties, to pay for the increase in their share of health and human service costs caused by reductions in federal health and human services grants effective after September 30, 2007;

(19) for a city, for the costs reasonably and necessarily incurred for securing, maintaining, or demolishing foreclosed or abandoned residential properties, as allowed by the commissioner of revenue under section 275.74, subdivision 2. A city must have either (i) a foreclosure rate of at least 1.4 percent in 2007, or (ii) a foreclosure rate in 2007 in the city or in a zip code area of the city that is at least 50 percent higher than the average foreclosure rate in the metropolitan area, as defined in section 473.121, subdivision 2, to use this special levy. For purposes of this paragraph, "foreclosure rate" means the number of foreclosures, as indicated by sheriff sales records, divided by the number of households in the city in 2007;

(20) for a city, for the unreimbursed costs of redeployed traffic-control agents and lost traffic citation revenue due to the collapse of the Interstate 35W bridge, as certified to the Federal Highway Administration;

(21) to pay costs attributable to wages and benefits for sheriff, police, and fire personnel. If a local governmental unit did not use this special levy in the previous year its levy limit base under section 275.71 shall be reduced by the amount equal to the amount it levied for the purposes specified in this clause in the previous year;

(22) an amount equal to any reductions in the certified aids or credit reimbursements payable under sections 477A.011 to 477A.014, and section 273.1384, due to unallotment under section 16A.152 or reductions under another provision of law. The amount of the levy allowed under this clause for each year is limited to the amount unallotted or reduced from the aids and credit reimbursements certified for payment in the year following the calendar year in which the tax levy is certified unless the unallotment or reduction amount is not known by September 1 of the levy



certification year, and the local government has not adjusted its levy under section 275.065, subdivision 6, or 275.07, subdivision 6, in which case that unallotment or reduction amount may be levied in the following year;

(23) to pay for the difference between one-half of the costs of confining sex offenders undergoing the civil commitment process and any state payments for this purpose pursuant to section 253B.185, subdivision 5;

(24) for a county to pay the costs of the first year of maintaining and operating a new facility or new expansion, either of which contains courts, corrections, dispatch, criminal investigation labs, or other public safety facilities and for which all or a portion of the funding for the site acquisition, building design, site preparation, construction, and related equipment was issued or authorized prior to the imposition of levy limits in 2008. The levy limit base shall then be increased by an amount equal to the new facility's first full year's operating costs as described in this clause; and

(25) for the estimated amount of reduction to market value credit reimbursements under section 273.1384 for credits payable in the year in which the levy is payable.

Subd. 6. **Levy aid base.** "Levy aid base" for a local governmental unit for a levy year means its total levy spread on net tax capacity, minus any amounts that would qualify as a special levy under this section, plus the sum of (1) the total amount of aids and reimbursements that the local governmental unit is certified to receive under sections 477A.011 to 477A.014 in the same year, (2) taconite aids under sections 298.28 and 298.282 in the same year, including any aid which was required to be placed in a special fund for expenditure in the next succeeding year, and (3) payments to the local governmental unit under section 272.029 in the same year, adjusted for any error in estimation in the preceding year.

**History:** 1997 c 231 art 3 s 3; 1Sp1997 c 5 s 24; 1998 c 389 art 4 s 1,2; 1999 c 222 art 2 s 4; 1999 c 243 art 6 s 3; 2000 c 396 s 6; 2000 c 490 art 6 s 4; 1Sp2001 c 5 art 16 s 2-6; 2002 c 377 art 6 s 5; 2002 c 379 art 1 s 66; 1Sp2003 c 21 art 7 s 1; 2005 c 152 art 1 s 3; 1Sp2005 c 3 art 1 s 25; 2008 c 366 art 3 s 1,2; 2009 c 88 art 2 s 20; 2010 c 215 art 13 s 3; 2010 c 389 art 8 s 11

## **Lake Improvement Districts Questions and Answers**

### **1. What is a Lake Improvement District (LID)?**

A LID is a local governmental unit, a political subdivision, established by resolution of a county board, city council or by the commissioner of the department of natural resources. A LID allows for greater local involvement in lake management activities.

### **2. What authorities does a LID have?**

In its resolution establishing a LID, the county board delegates specific authorities to the LID. Each LID will likely be granted different levels of authority depending upon existing problems and proposed activities. Some of these may include the right to:

1. Apply for and comply with DNR and other agency and local permits and policies required for specific lake management projects;
2. Undertake lake research projects;
3. Conduct programs of water improvement and conservation;
4. Serve as local sponsor/recipient for state and federal projects or grants;
5. Maintain public beaches, docks and other public facilities;
6. Regulate water surface use;
7. Provide and finance certain local governmental services within the LID;
8. Implement a water monitoring program.

Projects and activities undertaken by a LID must comply with all local, state and federal regulations. Additionally, a lake improvement district may not undertake improvement projects on any body of water unless public access is available to that lake.

### **3. Who assumes responsibilities for the actions of a LID?**

The LID assumes all legal responsibilities for activities undertaken by the LID. In the event a district is terminated or a district fails to meet its obligations, its responsibilities and liabilities pass to the county that established the district. The LID is also responsible for preparing an annual report to the county board with a copy to the DNR.

### **4. Who runs the LID?**

A LID is managed by a board of directors consisting of from 5 to 9 members. All directors must be property owners in the district, and a majority of the directors must be residents of the district. The initial board of directors is appointed by the county board. The number, qualifications and terms of office are also specified by the county board. Vacancies are filled by a majority vote of the property owners attending the annual meeting. Directors may be compensated, but only as decided by the property owners at the annual meeting.

## **5. Besides electing directors, what else happens at the annual meeting?**

Each LID must have an annual meeting of property owners. This meeting must be held during July or August unless changed by majority vote at the previous annual meeting. Written notice of the meeting must be mailed to all property owners within the district, the county board and DNR at least 10 days prior to the meeting. In addition to electing new directors, those present at the annual meeting must:

1. Approve the district budget for the upcoming fiscal year;
2. Approve or disapprove any project costing the district more than \$5,000; and
3. Discuss other district activities.

## **6. How are LID activities funded?**

A LID does not have any taxing authority of its own. Rather, the county board specifies the funding arrangement when it establishes the LID. Typically, a LID must pass its budget recommendations through the county board for approval and actual collection. To finance LID projects, services and general administration, a county may:

1. Assess costs to benefited properties;
2. Impose service charges;
3. Issue general obligation bonds;
4. Levy an ad valorem tax solely on property within the district; or
5. Any combination of the above.

A LID can also be the recipient of grants from state and federal agencies and private foundations.

## **7. How is a LID established?**

There are two ways in which a LID may be established:

1. By petition of property owners within the proposed district; or
2. By county board resolution.

Of the two, the petition process is the more common procedure. A petition requesting the formation of a LID must be signed by a majority of the property owners in the proposed district. The petition is addressed to the county board and filed with the county auditor. The county auditor verifies the signatures on the petition and notifies the county board. A public hearing is held and the county board establishes its findings to grant or deny the LID and sets the effective date for the LID to begin.

In lieu of a petition signed by a majority of the property owners, the county board may choose to initiate the establishment of a LID by itself. The board adopts a resolution declaring its intent to establish a LID. A public hearing is held, and the decision is made.

## 8. How are district boundaries selected?

Selecting workable district boundaries can be one of the most difficult and confusing aspects of establishing a LID. The statute states that district boundaries “shall be encouraged to be as consistent as possible with *natural hydrologic* boundaries.”

District boundaries should include a sufficient area of the lake’s watershed for the LID to develop and implement solutions to identified problems. Water quality and lake level concerns are often influenced by activities in the lake’s watershed. If a LID is concerned about deteriorating water quality and frequent algal blooms, it should not only examine the immediate surrounding area, but the amount and quality of runoff reaching the lake.

In other situations, the petitioners may wish to establish a LID to undertake activities that only affect the shoreline properties. The proposed activities may include regulating water surface use, providing public water and sewer service to shoreline properties and constructing and maintaining public docks, beaches or fishing piers. In summary, the proposed district boundaries should be consistent with the goals of the LID.

### CONTENTS OF PETITION OR COUNTY BOARD RESOLUTION\*

A petition or county board resolution must generally contain the same types of information. Both indicate the general structure the LID should take (e.g., number of directors and district boundaries) as well as information relating to the need for and appropriateness of the LID. Specifically, the petition or resolution should include:

1. Name of proposed district;
2. Number of directors;
3. Map showing district boundary and a statement demonstrating the appropriateness of the boundaries as they relate to the purposes of the district;
4. Method of financing district operations;
5. Statement of lake problems;
6. Proposed water and related land management programs to address lake problems;
7. Identification of potential adverse impacts of proposed district programs;
8. Adequacy and ownership of public access including public lands and beaches; and
9. Estimate of the total assessed valuation of property within the proposed LID.

A copy of the petition or resolution must be forwarded to the DNR and Pollution Control Agency for review and preparation of an advisory report prior to the public hearing.

\*Minimum guidelines and requirements for the formation of LIDs are spelled out by Minnesota Rules Part 6115.0900 – 6115.0980. These rules provide specific guidance on the content and issues to be addressed by the petition or county board resolution, and the details of the DNR advisory report.

### DNR ADVISORY REPORT

The DNR advisory report provides the local government a map of the immediate watershed and comments on the proposed LID based on its expertise and coordination with PCA that addresses local need, appropriateness of proposed boundaries, technical feasibilities, adequacy of planning, monitoring and coordination with other districts.

## **PUBLIC HEARING**

A public hearing must be held to discuss the merits of establishing a LID. At least 21 days before the public hearing, the county board must notify the DNR, PCA, town boards and all other local and regional governmental units and special districts within the proposed district. In addition, the county must make a "reasonable attempt" to notify all property owners within the proposed district of the pending resolution or petition and the public hearing. A "reasonable attempt" includes:

1. Mailing a notice to last known address of each landowner;
2. Publishing notice in two successive issues of the local newspaper; and
3. Posting notices in public buildings.

At the public hearing the DNR advisory report is read into the record. All interested individuals may present testimony either for or against the establishment of the LID. Individuals may also present evidence suggesting how a property would be benefited or affected by the establishment of the district. The county board establishes its findings and the LID is either approved or denied.

## **ESTABLISHMENT**

If initiated by a petition, the county board must act within 30 days of the public hearing to either establish or deny the request to form a LID. If established, the county board must publish the order in the county's official newspaper as well as notify the secretary of state, DNR and PCA. In the order establishing the LID, the county board may modify part or all of the petition relating to district boundaries, functions, financing or organization.

If the establishment is initiated by a county board resolution, there is no time constraint under which the board must act following the public meeting.

## **REFERENDUM**

Regardless how a LID has been initiated and before the effective date of its establishment, opposed property owners within the proposed district may petition for a referendum. If 26% of the property owners within the proposed district petition for a referendum, the county board must stay the establishment of the LID and hold a special election. The special election is held within the proposed district during July or August. The county auditor certifies the election results. If a majority of those property owners voting vote no, the establishment of the district is denied.

## **TERMINATION**

A LID may be terminated by a county board upon the initiation of a petition signed by a majority of the property owners within the district requesting it. There is a public hearing and the board decides whether the district should continue or not.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 8-1-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Appropriations Discussion

Requested Meeting Date: 8-7-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

**Type of Action Requested** (check all that apply)

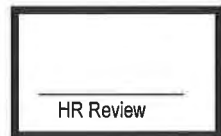
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- 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) Appropriations Table

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**

# 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, Aitkin County Administrator**

**RE: Proposed 2013 Budgets for Appropriations and Dues**

**DATE: August 1, 2012**

The County Board is familiar with the attached Appropriations and Dues Budget sheet. This year staff sent out a letter, sample attached, to each of the different organizations listed. To date we have not received all of the responses, but we feel we have enough to present to the County Board. There are three appropriations requests that raise to the level of concern, and deserve additional discussion. They are the Aitkin Airport, CARE, and the Ag Society.

For the Board's information we have attached a copy of the correspondence related to the three requests. Additionally, each of the agencies has been asked to attend the Board meeting to better explain the reason for the increase in their request.

If the County Board determines these appropriations are acceptable as attached, those "numbers" will be used for budgeting purposes. At this time the general fund budget is expected to be presented to the County Board on either August 14<sup>th</sup> or August 28<sup>th</sup>.

At Tuesday's Board meeting I will present in more detail the appropriations budget information. If you have questions prior to that time please contact me.



## Aitkin County Budget Appropriations and Dues

	2009	2010	2011	2012	2013	Percent Increase	Approval Status	Other Agreement/ Statute
<b>Dues</b>								
North Counties Land Use Coordinating Board (10-921)	\$5,000	\$5,000	\$2,000	\$2,000	\$2,000	0.0%		
MN Rural Counties Caucus (MRCC) (01-44)			\$2,100	\$2,100	\$2,100	0.0%		
Associatiaon of MN Counties (AMC) (01-44)			\$9,150	\$9,198	\$9,198	0.0%		
Arrowhead Counties (01-44)			\$2,400					
<b>Joint Powers</b>								
<b>East Central Regional Library (Dept 500)</b>	<b>\$225,552</b>	<b>\$225,552</b>	<b>\$226,163</b>	<b>\$227,837</b>	<b>Need</b>			
Central MN Corrections (Fund 22) Dept 253	\$169,966	\$141,376	\$141,376	\$141,376	\$128,689	-9.0%		
Central MN Corrections (Fund 21), STS	\$43,422	\$43,823	\$76,914	to Sheriff	to Sheriff	to Sheriff		
Airport-McGregor (Dept 700)	\$13,900	\$13,900	\$13,900	\$13,900	\$13,900	0.0%		
Snake River Watershed (Dept 600)	\$10,079	\$10,079	\$10,079	\$10,079	\$10,079	0.0%		
<b>Airport-Aitkin (Dept 700)</b>	<b>\$7,107</b>	<b>\$7,107</b>	<b>\$7,107</b>	<b>\$7,107</b>	<b>\$14,107</b>	98.5%		
Mississippi Headwaters Board (Dept 44)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	0.0%		
<b>Appropriations</b>								
Soil and Water (Dept 600)	\$104,045	\$104,045	\$98,034	\$98,034	Need			MS 103C
<b>Committee on Aging (Dept 44)</b>	<b>\$26,725</b>	<b>\$26,725</b>	<b>See CARE</b>	<b>See CARE</b>	<b>See CARE</b>	<b>See CARE</b>		X
<b>C.A.R.E. (Dept 44)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,925</b>	<b>\$35,900</b>	<b>\$37,900</b>	5.6%		
<b>ANGELS (Dept 44)</b>				<b>\$2,000</b>				
Historical Society (Dept 500)	\$14,500	\$15,000	\$15,000	\$15,000	\$15,000	0.0%		MS 138.052
Historical Society Insurance (Dept 500)	\$2,476	\$2,555	\$2,555	\$2,555	\$2,555	0.0%		MS 138.052
Ag Society (Dept 600)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	0.0%		MS 38.14
Ag Society Insurance (Dept 600)	\$5,075	\$5,075	\$5,075	\$5,075	\$5,075	0.0%		
<b>HART (Dept 44)</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	0.0%		
<b>Funded through HHS Budget</b>								
North Ambulance-Aitkin (HHS)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	0.0%		X
First Responders (HHS)	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	0.0%		
McGregor Area Ambulance (HHS)	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	0.0%		X
Kinship (HHS)	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	0.0%		
<b>LSS/Senior Companion (HHS)</b>	<b>\$5,200</b>	<b>\$5,200</b>	<b>See CARE</b>	<b>See CARE</b>	<b>See CARE</b>	<b>See CARE</b>		
<b>RSVP (HHS)</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>See CARE</b>	<b>See CARE</b>	<b>See CARE</b>	<b>See CARE</b>		
Hill City Meds 1 (HHS)	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	0.0%		X
Isle Ambulance (HHS)	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	0.0%		X
<b>Levy Authority</b>								
Arrowhead Regional Development Commission	\$40,834	\$46,578	taxing authority		<b>\$47,193</b>	taxing authority		

Sobriety Court

\$4,000      \$4,000

# AITKIN COUNTY ADMINISTRATION

**Aitkin County Courthouse**  
**Patrick Wussow**  
217 Second Street N.W.  
Aitkin, MN 56431  
218-927-7276

June 20, 2012

Aitkin Airport Commission  
Kathy Brophy  
109 1<sup>st</sup> Ave NW  
Aitkin, MN 56431

Aitkin County is establishing its 2013 budget. As an organization that received funds from Aitkin County in 2012, we are asking for your assistance.

According to our records, your organization received appropriations in the amount of \$7,107 in 2012. The economy is lagging and negatively impacting our residents/landowners/taxpayers. The County Board does not want to add to that burden by raising taxes. The Board has indicated that organizations should expect their appropriations to be at the 2012 level or below.

We would like to request the following information:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used
- A narrative that includes the services you provide to the taxpayers of Aitkin County
- A list of who these services are rendered to and approximately how many people are served
- Three new pieces of information that the County Board believes is necessary:
  - What is your total annual operating budget?
  - What is your year end Fund balance (capital and operating or other)
  - Where else does your funding come from - i.e., grants etc.

Please send us a copy of your current Board members and your organization's appropriate contact information. Several times each year we are asked who is on your committee. This way we can add it to our web site information.

Please have this information back to me prior to July 27th.

If you have any questions, please feel free to call me at (218) 927-7276. Thank you for your time and attention to this matter.

Sincerely

Patrick Wussow  
County Administrator

cc: Aitkin County Board of Commissioners  
Kirk Peysar, County Auditor  
Budget Correspondence



# City of Aitkin

109 First Avenue NW • Aitkin, MN 56431  
218/927-2527 • Fax 218/927-1834  
www.ci.aitkin.mn.us

JUL 27 2012

July 26, 2012

Patrick Wussow  
Aitkin County Administrator  
217 2<sup>nd</sup> Street NW  
Aitkin, MN 56431

Gary Tibbitts, Mayor  
City of Aitkin  
109 1<sup>st</sup> Avenue NW  
Aitkin, MN 56431

RE: Aitkin Municipal Airport – 2013 Budget

Dear Patrick & Gary:

Please find enclosed a copy of the proposed 2013 Budget for the Aitkin Municipal Airport. The Airport Commission is attempting to hold down operating expenses; however, the Airport has been coming up short each year and we are attempting to close that gap. We also need to increase the fund balance (over time) so that we have at least ½ of the budgeted funds in reserves, per guidance from our auditor.

As previously reported, a situation has occurred the last few years that has impacted the Airport budget. We have an agreement with the State to reimburse the Airport for 2/3 of operating and maintenance expenses, not to exceed \$22,449. This amount is set by a calculation made by the State specific to our airport, length of runway, and various other factors. Every year we report to the State the specific expenses incurred, in accordance with their guidelines, and then they issue the reimbursement. However, in 2010, the State decided (unannounced) not to reimburse for insurance and fuel expenses. As you can see on line 287 of the enclosed spreadsheet, insurance averages about \$12,000 per year. Because of this decision by the State, our reimbursement amount was not the full \$22,449. In 2010, it was \$19,663 (\$2,786 less than expected) and in 2011 it was \$16,519 (\$5,930 less than expected). A similar shortfall is expected in 2012. Although these may seem like small amounts, they are huge losses to the Airport budget, with no means of making up that difference.

By way of history, 2006 was the first increase received from the County and the City since 1993. Below is a table showing the City and County levy portions since that time:

	pre 2006	2006	2007	2008	2009	2010	2011	2012
<b>City</b>	3250	3353	3450	3554	3554	3554	3554	3554
<b>County</b>	6500	6696	6900	7107	7107	7107	7107	7107

Another situation has recently greatly affected the Airport budget as well. Earlier this year, Congress passed the FAA Reauthorization Bill. This legislation changed the local match for the Federal Airport Improvement Program. The AIP provides grant-in-aid funding for planning, land acquisition, and capital improvement projects at Airports included in the National Plan of Integrated Airport Systems (NPIAS). The Aitkin Airport receives an appropriation of \$150,000 each year from this program. Prior to 2012, the local match was 5% -- or \$7,500. Now, beginning with 2012 projects, the local match is 10% -- or \$15,000.

These changes have significantly affected the Airport's ability to operate at a break-even point. Reserves are dwindling, with only \$11,861 at the end of 2010, and a negative fund balance of \$66,039 at the end of 2011. *The negative fund balance is due to the outlay of funds that we have experienced in getting the current projects ready for a grant application.*

**At this time, the Aitkin Airport Commission respectfully requests an increase in the City and County levy amounts as follows:**

	<u>Current Amount</u>	<u>Requested Increase</u>	<u>Total Levy</u>
City of Aitkin	\$3,554	\$3,500	\$ 7,054
Aitkin County	\$7,107	\$7,000	\$14,107

These amounts, along with increases we have made to the Lot Lease Fees, will help to cover the increase in the local match for Federal projects and the decrease we have experienced in the State reimbursement as explained above. The split between the City and the County is based on the ownership of the Airport – Aitkin County is 2/3 owner, and the City of Aitkin is 1/3 owner.

The Aitkin Municipal Airport – Steve Kurtz Field is part of a vast network of air transportation facilities servicing the entire state. Some examples of air transportation that takes place locally are as follows:

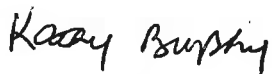
- (a) Recreational property owners use the Airport facilities for transportation to their lake properties;
- (b) The general aviation community is known to come up with friends, use the Airport courtesy car, and visit the restaurants, shops and hotels in town;
- (c) Local businesses are based at the Aitkin Airport (Radio Systems, Inc., Teemark, SARTEC) and use air transportation as part of their daily routine;

- (d) Hospital personnel use the Aitkin Airport for various purposes – the anesthesiologists are able to fly in for surgeries, North Air Care is able to stop at the Airport for fuel while their crew is preparing a patient for an emergency flight, Medevac helicopters are able to land at the Airport, purchase fuel, and continue their mission (helicopters are only equipped with short range fuel tanks);
- (e) The American Red Cross has used the Aitkin Airport to transport blood after a local blood drive event;
- (f) Utility companies use aircraft to patrol power lines and gas lines. Our Airport is a fuel stop on their route;
- (g) Pilot Dale Johnson has been participating in a program called “Angel Flights”; he flies critically ill patients to the Mayo Clinic or other large hospitals for treatment;
- (h) The DNR use aircraft for fire detection, land management, wildlife surveys, and search and rescue missions; they are able to refuel at the Aitkin Airport;
- (i) Local rice patty farmers hire crop dusting services; those airplanes utilize the Aitkin Airport;
- (j) The UPS service has used the Aitkin Airport when they have been unable to land at the Brainerd Airport in the past;
- (k) When a disaster such as a tornado, flood or major fire occurs, air service contributes to the relief effort in many ways -- damage assessments, medical evacuations, emergency supplies, and even media coverage are made more efficient by air service;
- (l) It is our understanding that Pamida would not have located in Aitkin if the community did not have a local airport;
- (m) To date, over 3,400 area 6<sup>th</sup> graders have participated in the Young Eagles program offered at the Aitkin Airport.

All of these things contribute greatly to the area – both economically and in providing a service to the community. Each of the items mentioned brings people to Aitkin, where they can then purchase fuel, shop, eat, and sleep at the local establishments. Aside from the economic benefits, the Airport serves the taxpayers’ needs for a higher quality of life in the same way that libraries and parks serve those needs.

Thank you for your consideration.

Sincerely,



Kathy Brophy  
City Clerk / Airport Manager

Enclosure

	A	B	C	D	E	F	G	H	I	J
	Budget Item	2009 Actual	2010 Actual	2011 Actual	3-year Average	2011 Budget	2011 Revised	2012 Budget	2013 Proposed	Comments
272										
273	AIRPORT FUND (612)									
274	Operational Budget:									
275	Receipts:									
276	Interest Earnings	10	87	0	32	100	100	100	0	
277	State Grants & Aids	22,449	19,663	20,431	20,848	22,449	16,519	18,000	18,000	
278	T-Hangar Rent	9,575	10,520	8,570	9,555	9,720	9,720	9,720	9,720	
279	Lot Leases	10,102	9,223	9,123	9,483	9,778	9,778	9,564	9,881	<i>if increase is approved</i>
280	Fuel Sales	1,307	596	391	765	1,000	1,000	1,000	1,000	
281	Refunds & Reimbursements	1,119	2,240	2,600	1,986	0	0	0	0	
282	Total Receipts	44,562	42,329	41,115	42,669	43,047	37,117	38,384	38,601	
283										
284	Disbursements:									
285	Supplies	66	171	71	103	200	200	200	100	
286	Engineer	300	0	0	100	0	0	0	0	usually grant expense
287	Insurance	9,548	13,516	11,503	11,522	14,000	11,500	14,000	12,000	
288	Miscellaneous	433	0	312	248	0	0	0	0	
289	Licenses & Permits	425	425	65	305	425	125	425	425	
290	Training & Education	701	30	0	244	500	0	500	500	
291	Fuel/Lubricants	1,485	1,717	2,551	1,918	2,500	2,500	2,000	2,000	
292	Courtesy Car	686	267	59	337	0	0	0	100	
293	Repair/Maint Supply	5,363	4,216	1,135	3,571	4,000	3,000	4,000	4,000	
294	Professional Services	15,276	15,276	15,276	15,276	15,276	15,276	15,276	15,276	Maintenance Contract
295	Communication	567	566	548	560	600	600	600	600	
296	Utilities	4,148	4,309	5,432	4,630	5,000	5,000	5,000	5,500	
297	Heat	1,829	1,272	1,628	1,576	2,300	1,800	1,500	1,800	
298	Repair/Maint	3,507	170	1,174	1,617	2,000	1,500	2,000	2,000	Runway Upkeep
299	Repair/Maintenance Buildings	788	0	0	263	500	500	500	250	
300	Dues & Subscriptions	200	0	150	117	100	100	100	150	
301	Total Disbursements	45,322	41,935	39,904	42,387	47,401	42,101	46,101	44,701	
302										
303	Capital Improvement Project Budget									
304	Receipts									
305	Current Ad Valorem Taxes	3,518	3,225	3,519	3,421	3,554	3,331	3,554	7,054	Request Increase
306	County Levy	7,107	7,320	7,107	7,178	7,107	7,107	7,107	14,107	Request Increase
307	Other Grants	59,603	14,449	29,656	34,569	0	0	0	0	MN DOT/FAA for projects
308	Total Receipts	70,228	24,994	40,282	45,168	10,661	10,438	10,661	21,161	
309										
310	Disbursements	104,620	23,534	119,393	82,516	6,307	6,307	7,393	15,000	to match 150,000 appropriation at a 90/10 split
311										
312	AIRPORT FUND BALANCE	11,921	11,861	-66,039						

Ms. Beth Leaf  
Aitkin Co. CARE, Inc.  
P.O. Box 212  
Aitkin, MN 56431



Mr. Patrick Wussow  
Aitkin County Administration  
217 Second Street NW  
Aitkin, MN 56431

JUL 19 2012

July 19, 2012

Dear: Patrick

I would like to take this opportunity to thank you for the support that you have provided to Aitkin County CARE Inc. (CARE). Your continued support of services for our seniors and disabled adults is critical to the well-being of our community.

I welcome this opportunity to share with you how those funds have made an impact already, and to provide some additional insight into how our organization is planning to continue and improve services to Aitkin County.

Enclosed you will find a description of our services, budget information, program metrics, a short narrative and a request for funds in 2013.

Please contact me at 218-927-1383 or [aitkincountycare@gmail.com](mailto:aitkincountycare@gmail.com) if you have any questions.

Best Regards,

A handwritten signature in black ink that reads "Beth Leaf". The signature is written in a cursive, flowing style.

Beth Leaf  
Executive Director





### **Aitkin County CARE, Inc. (CARE)**

CARE's mission is to help enhance and promote the independence, dignity, value and well-being of older and disabled adults and those who care for them. Our vision is to be the leader in providing innovative and quality services to older and disabled adults.

### **Background**

Over the past year, CARE has made significant strides to enhance the senior services provided in Aitkin County. Of course, much work is left to be done, and continued improvement is always a goal! Highlights in the first half of 2012 include:

- Providing chore and transportation services throughout all of Aitkin County. (127 hours of chore services and 364 one way rides)
- Adding a formal care consulting program for seniors w/individualized care plans. (38 sessions with 14 different clients)
- Providing 1640 hours of respite services to stressed caregivers
- Developing a stronger infrastructure and increased diversity of funding sources
- Creating community awareness as well as business and community partners

In 2011, CARE was awarded \$35,900 for:

- General operations
- Senior Companion Programming
- RSVP - Retired Senior Volunteer Programs (includes all Aitkin County volunteers, not just senior services)

In addition, \$2,000 was awarded for CARE and ANGELS of McGregor for chore and transportation start-up costs.

### **Program Metrics**

Attached to this funding request, you will find the program metrics and goals that indicate the number of people served per program, and our performance through the 2<sup>nd</sup> quarter of 2012.

### **Financial Information**

CARE's total operating budget for 2012 is \$144,533. The 2013 budget has not yet been approved by the CARE board, however initial planning would indicate a slight increase in overall operational costs for expansion of services. While CARE does not have a separate fund balance, a 2011 year-end balance sheet has been included for your reference.



Also included for your reference, is a 2012 Profit and Loss Budget that categorizes the types of income received. The following organizations have provided grant or fee for service income:

- Aitkin County
- Arrowhead Area Agency on Aging as a part of the Title II Older Americans Act
- Arrowhead Economic Opportunity Agency
- Mille Lacs Energy Cooperative
- Minnesota Department of Human Services
- Otto Bremer Foundation
- USDA Commodity Supplemental Food Program

### **Funding Request for 2013**

While we anticipate broadening the “reach” of our existing services to more remote areas of Aitkin County, we believe our infrastructure costs will remain relatively stable. We have however, seen a dramatic increase in the need for individualized care consulting services and the need for respite services. To date, we have already served the projected number of families for the entire year, and the number of respite hour is ahead of plan by 25%. These two services are critical in keeping seniors at home, and helping them to effectively function in our community.

To that end, CARE respectfully requests \$35,900 for general operations, and \$2,000 to be directed toward increased respite and caregiver services.

CARE is very grateful for the funding provided by Aitkin County over the past two years, and enjoys a great working relationship with the administrative staff, law enforcement, and Health and Human Services.

If you have any questions or need more information, please do not hesitate to call me at 218-927-1383. Thanks again for your partnership with Aitkin County CARE!



**“Services Description – Attachment A”**

Program	Description	Eligibility/Cost
Nutrition Assistance Program (NAPS)	Monthly distribution of non-perishable food box in Aitkin, McGregor, McGrath, Hill City, Jacobson	Seniors 60+ income eligible
Meals on Wheels	Hot meals served within one mile radius of the City of Aitkin	Homebound seniors 60+ or disabled; \$3.50 suggested donation
Frozen Meals	Frozen meals (and NAPS boxes) delivered every other week throughout Aitkin County	Homebound seniors 60+ or disabled; \$3.50 suggested donation
Respite Services	Trained respite workers provide in-home respite to caregivers; day, evening, week-end or overnights	Seniors 60+. Sliding fee scale. (AC/EW waiver program)
Care Consulting	Care planning and referral services for caregivers or care receivers	Caring for seniors 60+ or disabled, donation based on sliding fee scale and level of planning
Memory Loss Support Groups	Support and education for caregivers <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Wed. of the month at 1:00 pm. @ Aicota Rehab</li> <li>• 3<sup>rd</sup> Tues. of the month at 3:00 pm. @ McGregor DAC</li> </ul>	Open to all caregivers at no cost
ANGEL CARE – Chore and Transportation Services	Assistance with minor home maintenance, seasonal chores, transportation and friendly visits	Seniors 60+ or disabled adults. Sliding fee scale/suggested donation. (AC/EW waiver program)
Senior Companion Newspaper on Tape	Companionship and transportation services	Seniors 60+ or disabled adults
Bone Builders	The Aitkin Age is read for people with visual disabilities Exercise classes designed to strengthen and improve balance. Classes held Tues/Thurs 10:00 am. @ First Lutheran Church and 1:00 pm. @ Westside Church	Seniors or disabled; no cost No cost
Grand-Friends	Pen-pal relationship with Ripplestone Elementary students	No cost

**CARE PROGRAM GOALS - 2012**

<b>Care For the Caregiver - Respite</b>		Results				Comments
Target	1Q	2Q	3Q	4Q		
# Caregivers Served	15/15	16/21				
Respite Hours	818	822				
Vol. Respite	40	Not Avail.				
# Support Group Participants	11	14/17				
Counseling Hours (Family)	24	47/71				
Outcomes	100%	NA			2011 YE Survey	
	100%	NA			2011 YE Survey	
	100%	NA			2011 YE Survey	

<b>ANGEL CARE - Transportation &amp; Chore</b>		Results (joint reporting with ANGELS)				Comments
Target	1Q	2Q	3Q	4Q		
# of Rides	117/8/109	247/40/207				
# of Trans. Clients	12	17				
# of Chore Hours	27/8/19	100/53/47				
# of Chore Clients	28	16				
Outcomes	NA	NA			YE Survey	
	NA	NA			YE Survey	
	NA	NA			YE Survey	

<b>CARE Counseling IIIB</b>		Results (joint reporting with ANGELS)				Comments
Target	1Q	2Q	3Q	4Q		
Numbers Served	4/4/1	9/7/2			14 cumulative in 2Q	
Outcomes	12/12	26/38				
	NA	NA			Survey mid-year	
	NA	NA			Survey mid-year	

<b>NAPS</b>		Results				Comments
Target	1Q	2Q	3Q	4Q		
Numbers Served	195	190			Avg. # over period	
Outcomes						

Meals on Wheels		Results	2Q	3Q	4Q	Comments
Target		1Q				
Numbers Served	55 clients	45	48			
Outcomes	Nutritious meals provided in support of overall County and AEOA outcomes	2491	1991			Continued marketing needed due to "rolling" client list
Bone Builders		Results	2Q	3Q	4Q	Comments
Target		1Q				
Numbers Served	35	36	46			
Outcomes	85% clients report improved strength and balance	NA	NA			Mid year survey
Senior Companion		Results	2Q	3Q	4Q	Comments
Target		1Q				
Numbers Served	18	15	14			
Outcomes	Client satisfaction as reported by LSS annual survey	NA	NA			YE Survey
Newspaper on Tape		Results	2Q	3Q	4Q	Comments
Target		1Q				
Numbers Served	5+	6	6			
Outcomes	Client connected to community					
Grand-Friends		Results	2Q	3Q	4Q	Comments
Target		1Q				
Numbers Served	65	42	42			
Outcomes	Seniors report positive experience					Positive experiences reported
Community Outreach		Results	2Q	3Q	4Q	Comments
Target		1Q				
# of Outreach Activities	TBD - Joint events with Riverwood, ANGELS, faith community and other senior service providers	Grade: A	Grade: A			newspaper articles, MOB and Powerful Tools classes, KKIN, Commissioner's meeting, senior & community meetings, Christian Women's meeting, United Methodist, Flood relief
Outcomes	Collaborations/Partnerships form as a result of community involvement					ANGELS, Riverwood, SHIP collaborative projects, Joint Northland Grant Pending



Revised 7-2012

**Board Members:**

Renee Larson, Treasurer  
329 4<sup>th</sup> Street SE  
Aitkin, MN 56431

Alison Matalamaki, Vice President  
850 2<sup>nd</sup> Street NW  
Aitkin, MN 56431

William Pavlik - Member  
17874 473<sup>rd</sup> Street  
McGregor, MN 55760

Ihleen Williams - President  
36987 US Hwy 169  
Aitkin, MN 56431

JoLynn Kullhem - Member  
49890 Great River Rd  
Palisade, MN 56469

Cynthia Bennett, Ex-Officio  
200 Ripple River Drive  
Aitkin, MN 56431

**Staff Members:**

Beth Leaf, Executive Director  
21917 532<sup>nd</sup> Lane  
McGregor, MN 56431

Patricia Martin, Care Consultant  
26 2<sup>nd</sup> Ave. SE  
Aitkin, MN 56431

Betty Jacobs, Program Coordinator  
37601 State Highway 18  
Aitkin, MN 56431

9:56 AM  
07/18/12  
Accrual Basis

**Aitkin County CARE, Inc.**  
**Balance Sheet**  
**As of December 31, 2011**

	<u>Dec 31, 11</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bremer Bank	42,959.74
Total Checking/Savings	<u>42,959.74</u>
Total Current Assets	<u>42,959.74</u>
<b>TOTAL ASSETS</b>	<u><u>42,959.74</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payable to RSVP	2,000.00
Payroll Liabilities	2,751.81
Total Other Current Liabilities	<u>4,751.81</u>
Total Current Liabilities	<u>4,751.81</u>
Total Liabilities	4,751.81
Equity	
Opening Balance Equity	20,913.90
Net Income	17,294.03
Total Equity	<u>38,207.93</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>42,959.74</u></u>



9:56 AM  
07/18/12  
Accrual Basis

**Aitkin County CARE, Inc.**  
**Profit & Loss Budget Overview**  
**January through December 2012**

	<u>Jan - Dec 12</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Direct Public Grants	31,500.00
Government Grants	91,294.00
Other Types of Income	24.00
Program Income	33,075.00
<b>Total Income</b>	<u>155,893.00</u>
<b>Gross Profit</b>	155,893.00
<b>Expense</b>	
Business Expenses	655.00
Contract Services	1,020.00
Facilities and Equipment	7,770.00
Insurance	8,225.00
Operations	4,952.00
Other Types of Expenses	66.00
Payroll Expenses	93,336.00
Program Expense	26,124.00
Travel and Meetings	2,385.00
<b>Total Expense</b>	<u>144,533.00</u>
<b>Net Ordinary Income</b>	<u>11,360.00</u>
<b>Net Income</b>	<u><u>11,360.00</u></u>



Revised 7-2012

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200 Ripple River Drive  
Aitkin, MN 56431  
218-927-3957 (cell)

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21917 532<sup>nd</sup> Lane  
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Aitkin, MN 56431

Betty Jacobs, Program Coordinator  
37601 State Highway 18  
Aitkin, MN 56431

# Aitkin County Ag Society

209 Second Street Northwest Room 202

Aitkin, Minnesota 56431

218.927.7354

JUL 31 2012

July 31, 2012

To: Board of Commissioners

From: Aitkin County Fair Board

Re: Fairgrounds Capital Projects

Monies from fairgrounds operations and the annual county appropriation are used for the repair and upgrade of the fairgrounds structures and systems. As you know this year's fair was canceled due to the flooding of the grounds, but the need to maintain and upgrade the facilities is now greater due to the age of structures. The following projects have been identified as priority items for the county fairgrounds over the next few years. We are making a request for funding consideration of these projects

New East entrance road	\$20,000
New horse barn	\$186,000, less donations of \$33,000
Commercial exhibit building repairs (floor replacement and repairs)	\$50,000
New 4-H exhibit building	\$75,000
Food stand pavilion	\$80,000
Drainage/ditching	unk
Camp Grounds Development Water/sewer	unk
Grandstand Inspection/flood damage assessment	\$4,000

Thank you for the past participation at the Fair and we are looking forward to many years to come.

# Aitkin County Ag Society

209 Second Street Northwest Room 202

Aitkin, Minnesota 56431

218.927.7354

July 25, 2012

To: Aitkin County Board of Commissioners

From: Aitkin County Fair Board

Jim Bright, President

Kirk Peysar, Secretary/Treasurer

Sharon Dotzler

Rich Liljenquist

Kate LaClair

David Carlson

Mick Moriarity

Kevin Peterson

Becky Koch

Dennis Thompson

Vern Watters

Tiffany Gustin

Patti Zebro

Bob Nicko

Dave Berg

Re: 2013 Appropriation

The Aitkin County Fair Board has received an annual \$10,000 appropriation from the County Board. For 2013, the Aitkin County Fair Board is requesting no increase and therefore respectfully requests a \$10,000 appropriation.

Information as requested:

- Amount of money requested and a budget of how it will be used:
  - The \$10,000 appropriation represents 9% of the Fair Board's budgeted revenues.
  - While revenues are not dedicated to specific expenditures, the Fair Board considers the county appropriation to be a portion of the \$34,500 that is budgeted for capital improvements and maintenance to the fairgrounds, which are county-owned.
- Narrative of services provided to the taxpayers of Aitkin County:
  - The Fair Board meets monthly throughout the year to plan the annual county fair. This year, we celebrated our 122<sup>nd</sup> annual fair.
- Who we serve:
  - The event is attended by thousands of county residents as well as tourists from other areas. The fair provides entertainment for people of all ages.
- Annual operating budget:
  - Our total budget is \$111,368 (\$76,868 for operations and \$34,500 for capital). Please see the attached sheet for details.
- Fund balance:
  - Our fund balance was \$52,577.99 as of September 30, 2011, the end of our last fiscal year. Of that amount, \$12,000 represents funds that have been raised and

donated by individuals for the building of a new horse barn. The Fair Board has allocated an additional \$10,000 of this fund balance for the horse barn project. So, our unreserved fund balance is \$30,577.99, which represents 3.29 months of our annual budgeted expenditures or approximately 43% of what is budgeted to put on the fair each year.

- Other sources of funding:
  - Other revenues are collected through gate and grandstand admissions, parking fees, building rentals, advertising, and donations. This year, fair sponsorship opportunities were also offered to local organizations and businesses. Grants are also sought for various projects. This year, a \$7,368.42 grant was received from the County Fairs Arts Access and Cultural Heritage Fund for arts access, cultural heritage and ag education programs.

During 2012, the fair was canceled due to the impacts of flooding stemming from the June 20<sup>th</sup> thunder storms that hit our area. A midway only fair was held at the McGregor Airport on July 11 – 14. We thank the McGregor area residents, City of McGregor, and the McGregor Airport Commission for their support. Revenues (approx. \$70,000) ordinarily generated from fair activities (grandstand, parking, admissions, midway sales, booth rentals) were lost this year.

Thank you for your continued support of the Aitkin County Fair.

# Aitkin County Ag Society

July 25, 2012

Income Sources:	Actual	Budget	Revised	Org. Budget	Budget
	FY 2010/2011	FY 2010/2011	After Flood FY 2011/2012	FY 2011/2012	FY 2012/2013
<b>Operations:</b>					
Gate Admin	\$ 10,867.78	\$ 16,000.00	\$ -	\$ 16,000.00	\$ 16,000.00
Grandstand	\$ 13,550.37	\$ 22,000.00	\$ -	\$ 22,000.00	\$ 22,000.00
Auto Parking	\$ 2,177.95	\$ 2,200.00	\$ -	\$ 2,200.00	\$ 2,200.00
Space Rentals	\$ 10,222.05	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00
Carnival Income	\$ 14,845.00	\$ 15,000.00	\$ 3,005.00	\$ 15,000.00	\$ 15,000.00
Advertising	\$ 4,987.00	\$ 4,500.00	\$ 4,000.00	\$ 4,500.00	\$ 4,500.00
Grant	\$ 701.76	\$ -	\$ 7,368.00	\$ 7,368.00	\$ 7,368.00
<b>Total:</b>	<b>\$ 57,351.91</b>	<b>\$ 69,700.00</b>	<b>\$ 14,373.00</b>	<b>\$ 77,068.00</b>	<b>\$ 77,068.00</b>
<b>Other Income:</b>					
State Aid	\$ -	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00
County Approp	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Rents-Storage	\$ 13,276.14	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
Membership Dues	\$ 355.00	\$ 350.00	\$ 20.00	\$ 350.00	\$ 350.00
Interest Income	\$ 568.26	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
Donations	\$ 3,980.06	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 6,000.00
Camping	\$ 106.78	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
<b>Total:</b>	<b>\$ 28,286.24</b>	<b>\$ 34,300.00</b>	<b>\$ 27,970.00</b>	<b>\$ 34,300.00</b>	<b>\$ 34,300.00</b>
<b>Total Income:</b>	<b>\$ 85,638.15</b>	<b>\$ 104,000.00</b>	<b>\$ 42,343.00</b>	<b>\$ 111,368.00</b>	<b>\$ 111,368.00</b>
<b>Fair Operations:</b>					
Premiums	\$ 8,823.25	\$ 8,500.00	\$ 4,000.00	\$ 8,500.00	\$ 8,500.00
Advertising & Promotions	\$ 1,977.06	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Entertainment/Grand Stand	\$ 19,932.20	\$ 23,000.00	\$ 2,000.00	\$ 23,000.00	\$ 23,000.00
Midway Commissions	\$ 10,574.81	\$ 10,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00
Judging Fees & Travel	\$ 3,519.25	\$ 3,700.00	\$ 2,500.00	\$ 3,700.00	\$ 3,700.00
MFCF Conference	\$ 6,794.88	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00
Police/Security	\$ -	\$ 500.00	\$ 250.00	\$ 500.00	\$ 500.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
General Exp	\$ 13,059.58	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
<b>Total:</b>	<b>\$ 64,681.03</b>	<b>\$ 71,300.00</b>	<b>\$ 36,350.00</b>	<b>\$ 71,300.00</b>	<b>\$ 71,300.00</b>
<b>Capital Expenses:</b>					
Addns & Major Improvements	\$ 16,789.12	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00
Maint/Labor	\$ 7,581.64	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
<b>Total:</b>	<b>\$ 24,370.76</b>	<b>\$ 34,500.00</b>	<b>\$ 34,500.00</b>	<b>\$ 34,500.00</b>	<b>\$ 34,500.00</b>
<b>Total Expenses:</b>	<b>\$ 89,051.79</b>	<b>\$ 105,800.00</b>	<b>\$ 70,850.00</b>	<b>\$ 105,800.00</b>	<b>\$ 105,800.00</b>
<b>Income/Expenses:</b>	<b>\$ (3,413.64)</b>	<b>\$ (1,800.00)</b>	<b>\$ (28,507.00)</b>	<b>\$ 5,568.00</b>	<b>\$ 5,568.00</b>

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



To: Chairperson, Aitkin County Board of Commissioners Date: 8-1-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Flood Update

Requested Meeting Date: 8-7-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Scott Turner, Sheriff

**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) No packet materials. Verbal update at meeting.

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**



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



To: Chairperson, Aitkin County Board of Commissioners      Date: 08/01/2012

Via:

From: Sheriff Scott Turner

Title of Item: Glock Handguns

Requested Meeting Date: 08/07/2012 Est. Presentation Time: 5 minutes

Presenter: Sheriff Scott Turner

**Type of Action Requested** (check all that apply)

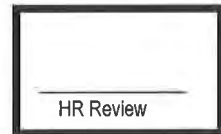
- For info only, no action requested       Approve under Routine Business
- For discussion only with possible future action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt 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? \_\_\_\_\_ Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: 200-6610

**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) quote

**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)**

**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW  
Aitkin, MN 56431

218-927-2138 Emergency 911  
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887  
TOLL FREE 1-888-900-2138

MEMO

To: Aitkin County Board of Commissioners

Date: August 1, 2012

From: Sheriff Scott Turner

Re: Handgun Trade In

---

The current duty weapons that are carried by our enforcement staff is nearing the “end” of the public safety lifespan – that being about 10 years. We currently deploy generation 3, Glock .40 caliber handguns. We are proposing to upgrade to the generation 4, Glock 9mm handguns. We would trade in the current handguns and obtain a credit towards the new purchase. I would need board authorization to effectuate this trade-in, as we would be disposing of/selling county property.

We want to remain with the Glock handgun for a number of reasons: we as a department are familiar with those handguns, have two armorers that are trained as such, and are happy with the performance of those handguns over the last decade. Keepsrs is the company that has the state contract with Glock. One side benefit of going to the 9mm caliber is that the ammunition is also less expensive.

This is a budgeted expenditure for 2012. As you can see from the quote provided by Keepsrs, the cost to Aitkin County, with the trade-in of the existing firearms would be \$2,594.

If you have any questions relative to this matter, please do not hesitate to call.



# QUOTE

## KEEPRS

"AN AWESOME EXPERIENCE WORTH SHARING"

1055 WESTGATE DRIVE  
 ST PAUL, MN 55114  
 507-384-7134  
[jamey@keeprs.com](mailto:jamey@keeprs.com)

INVOICE NO. [100]  
 DATE August 2, 2012  
 CUSTOMER ID [ABC12345]  
 EXPIRATION DATE 12/31/2012

TO Lawrence Derksen  
 Aitkin County Sheriff's Office  
 217 2nd Street NW  
 Aitkin, MN 56431  
 218-927-7409

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
JE					Due on receipt	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
21.00	G17gen4	Glock Model 17gen4 with Glock night sights and 3 mags	409.00		8,589.00
20.00	G22	Trade in Glock model 22 clean, functional w/3mags	(260.00)		(5,200.00)
1.00	G27	Trade in Glock model 27 clean, functional w/3mags	(270.00)		(270.00)
21.00	Lasermax	Trade in Lasermax lasers	(25.00)		(525.00)
		Buyback price would be 295.00 for the 22's / no lasermax			

**TOTAL DISCOUNT**

Quotation prepared by: \_\_\_\_\_ Jamey Erie \_\_\_\_\_

This is a quotation on the goods named, subject to the conditions noted below:  
 (Describe any conditions pertaining to these prices and any additional terms of the agreement.  
 You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: \_\_\_\_\_

<b>SUBTOTAL</b>	\$	2,594.00
<b>SALES TAX</b>		
<b>TOTAL</b>	\$	2,594.00

**THANK YOU FOR YOUR BUSINESS!**

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



To: Chairperson, Aitkin County Board of Commissioners

Date: July 23, 2012

Via: Patrick Wusso, County Administrator

From: Sheriff Scott Turner

Title of Item: 2012 Boat & Water Federal Safety Supplemental Enforcement Supplemental Agreement – Equipment / Supplies Grant

Requested Meeting Date: August 7, 2012 Estimated Presentation Time: 10

Presenter: Sheriff Scott Turner

**Type of Action Requested** (check all that apply)

- For info only, no action requested                       Approve under Routine Business  
 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 for authorization to proceed  
 Request by member of the public to be heard              with proposed fee increases  
 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: 202-5840  
Expenditure line account # for this item is: 202-Variou

**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) For signature

**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)**

**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW, RM #185  
Aitkin, MN 56431

218-927-7435 Emergency 911  
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887  
TOLL FREE 1-888-900-2138

**MEMO**

TO: Aitkin County Board                      DATE: August 2, 2012

FROM: Sheriff Scott A. Turner              RE: 2012 Federal Safety  
Enforcement Supplemental  
Agreement Grant  
Equipment / Supplies

---

Attached is a resolution for consideration for the acceptance of \$49,500.00 for the Federal Boating Safety Supplemental Grant. This money was applied for to purchase an Air Boat to assist the Aitkin County Sheriff's Office with patrol and rescue in difficult water locations. I ask that all three copies of the Agreement are signed by the Aitkin County Board and the Aitkin County Auditor and returned with a signed resolution.

Also attached are two quotes for the purchase of the airboat. This watercraft would have been of great assistance during the past winter with ice rescues on Mille Lacs and during the recent flood.

We recommend going with the quote from Duck Water Boats Inc. as it meets our needs. The turnaround time on this grant is short, so we must move quickly. Additional funds beyond the grant amount will be provided by forfeiture monies.

If you have any questions relative to this request, please do not hesitate to call me.

Thank you.

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

ADOPTED \_\_\_\_\_, 20

By Commissioner:

BE IT RESOLVED, that the Aitkin County Board of Commissioners approve the 2012 Federal Boating Safety Enforcement Supplemental Agreement – Equipment/Supplies Grant file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Auditor to sign the agreement in the amount of \$49,500.00 for the term of July 1, 2012, through September 14, 2012.

Commissioner \_\_\_\_\_ moved the adoption of the resolution and it was declared adopted upon the following vote:

all members present \_\_\_\_\_ All members voting

STATE OF MINNESOTA )  
County of Aitkin ) ss.  
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the \_\_\_\_\_ A.D., 20 \_\_, and that the same is a true and correct copy of the whole thereof.  
WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy



Duck Water Boats Inc.  
 3817 Blacksnake Hill Rd.N.E.  
 Dover, Ohio 44622  
 Phone Number: 330-602-9008

Invoice No. 12334

**INVOICE**

**Customer**

Name Dan Guida  
 Address \_\_\_\_\_  
 City Aitkin County Mn. \_\_\_\_\_  
 Phone \_\_\_\_\_

Date \_\_\_\_\_  
 Order No. \_\_\_\_\_  
 Rep \_\_\_\_\_  
 FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
1	Duck Water 20' Rescue boat with full console Hull constructed of 1/4" 5086 Marine Grade aluminum Stringers will be overlapped and locking for strength Hull sides to be 1/4" aluminum Hull skin to 1/2" phenolic glued and mechanically fastened the cabin will be a ealk around with 3 sides top gun material with zippered doors and the forward windshield to be aluminum.	\$49,500.00	
1	Load Rite galvanized trailer tandem axle 5200102LTB1.	\$2,500.00	\$2,500.00
1	Levigator Marine 6.2L V8 550HP rigged  Construction to be plasma cut. Drawings to be provided by Naval Engineer Hal Whitacre		

**Payment Details**

Cash  
 Check  
 Credit Card

Name \_\_\_\_\_  
 CC # \_\_\_\_\_  
 Expires \_\_\_\_\_

SubTotal	
Shipping & Handling	
Taxes State	
<b>TOTAL</b>	<b>\$52,000.00</b>

Office Use Only

*Best of Gunning!!!*



From: Grant Jones  
To: Dan Guida  
Date: Thursday, August 02, 2012 9:50:03 AM  
Subject: American Airboats Corp.

[Any Terrain.jpg](#) [harson search and rescue.jpg](#) [ice rescue 2.jpg](#) [hurricane katrina pic.jpg](#) [CG%20Airboat%201.jpg](#)  
[DSC02667.jpg](#) [truckthroughic AWESOME PIC.JPG](#)

Mr. Guida,

I actually just spoke with the V.P. of the company Faron Floyd, and he wanted to at least put into writing what you can expect or price so that you may use it for presenting purposes. He will not be back from Nebraska until Tuesday with a formal quote that you can go review, but until then as an estimate for a 20 foot full Search & Rescue Rhino Edition AirRanger with 550 HP, walk around removable cabin, you can expect it to be around \$75,000.00 with boat and trailer. We will send a formal quote of all line items promptly on Tuesday when they return. Also, I have attached a few pictures of some recent Search & Rescue editions and if you would like, below is a link to our introductory DVD that you may view for presentation purposes as well. Thank you Mr. Guida, it was a pleasure speaking with you and if you require any additional information please let me know and I will be glad to assist you.

Sincerely,

Grant Jones  
American Airboats Corp  
[www.americanairboats.com](http://www.americanairboats.com)  
Office: (409) 883-7725 EXT. 11  
Cell: (409) 988-2549  
Marketing & Advertising Director

"The future belongs to those who see possibilities before they become obvious."



**2012 STATE OF MINNESOTA  
FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT  
GRANT AGREEMENT**

Contract#: **49644**

Receipt ID:

**State Accounting Information:**

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2013	Source Type REIMB	Vendor Number 0000197275	5-5	
Total Amount \$49,500.00		Project ID R29G80110127	Billing Location A50	DUNS 047464805		

**Accounting Distribution:**

Fund 3000	Fin. Dept. ID R2937715	Approp. ID R290260	Category 84101501	Account 441302	Total Amount \$45,000.00	Activity A800002 - Enforcement
Fund 3000	Fin. Dept. ID R2937715	Approp. ID R290260	Category 84101501	Account 441302	Total Amount \$4,500.00	Activity A808004 - Navigational Aids

PO 30000 23115

Contract Number <b>49644</b>	Grant Begin Date July 1, 2012	Grant End Date September 14, 2012
---------------------------------	----------------------------------	--------------------------------------

**Grantee Name and Address:**

Aitkin County Sheriff's Office  
217 - 2<sup>nd</sup> St NW  
Aitkin, MN 56431

**2012 STATE OF MINNESOTA  
FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT  
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Office of Communication and Outreach ("State") and Aitkin County Sheriff's Office, 217 - 2<sup>nd</sup> St. NW, Aitkin, MN 56431 ("Grantee").

**Recitals**

1. Under Minnesota Statute §84.026 the State is empowered to enter into this grant.
2. The State will make available supplementary funding in the amount noted in this agreement to cover the cost of the specific items for recreational boating safety.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State.

**Grant Agreement**

**I Term of Grant Agreement**

- 1.1 **Effective date:** July 1, 2012. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred back to effective date. Reimbursements will only be made for those expenditures made according to the terms of this grant.
- 1.2 **Expiration date:** September 14, 2012, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Reimbursement invoice requests must also be received by the State no later than September 14, 2012. An extension beyond that date may be granted, if requested by the Grantee, and approved in writing by the State's representative. Requests submitted after September 14, 2012 that have not been granted a purchase or reimbursement extension from the State, are not eligible for reimbursement and will become the Grantee's sole responsibility.
- 1.3 **Survival of Terms:** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability, 9. State Audits, 10. Government Data Practices and Intellectual Property, 12. Publicity and Endorsement, 13. Governing Law, Jurisdiction, and Venue, 15. Data Disclosure and those items in Exhibit A.

**2 Grantee's Duties**

The Grantee, who is not a state employee, will be reimbursed, as specified in Exhibit A, for the purchase of the items noted there. The Grantee will submit to the State the required documents noted in Exhibit A. The State will make available supplementary funding in the amount noted in this agreement to cover the cost of the specific items for recreational boating safety noted in Exhibit "A." See Exhibit "A" of this agreement for the allowable expenditures specific to this grant. See Exhibit "B" for specific federal requirements that affect this grant.

**Reporting Requirements:** The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing.

**3 Time**

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

**4 Consideration and Payment**

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:
  - (a) **Compensation.** The Grantee will be reimbursed only for the specific items listed in Exhibit A up to Forty-nine thousand five hundred dollars (\$49,500.00).
  - (b) **Total Obligation.** The total obligation of the State to the Grantee under this grant agreement will not exceed Forty-nine thousand five hundred dollars (\$49,500.00).
- 4.2 **Payment**
  - (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract. Invoice procedures are specified in Exhibit "A".
  - (b) **Federal funds.** Payments under this grant agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security - through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (CFDA number 97.012) in 46 U.S.C. 13101-13110. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

## 5 Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

## 6 Authorized Representative

The State's Authorized Representative is Kim A. Elverum, Assistant Administrator / Boat & Water Safety Coordinator, Office of Communication and Outreach, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4046, (651) 259-5343, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is the County Sheriff. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

## 7 Assignment, Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendment to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement, including Exhibits "A" and "B", contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

## 8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

## 9 State Audits

Under Minnesota Statute § 16B.98, Subdivision 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.

## 10 Government Data Practices and Intellectual Property

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

## 11 Workers' Compensation

The Grantee certifies that it is in compliance with Minnesota Statute § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## 12 Publicity and Endorsement

- 12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement. Program funding attribution information can be found in Exhibit "A."
- 12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

## 13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 Termination by the State. The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause. The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding. The State may immediately terminate this grant agreement if:

(a) Funding for Agreement No. NA is withdrawn by the NA;

(b) It does not obtain funding from the Minnesota Legislature,

(c) Or, if funding cannot be continued at a level sufficient to allow for the payment of services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minnesota Statute § 270C.65, Subdivision 3 and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: Aileen C Marchetti

Date: 7-18-2012

CFMS Grant Agreement No. 49644  
PO 30000 23115

2. GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: County Sheriff

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: Chairman of County Board

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: County Auditor or Administrator

Date: \_\_\_\_\_

3. STATE AGENCY: NATURAL RESOURCES

By: \_\_\_\_\_  
(With delegated authority)

Title: Assistant Administrator, OCO

Date: \_\_\_\_\_

Attachments: Exhibits "A" & "B"

Distribution:

- 1. DNR - OMBS
- 2. Grantee - 2 (Sheriff's Office & Co. Board)
- 3. State's Authorized Representative - Photo Copy

**2012 STATE OF MINNESOTA FEDERAL BOATING SAFETY  
SUPPLEMENTAL EQUIPMENT GRANT AGREEMENT  
(CFDA #97.012)**

- I. The purpose of this grant is to provide supplementary funding to the Grantee, not exceeding the amount specified in Clause 4 of the Grant Agreement, to purchase the following specific equipment or other items that will be used for recreational boating safety activities:
  - a. 22-foot airboat with accessories and trailer\*
  - b. 30 navigation buoys

\* means trade-in or county funds added
2. The program shall begin on July 1, 2012. The purchase and request for reimbursement (county invoice) must be submitted to the State's representative by September 14, 2012. An extension beyond that date for purchase, delivery and reimbursement deadlines may be granted, if requested by the Grantee, and approved in writing by the State's representative. Requests submitted after September 14, 2012, that have not been granted a purchase or reimbursement extension from the State, are not eligible for reimbursement and will become the Grantee's sole responsibility.
3. The Grantee must first purchase the item as specified in this grant, follow any specific county purchasing procedures and pay for it from the Grantee's funds. The Grantee must then submit the following for reimbursement by the deadline noted in #2 above:
  - a. An invoice from the Grantee, dated no earlier than July 1, 2012 and not later than September 14, 2012, with a description of all the item(s) being requested for reimbursement. The purchase/invoice deadline may be modified if an extension, as noted in clause #2 above, is granted in writing from the State's representative.
  - b. A copy of the invoice(s) from the vendor(s) showing the amount the Grantee actually paid, including shipping, sales tax and any setup costs.
  - c. If the item is valued over \$5,000, the Grantee's asset number(s) & equipment serial number(s) must also be included on the invoice.
  - d. All reimbursement requests must be sent or delivered to:

Minnesota Dept. of Natural Resources  
Boat & Water Safety Section  
500 Lafayette Road  
St. Paul, MN 55155-4046
4. Aids to navigation purchased through this grant must comply with the requirements in Minnesota Rule 6110.1500. Watercraft purchased through this grant must be registered with the State and display registration numbers and validation decals as noted in Minnesota Rule 6110.0100 -.0900.
5. Invasive Species Prevention. Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (pp. 5-8) of Operational Order 113 which may be found at [http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_113.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf).

6. The Grantee agrees that, when requested by the State, they will promptly complete an inventory on items purchased at a cost of more than \$5,000 and forward it to the State's representative.
7. The State will supply a special label that will need to be applied to each item of equipment that exceeds \$5,000. This label indicates that federal boating safety funds were used for all or a portion of the purchase.
8. Items purchased under this grant may not be sold, traded or disposed of without prior written permission and instructions from the State as to the disposition of the item(s), and any funds derived from their sale or trade. The Grantee must promptly notify the State's representative if any item over \$5,000 purchased through this grant is lost or stolen.
9. By accepting this grant, the Grantee agrees, when requested, to accurately & promptly complete and return to the state any reports required by the State or the cognizant federal agency regarding activities, expenditures or accomplishments for the recreational boating safety program.
10. In any reference to this grant, it should be referred to as: "A federal boating safety sub grant through the Minnesota Department of Natural Resources."